

<b>Human Resource policies</b>		
Approved by: Board of Directors, November 2017	Last reviewed Date:	Document # CC-POL-021

This policy covers a number of areas relating to human resources, including employee classifications, compensation, confidentiality, recruitment, hours of work, leave and vacation, performance reviews and termination. Other relevant Cricket Canada policies that apply to human resources include:-

- Code of conduct
- Conflict of interest
- Discipline
- Harassment
- Dispute resolution

## **1. Employment classifications**

1.1: Management staff; Includes: General Manager, permanent full-time administration staff, permanent fulltime supervisory or professional staff.

1.2: Office staff; Includes all full- time, permanent part-time, hourly staff, part-time supervisory, temporary and casual hourly staff and all hourly-paid, supervisory or professional staff.

1.3: Permanent full-time; Work week – 37.5 hours.

1.4: Permanent part-time; Work week - More than 20 and less than 30 hours per week on a permanent year-round basis; paid on an hourly basis for hours worked.

1.5: Part-time; Work week - Employee working on particular program or project with a definite or approximate start and finish date; paid on an hourly basis for hours worked.

1.6: Temporary casual; Work week - Anyone who may be called from time to time on a casual basis to perform a particular task or job; paid hourly.

1.7: Contract or grant-funded position; Work week - Anyone hired for a particular task over a specific period of time with a defined start and finish date; this worker will be paid for the job or project at an agreed-upon rate. This includes grant-funded positions and summer camp staff.

1.8: Acting appointment; An acting appointment is made when a full-time or part-time employee has been designated to perform the full duties of another position in the absence of the regular incumbent who is unable to act, or on an interim basis where a position becomes vacant before a regular incumbent has been appointed

All acting appointments will be limited to periods of less than six months unless unusual circumstances warrant a longer period

Compensation for acting appointments will be at the minimum of the relevant pay level

## **2. Compensation:**

### 2.1: Base salary structure

Cricket Canada is committed to establishing and maintaining competitive salaries, reflective of current market conditions. Cricket Canada salary ranges are set at the midpoint of salary ranges for similar positions in the marketplace, as determined through survey data.

### 2.2: Job classifications

Positions with similar impact and scope will have similar salary ranges. This ensures that the principles of pay equity are applied and that salaries are transportable if employees move cross functionally.

2.3; Individual salary decisions; Individual employee salaries are set in employee contracts.

## **3. Employment of relatives**

3.1: Cricket Canada can hire immediate relatives of current employees or board members subject to certain restrictions to reduce the potential for conflict of interest.

- Immediate relatives include spouse, common law spouse, parent or child.
- The immediate relative will not work on the same team as the current employee.
- The immediate relative and the current employee will not work in a supervisory relationship with each other.
- This policy does not apply to temporary employment lasting less than six months (e.g. summer work placement).

## **4. Confidentiality**

4.1: The confidentiality of personal information is an integral part of conducting all Cricket Canada business activity and must be observed by all Cricket Canada personnel: providers, program staff, administrative staff, volunteers, students and Board members. In particular any personal information relating to Cricket Canada employees, volunteers, members, players or other individuals must be kept confidential, and maintained in a secure manner. Each person is responsible for the security of information stored by themselves. Written consent is necessary prior to the release of any information to a third party outside of the Agency.

## **5. Recruitment**

### 5.1: Philosophy

Cricket Canada believes in equal opportunity in employment practices without discrimination on the grounds of race, religious beliefs, colour, gender, sexual orientation, physical disability, mental disability, ancestry, place of origin, age, marital status, source of income or family status. Cricket Canada will endeavor to recruit the most competent individuals to fill all positions.

### 5.2: Responsibility

The Board of Directors and General Manager are responsible to ensure employment practices conform to legislation and personnel policies. The Board approves all hiring. Supervisors make employee selection decisions.

### 5.3: Procedures

- Cricket Canada will conduct a screening process that is fair and equitable.
- It is the responsibility of each applicant to demonstrate that s/he meets the requirements of the position.
- A minimum of two and a maximum of six applicants will be interviewed for any one position.
- Applicants will receive an acknowledgement of receipt of their application.
- Each interview team will consist of a minimum of three persons. The composition of this team will depend on the position being filled.
- One person on the team will be appointed as chair. One person on the team will be appointed as recorder.
- Applicants who meet the basic requirements of the position will be invited to an interview where they will be evaluated on their response to a preset list of topics and educational and experiential criteria.
- Second interviews will be held when several candidates demonstrate equal abilities.
- One or preferably two reference checks will be conducted before making an offer of employment
- Employment tests may be conducted before making an offer of employment
- Once a final candidate has been determined and prior to any offer of employment, approval must be obtained from the executive director/ general manager or board, depending on position being filled.
- Following receipt of approval to hire, a verbal offer can be made to the candidate.

#### 5.4: Employment offers

Offers will be written and include all terms of employment including: job title, start date, rate of pay, pay period information and eligibility for benefits. Information about hours of work and overtime compensation will be included for eligible employees.

For temporary employees, employment letters will include the termination date and/or terms for termination. Changes to the employment conditions, i.e. position or end date will be in writing.

## **6. Public holidays**

Cricket Canada observes the following paid public holidays:

- New Year's Day
- Family Day
- Good Friday
- Victoria Day
- Canada Day
- Labour Day
- Thanksgiving Day
- Christmas Day
- Boxing Day
- One additional holiday as determined by the National Office, as well as any other provincial public holidays applicable to the office located in that province.

While Cricket Canada discourages employees from working on these days, if employees must be on duty on any of these holidays they will be remunerated according to applicable provincial employment standards.

## **7. Hours of work**

7.1: Normal hours of work are 9 a.m. to 5 p.m., Monday to Friday, including a 30 minute lunch break, representing 7.5 working hours per day, 37.5 hours per week. Regular working hours may vary from the above, with the approval of the general manager

7.2: No overtime shall be planned or worked by support staff unless approved by his or her supervisor.

7.3: With a mutual agreement between the employee and his/her supervisor, compensation for overtime hours worked by support staff will be in the form of time off in lieu following applicable employment standards legislation.

7.4: Staff members wishing to attend or present at weekend conferences, presentations, training sessions, etc., shall submit their request together with a value added justification and associated costs, or projected revenues, to the general manager, or designate, for approval.

7.5: Should staff be required to work weekends a time in lieu entitlement may be taken either the week prior or week following the weekend worked. Time in lieu for weekend work cannot be accumulated.

## **8. Vacation**

8.1: Vacation and sick leave entitlements are defined in individual employee contracts.

8.2: In the first calendar year of employment, any vacation entitlement can only be taken after the completion of a three month probationary period.

## **9. Leave of absence**

### 9.1: Compassionate leave

- Compassionate leave is time off with pay as a result of death or other crisis in the employee's immediate family.
- An employee shall be granted three (3) consecutive working days without loss of salary in the event of death of the employee's child, parent, brother, sister, husband, wife, partner, mother-in-law, father-in-law, grandparent, guardian, son-in-law, daughter-in-law or grandchild.
- Compassionate leave for the death of any other relative shall be at the discretion of the general manager.
- Compassionate leave for other crises shall not exceed three (3) days in each calendar year and subject to the discretion of the general manager as determined by the circumstances.
- Compassionate leave shall be extended up to a maximum of two (2) days for travel in excess of 320 kilometres one way from the employee's residence.

### 9.2: Leave of absences for professional development

Professional development (directed): When a staff member is directed by a supervisor to take a course or attend a seminar or conference, it will be at no cost to the staff member, and as far as practical, be taken during regular working hours. If such attendance requires time other than regular hourly working commitment, time in lieu at regular rates shall apply.

Professional development (staff requested): All staff may apply to their supervisor for permission to attend job-related seminars, short courses, conference, etc. If leave is granted it shall be with pay if the supervisor is able to justify to the general manager that such training is appropriate to Cricket Canada's current staff training priorities and interests and can be managed within existing resources. The supervisor and staff member are encouraged

to seek funds within the sources outlined by the general manager, being either existing departmental budgets, appropriate outside agency support, or personal income. An employee will not be compensated for overtime involved with staff requested professional development.

## **11. Employee performance reviews**

11.1: Cricket Canada requires that all managers meet with their employees and provide a formal and documented annual performance review in December. Additionally, managers are encouraged to meet with employees at mid-year to review performance and achievement to date, and are expected to provide employees with informal, timely performance feedback throughout the year. Employees may request a performance meeting with their manager at any point in the year.

11.2: Managers meet with employees annually to set job and performance objectives for the forthcoming year. This meeting can coincide with the annual performance review (in December) or take place in the first two weeks of January.

11.3: Employee objectives may be added to, or changed, throughout the year, as changes occur in organizational priorities and activities. When this occurs managers will meet individually with employees to review and document new/changed objectives.

## **12. Staff development**

12.1: In alignment with their organizational values, Cricket Canada encourages the continuous learning of employees.

12.2: Managers identify, with input from employees, opportunities for individuals to attend conferences, meetings or training sessions that will result in the acquirement of the knowledge and skills that will benefit the employee in carrying out their work. Employees may also request to attend conferences, meetings or training sessions that will further their personal career development

12.3: The General Manager approves employee attendance at conferences or training sessions, and out of town meetings.

### 13. Terminations

13.1: Terminations are to be treated in a confidential, professional manner by all concerned. Supervisors and the General Manager will ensure thorough, consistent and even-handed termination procedures.

- Notice of termination of any permanent employee of Cricket Canada shall be given in writing in accordance with the provincial legislation.
- During the first three months of the probationary period of employment, the services of any probationary employee of Cricket Canada may be terminated at any time without written notice of termination or payment of money in place of notice of termination.
- A termination at the end of an agreed to term of employment shall require no notice.
- At the termination of employment, whether by resignation or dismissal, any outstanding entitlements owing to the employee shall be paid in full.
- At the termination of employment, whether by resignation or dismissal, the employee shall immediately pay in full any outstanding amounts owing to Cricket Canada,. The employee authorizes the employer to deduct any outstanding amounts from the final pay cheque.
- At the termination of employment of an employee, Cricket Canada shall pay the employee on the last working day.
- At its discretion, Cricket Canada may pay an employee the full amount owing for the period of notice, in lieu of notice.

#### 13.2: Resignations

Resignation by any employee in either a regular full-time or regular part-time position shall be given in writing with a notice period corresponding to appropriate provincial legislation regarding termination.

### Revision History

Revision #	Revision Date	Approved By	Major Changes or Reason for Changes