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	Original Approval Date: February 17, 2003	Date Revised: February 2, 2009	Revision Approval Date: August 31, 2009

TITLE: OFFICE COVERAGE STAFF

POLICY STATEMENT:

NNPCN (N/PS) is committed to providing coverage within the agency during hours of operation, while ensuring staff have a vacation. This policy applies to all staff.

Attendance:

Employees are expected to be in attendance during normal working hours except when absent from work for illness, arranged holidays or other reasons approved in advance by the Chair or Board.

Should an employee have an occasion where he/she is going to be late or absent, the office needs to be notified. If no one available, in absenteeism, employees are to inform the Chair or designate. All absenteeism needs to be reported to the Board Chair as it occurs.

A medical certificate may be requested if the employee is absent for more than three consecutive business days or if absenteeism becomes excessive. A copy of the note is to be forwarded to the Board Chair and the original is to be placed in the staff employee file.

It is the practice of NNPCN (N/PS) that employees get **(5) five paid sick days per year.**

Sick time is not accumulative from one year to the next and it follows the fiscal year April 1st to March 31st.

Hours of Work

Program Administrator:

NNPCN (N/PS) standard hours of work for Program Administrator are 35 hrs. per week.

The expectation of the Board is that attendance is mandatory at the following: Executive Committee meetings, Strategic Planning, Annual General meetings and other meetings as deemed necessary by the Board. Yearly attendance at Team Meetings, - North Bay, Mattawa, and West Nipissing as well as monthly meetings with Team Captains is also required.

Secretary/Bookkeeper:

Hours of work for the Secretary/Bookkeeper are 29.5 hrs. per week.

The expectation of the board is that attendance is mandatory at the following: Annual General Meetings, North Bay Team meetings, and others as deemed necessary by Program Administrator.

Time attending meetings etc., that are outside the regular working hours and are a mandatory request of the Board, e.g. evening team meetings, is expected to be taken by the employee within two weeks of having been accumulated. If evening team meeting is of 3-hr. duration, 3 hrs. to be taken during regular business hours by employee.

Hours of Operation:

The North Bay office is open to the public and covered during the hours of operation, which are: **Monday-Friday 08:30 to 16:30 hours.** The office is closed for lunch from 12:00 to 13:00 hours. The office will close Christmas Eve and New Year's Eve at 12:00 hours and re-open for regular business hours after each Public Holiday.

Public Holidays include:

New Year's Day
Family Day
Good Friday
Victoria Day
Canada Day
Labour Day
Thanksgiving Day
Christmas Day
Boxing Day
+ One (Civic Holiday)

If an employee is not scheduled to work on the Public Holiday, they must take the time off on the workday immediately preceding or immediately following the Public Holiday as mutually agreed upon.

Overtime/Compensating Time Off

NNPCN (N/PS) will comply with the requirements of the Employment Standards Act. The Board does not anticipate situations where overtime will be warranted.

If an employee feels additional hours of work are warranted in a particular week, in order to meet Board mandated requirements, they are expected to get prior approval from the Chair or Board. When taking compensated time off, the Chair is to be notified at least 2 days in advance.

Time off must be taken within three months in which it was earned. This time will be taken off as time in lieu, at a time that is mutually agreed upon by the employee and Board Chair.

Vacation

Vacation is based on fiscal year running from April 1st to March 31st, as well as years of service with NNPCN (N/PS).

New employees are entitled to take vacation after 3 months of service. Each employee is entitled to 0.83 days of paid vacation for every month they work in that fiscal year.

After one year of service, employees are entitled to 0.83 days of paid vacation per month (10 working days) in the fiscal year.

After five years of service, employees are entitled to 1.25 days of paid vacation per month (15 working days) in the fiscal year.

After twelve years of service, employees are entitled to 1.67 days of paid vacation per month (20 working days) in the fiscal year.

For the purpose of vacation time, one week = the hours per week that each employee is scheduled to work e.g. 30hrs/week = 30 hrs. vacation.

NOTE: Vacation may be altered from the above guidelines at the discretion of the Board. E.g.: Individual employee contracts.

Calculation of Vacation Pay

All entitlements noted above are based on completing the entire fiscal year. Employees who leave before the end of the year but have taken their vacation, will have a pro-rated adjustment made to their final pay cheque.

It is the practice of NNPCN (N/PS) that every employee will take his/her holidays every year. Carryovers of one-week vacation will be allowed into the next fiscal year for holidays not taken. Vacation not used must be taken as time off. Employees will not be compensated in cash. It is the responsibility of each employee to work out coverage of office. Both employees will not be on vacation at the same time. If this cannot be worked out among employees, seniority will be the deciding factor.

All vacation days need to be reported the Board Chair at least 1 week prior to being taken.

Recording of Staff Activities:

Employee Vacation, Sick Leave and Lieu Time Reporting Form (Form 120) will be completed after each occurrence of an event – Vacation, Sick Days, and Lieu Time. The hours will be documented on the Excel spreadsheet.

REVISION HISTORY:

DATE mm/dd/yyyy	REVISED BY	REVIEW ONLY (✓)	COMMENTS / MODIFICATIONS	BOARD APPROVAL DATE: mm/dd/yyyy
08/14/08	Bev Charron			08/18/08