



Human Resources Policy

Reviewed by PSCB Board – June 11, 2024

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This document will be reviewed every 3 years.

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HUMAN RESOURCES

POLICY STATEMENT

The Human Resources policy is applicable to all employees of the PacificSport Columbia Basin (PSCB)

APPLICATION

The Human Resources policy will promote a mutual respect between staff and contribute to the strengthening of PSCB teamwork and employer/employee relationships. It provides clarity and protection to both the employee and employer regarding expectations and obligations regarding PSCB business and is aligned to the values of the organization. The provisions of these policies are also incorporated by reference into the terms and conditions of employment of each employee of PacificSport Columbia Basin.

The main responsibility for PacificSport Columbia Basin's Human Resources Policy rests with the Executive Director, who must sign off on the policy prior to implementation after it is approved by the PacificSport Columbia Basin Board. The Executive Director has the authority to hire and dismiss staff and contractors. Salary and wage guidelines of similar Canadian sport organizations, the business community, and professional organizations will be considered in determining compensation levels. The PacificSport Columbia Basin Employee Framework collates this information and is available upon request for all staff members.

PROCEDURES

1. VALUES

- PacificSport Columbia Basin's most valuable resource is its hardworking, energetic employees.
- PacificSport Columbia Basin strives to treat these employees with respect, fairness and integrity.
- PacificSport Columbia Basin operates in accordance with its values, mission statement and its regional strategic priorities.
- PacificSport Columbia Basin seeks to provide a positive, stable and healthy working environment that allows employees the opportunity to reach their full potential.
- PacificSport Columbia Basin endeavors to offer salary and benefit packages that are competitive in the amateur sport and related labor market.
- PacificSport Columbia Basin communicates and explains major policy decisions that may affect the duties and/or working conditions of employees.
- PacificSport Columbia Basin provides opportunities for employee career growth and encourages both professional and personal development.

2. EMPLOYMENT PRACTICES

Jurisdiction

Employment with PacificSport Columbia Basin falls within the jurisdiction of the [Government of British Columbia Employment Standards Act \(ESA\), 1996](#).

Employment Standards Branch

Phone: 1-800-663-3316 or 250-952-4738 (Victoria)

[Website](#)

PacificSport Columbia Basin also upholds the [British Columbia Human Rights Code](#), which provides that all individuals shall have equal employment opportunities without discrimination based on race, national or ethnic origin, colour, religion, age, sex, marital status, physical disability, or conviction for an offence for which a pardon has been granted. [British Columbia Human Rights Tribunal](#)

Employee records are maintained to:

- Ensure that legal, regulatory, and procedural requirements are met;
- Assist with human resources management; and
- Collect information for “statistical” human resources reports for the Board of Directors and/or Federal and Provincial Government (for income tax purposes, WCB, etc.).

Employee files and electronic records typically include the following information:

- Employee name, home address and telephone number, emergency contact name and number, hiring and termination dates, birth date, salary and benefit status;
- Job description;
- Application form and/or resume;
- Employment letter of agreement (job offer and acceptance);
- Leave request forms and any applicable medical certificates;
- Compensation history including gross wages, benefits package, vacation leave, etc.;
- Performance review forms;
- Disciplinary letters;
- Professional development and training completed;
- Termination information and/or letter of resignation; and
- Exit interview.

Employee records are confidential and may be accessed by the employee and the Executive Director. Employees are responsible for advising the Executive Director of any changes in personal information such as name, address, or phone number.

3. HIRING AND PROBATION

PacificSport Columbia Basin has four employment categories:

- **Full-time – employees** who work a regular 30-to-37.5-hour week and maintain continuous regular employment following the successful completion of their probationary period. Full-time employees are entitled to the employee benefit package offered by PacificSport Columbia Basin;
- **Part-time – employees** who work less than 30 hours per week but maintain continuous regular employment;
- **Casual – employees** hired for short-term projects or who work on an on-call basis. These employees are paid by the hour and benefits are in accordance with the Employment Standards Act; and
- **Contractors/Consultants** – companies or individuals hired by a contractual arrangement to perform specific duties or a specific function for PacificSport Columbia Basin. Consultants or contractors are not employees of PacificSport Columbia Basin and as such are not entitled to benefits.

Employees are hired based on their education, experience, knowledge, and skills relative to position expectations and requirements.

Where required by law, new employees, existing employees and contractors must complete and pass a criminal record check. New employees are required to complete criminal records within the first three months of their employment. PacificSport Columbia Basin will reimburse costs associated with obtaining a criminal record check.

Criminal record checks are required where the position is considered one of trust (characterized by activities involving minors or the care, custody, counseling or legal responsibility for clients or residents in the government’s care; or duties associated with the work of law enforcement). See the [Criminal Record Review Act](#) for details.

Probation Period

Employees are subject to a probation period dependent on the position, the length of which will be specified in the

offer letter. The probationary period begins on the first day of work and provides an opportunity for the employee to become familiar with the position and demonstrate their ability to do the job. This is an opportunity to determine if the employee and the position are a suitable match. If a serious performance issue is identified, the Executive Director will determine the next steps to be taken; this should occur within the first six weeks of employment. The test of just cause for the termination of a probationary employee shall be the suitability of the employee to be confirmed as a regular employee. The employment of the probationary employee may be terminated at any time during the probationary period, without cause, notice, or pay in lieu of notice.

Documentation

Employees are requested to submit copies of their highest level of education obtained to the Executive Director for employee files as well as a current resume if needed. For all positions requiring professional certification, renewal certifications or continuing education, current documentation must be submitted to the Executive Director to be kept on file.

4. HOURS OF WORK

The Executive Director will work with employees to determine an appropriate schedule in accordance with these hours of operation and the job requirements. The Executive Director may approve applications for unique or flexible working arrangements.

Employees are expected to contact the Executive Director as soon as possible if an unexpected delay or absence occurs and shall make up any lost time. Employees are expected to make personal appointments outside of office hours wherever possible.

A standard workday is defined at 7.5 hours with an additional unpaid 30-minute lunch break. The 7.5-hour workday includes two paid 15-minute breaks.

The nature of managerial positions requires them to be flexible about hours of work. Accordingly, no additional salary, including overtime is compensable, irrespective of hours worked beyond the required minimum of 37.5 hours per week. General consideration for overtime commitment is reflected in annual salary and flexibility of time and movement. Days off in lieu of overtime worked may be approved beforehand by the Executive Director if deemed appropriate.

Non-management employees who are required to work beyond the normal 37.5-hour workweek in any given week are entitled to time in lieu for additional hours worked. Employees must seek approval from their Executive Director in advance of working any overtime and plan time in lieu together.

5. STATUTORY HOLIDAYS AND VACATION

PacificSport Columbia Basin recognizes twelve (13) days of paid statutory holidays in each calendar year.

- New Year's Day
- Family Day
- Good Friday
- Easter Monday
- Victoria Day
- Canada Day
- BC Day
- Labor Day
- National Truth and Reconciliation Day
- Thanksgiving Monday
- Remembrance Day
- Christmas Day
- Boxing Day

If a holiday falls on a weekend the office will close on another specified day. Employees who have been employed

for a minimum of 30 calendar days prior to the statutory holiday and who have worked or earned wages for 15 of the 30 calendar days preceding the holiday are entitled to statutory holiday pay. Employees who are required to work on a statutory holiday will be paid for the day in accordance with ESA rates.

Annual Vacation Leave

Employees may take vacation time within a fiscal year (April 1 – March 31) after the completion of the probationary period as follows. The original hire date is used to determine years of complete service.

- 1-3 Years of Complete Service – 15 days entitlement
- 4-7 Years of Complete Service – 20 days entitlement
- 8-15 Years of Complete Service – 25 days entitlement
- 16+ Years of Complete Service – 30 days entitlement

Payment of wages/salary during vacation

Full-time employees will continue to receive regular pay during vacation periods. Part time employees will receive a pro-rated allotment of vacation days each fiscal year. Hourly employees will receive 4% vacation pay for hours worked each pay period. If a statutory holiday occurs during an employee's vacation period, they are entitled to one additional day off. At the time of termination, in accordance with legislation, employees receive payment for accrued vacation credits. This amount is calculated based on the number of months during which vacation was accrued but not taken. The Executive Director will work with staff prior to the start of each fiscal year to develop a proposed vacation schedule in accordance with operational requirements. Each fiscal year, the Executive Director will review and approve the proposed vacation schedules to ensure adequate coverage throughout the year. Preferred vacation times will be approved where operationally feasible. To take vacation leave, employees submit the dates requested to their Executive Director. A maximum of 5 days of unused vacation time may be carried forward into the next fiscal year.

Holiday Observances and Office Closures

PSCB values the diverse cultural backgrounds of our employees and recognizes the importance of celebrating significant holidays. To honor this diversity and provide opportunities for everyone to observe their special days, the following policy is established:

Winter Holiday Office Closure:

In recognition of employee's hard work and dedication throughout the year and in consideration for excess hours worked, evening and weekend hours etc. employees will receive the applicable days off between Christmas and New Years Day. The organization will be closed commencing at 12 noon of the last working day before Christmas and will resume business on the next business day after New Year's.

Flexible Holiday Schedule: Should you choose to work during the Winter Holiday office closure to non-observance of these holidays, you may request an equivalent number of days off at another time that coincides with your own cultural or religious celebrations. Please coordinate these arrangements in advance with PSCB Basin Executive Director more than 1 month in advance of your request.

6. EXTENDED HEALTH BENEFITS

PacificSport Columbia Basin has a benefits plan, through Sport BC, that is available to full time employees. For information on enrollment procedures and employee benefit administration please contact the PacificSport Columbia

Basin Executive Director.

7. HEALTH AND WELLNESS

Short Term Illness and Injury Protection

Health leave is available to all employees after successful completion of the probationary period. Absences should be reported to the Executive Director by 9:00 am.

Full time employees are entitled to up to 10 paid working days of health leave per fiscal year. Part time employees are eligible for the pro-rated amount of health leave per fiscal year that corresponds to the FTE worked. Health leave reasons can include personal appointments, sickness, stress, and/or mental health. It is expected that employees will make reasonable attempts to schedule these appointments outside of working hours. There shall be no carrying over of these health leave days from one year to another. Unused days cannot be paid out as cash in lieu.

Documentation

If an employee is absent for more than three consecutive working days, they may be required to submit a medical certificate following return to work. Please note that all absences of one day or more need to be reported in writing to the Executive Director.

Short Term Disability

Beyond 10 days of illness, the executive director and / or the board will review the situation and determine the level of documentation and strategy to move forward.

Long Term Disability

Available through the Benefits Plan at cost to employee.

8. LEAVE

PacificSport Columbia Basin provides paid and unpaid leaves for different types of circumstances as outlined below. Please contact the Executive Director if there are questions or items requiring clarification.

Pregnancy/Parental Leave

All pregnant employees are entitled to unpaid pregnancy leave and all new parents (birth or adoptive) are entitled to unpaid leave as outlined in the [Employment Standards Act](#).

While pregnancy/parental leave is without pay, employees may be eligible to claim employment insurance benefits through the Government of Canada's Employment Insurance (EI) and Maternity, Parental and Sickness Benefits provisions. Please see www.hrsdc.gc.ca for additional information.

Bereavement Leave

An employee is entitled to up to 3 days of paid leave on the death of a member of the employee's immediate family (mother, father, husband, wife, brother, sister, son or daughter).

Jury Duty

If an employee is required to attend court as a juror, the employee will not be required to return any jury pay or witness fees. In this case, the employee will be reimbursed for the difference between the pay received for the jury duty and the employee's regular salary for the same period.

Additional Leave

In addition to the unpaid leaves outlined above, the Executive Director may, in his/her absolute discretion, grant leave with or without pay under special circumstances, upon application in writing to the Executive Director.

9. PAID LEAVE FOR MAJOR GAMES EVENTS

Paid leave to full time staff participating in a games event as a coach, assistant coach, team leader/chaperone, athlete or Mission Staff will be provided for:

- A major games event (International Championship/World Championship/Olympic or Paralympic Games/Canada Games), staff are provided a paid leave that equates to the number of days that the event runs and which conflicts with a normal work day (not weekends or stat holidays). Travel time and pre- or post-event time would be personal leave;
- A national championship and for national/provincial multi-sport championships (BC Games), staff are provided 2 days of paid leave for each 1 day of personal leave (ie vacation) taken;
- Sport-specific regional or provincial championships, staff acting as coaches or major officials are provided 1 day of paid leave for each 1 day of personal leave taken.

The maximum number of paid leave days permitted per year per staff member would not exceed 10, except if special permission is granted by the Executive Director.

10. CONFLICT OF INTEREST

The honesty and integrity of PacificSport Columbia Basin demands that the impartiality of employees, in the conduct of their duties, be above suspicion. Employees' conduct should instill confidence and trust and must not bring our organization into disrepute.

Conflicts of Interest

PSCB has a stand alone conflict of interest policy that is available to all staff and board.

Outside Remunerative and Volunteer Work

Employees may engage in remunerative employment with another employer, carry on a business, or engage in volunteer activities provided it does not:

- Interfere with the performance of their duties;
- Bring PacificSport Columbia Basin into disrepute;
- Represent a conflict of interest or create the reasonable perception of a conflict of interest;
- Involve the unauthorized use of work time or premises, services, equipment or supplies to which they have access by virtue of their employment;

Confidentiality and Intellectual Property

All staff and contractors sign a Confidentiality and Intellectual property agreement before commencing employment. Any exceptions or changes to the agreement must be approved by the ED. Generally, intellectual property, copyrights, patents, and trademarks resulting from the employee's professional work on behalf of PacificSport Columbia Basin become the property of PacificSport Columbia Basin unless otherwise permitted by written agreement. Confidential information that employees receive through their employment must not be divulged to anyone other than persons who are authorized to receive the information. Confidential information that employees receive through their employment must not be used by an employee for the purpose of furthering any private interest, or as a means of making personal gains. Employees who are in doubt as to whether certain information is confidential must ask the appropriate authority before disclosing it. Caution and discretion in handling confidential information continues to apply after the employment relationship ceases. Please see the Executive Director for the intellectual property form.

Items purchased by PacificSport Columbia Basin or produced by employment duties are the sole property of PacificSport Columbia Basin and may only be removed from PacificSport Columbia Basin premises for work related purposes, may not be copied for personal use or given to another party.

Public Comments

All requests for public comment regarding the policies or operations of PacificSport Columbia Basin are to be referred to the Executive Director.

Political Activity

Employees are free to participate in political activities including belonging to a political party, supporting a candidate for elected office and actively seeking elected office. Employees' political activities, however, must be clearly separated from activities related to their employment. If engaging in political activities, employees must be able to retain the perception of impartiality in relation to their duties and responsibilities to PacificSport Columbia Basin. Employees must not engage in political activities during working hours and partisan politics at the local, provincial or national levels are not to be introduced into the workplace. This does not apply to informal private discussions among co-workers.

Allegations of Wrongdoing

Employees have a duty to report either to the Executive Director or, in the event of the alleged involvement of the Executive Director in the concern, to the Chair of PacificSport Columbia Basin; any situation that they believe contravenes the law, misuses funds or assets, or represents a danger to public health and safety or poses a significant threat to the environment. Employees can expect such matters to be treated in confidence, unless disclosure of information is authorized or required by law (for example, the Freedom of Information and Protection of Privacy Act). Employees will not be subject to discipline or reprisal for bringing forward to the Executive Director, in good faith, allegations of wrongdoing in accordance with this policy.

Employees must report a safety hazard or unsafe condition or act in accordance with the provisions of the WCB Occupational Health and Safety Regulations.

Working Relationships

Employees who are direct relatives or who permanently reside together may not be employed in situations where:

- A reporting relationship exists where one employee has influence, input or decision-making power over the other employee's performance evaluation, salary, premiums, special permissions, conditions of work and similar matters: or
- The working relationship affords an opportunity for collusion between the two employees that would have a detrimental effect on the Employer's interest.
- The restriction on working relationships may be waived provided that the Executive Director is satisfied that sufficient safeguards are in place to ensure that the Employer's interests are not compromised.

Personnel Decisions

Employees are to disqualify themselves as participants in personnel decisions when their objectivity would be compromised for any reason, or a benefit or perceived benefit could accrue to them.

11. EXPENSES

Job-Related Expenses

Upon submission of itemized expense claims with original receipts attached, all approved travel and/or related expenses incurred by employees while performing their duties will be reimbursed by PacificSport Columbia Basin monthly according to current per diem and mileage rates. The Executive Director shall publish by memorandum the authorized per diem and mileage rates for travel and related expenses.

Per Diem and expense reimbursement may be reviewed based on significant increases to costs such as gas prices. Employees who use their personal vehicles for PacificSport Columbia Basin business are responsible for ensuring appropriate business use insurance including \$2M liability coverage.

* Note: If an employee is in receipt of a car allowance, they are ineligible to charge mileage or gas if personal car is used for travel. Where meals are provided by a sponsor, during a course, or provided by a facility as part of an

accommodation package, no additional per diem claims should be made. Hotel arrangements should be made with sponsors who provide significant discounts (a list is maintained by Canadian Sport Institute Pacific).

Home Office and Equipment Stipend

Use of personal equipment for work and your home work environment set-up will need to be adequate that you are not limited in your work by technology. Your needs and technology capacity will be determined in discussion with the Executive Director. If deemed appropriate, including privacy and security considerations, you may use personal computers with a stipend, rather than a separate work computer.

The blueprint for the work stipend is as follows, but will be determined based on work needs.

Home office or Office Rental Stipend	\$200 / Month
Cell Phone Stipend	\$50 / Month
Computer + Microsoft Office 365	\$50 / Month
Software and programs	Submit as expenses
TOTAL	\$300 / Month

12. TRAINING AND DEVELOPMENT

Professional Membership Fees / Subscriptions

Professional membership fees and subscriptions directly related to an employee’s position may be paid by PacificSport Columbia Basin. Approved renewals should be claimed using the expense form template and submitted with supporting receipts to the Executive Director for approval.

In-house Training

PacificSport Columbia Basin may arrange for in-house seminars on a variety of topics for all employees. Employees are encouraged to provide topic suggestions to the Executive Director.

Professional Development

Professional development assistance may be made available to employees for the payment of seminar or conference fees, tuition, and textbooks through consultation with the Executive Director. On an annual basis, the Executive Director is responsible for approving all professional development under the following guidelines:

- The professional development budget is determined and approved by the Executive Director in consultation with Staff to establish priority areas and allocations for the entire organization ensuring full alignment with PacificSport Columbia Basin’s Vision, Mission and Strategic Plan. The Board has final approval of the professional development budget as part of the overall operating budget for the organization;
- If a professional development opportunity is considered by the Executive Director to be directly related to the employee’s present position or to the anticipated needs of PacificSport Columbia Basin, the costs may be covered up to 100%;
- PacificSport Columbia Basin may cover professional development expenses up to a maximum of 50% considered by the Executive Director to be indirectly related to the employee’s position;
- A written plan for use of the professional development opportunity must be submitted to the Executive Director prior to the commencement of the course/activity;
- The employee is responsible for payment of course fees and will be reimbursed by PacificSport Columbia Basin immediately upon successful completion of the course;
- The Executive Director must approve and allocate all individual requests for professional development assistance;
- Travel costs should be avoided unless absolutely deemed essential by the Executive Director for professional development; and

- Employees may be required to sign a professional development agreement that commits them to a minimum term with PacificSport Columbia Basin.

13. WORKPLACE BEHAVIOUR

The conduct and language of employees in the workplace must meet acceptable social standards and must contribute to a positive work environment. An employee’s conduct must not compromise the integrity of PacificSport Columbia Basin.

All employees will be provided access to PSCB Policies, which address standards of behavior and reporting processes.

Policy	Last Reviewed	Renewal Timeframe
PSCB Code of Conduct - Staff, Board of Directors volunteers	Apr-23	3 years
PSCB Discipline Complaints and Dispute. Resolution Policy	Apr-23	3 years
PSCB Employee and volunteer screening Policy	Apr-23	3 years
PSCB Harassment and violence in the workplace Policy	Apr-23	3 years
PSCB Conflict of Interest Policy	Apr-23	3 years
PSCB Conflict of interest Declaration form	Apr-23	3 years
PSCB Financial policies and procedures	Nov-23	3 years
PSCB Diversity Equity and Inclusion policy	Nov-23	3 years
PSCB Employee Framework	Mar-24	3 years

14. DRESS CODE

PacificSport Columbia Basin is a professional organization and as such employees and contract service providers are expected to dress professionally when representing the Centre both in and outside of the office environment. If an employee or contractor is unsure of what is appropriate dress, they should consult the Executive Director.

15. ASSET OWNERSHIP

Assets of PacificSport Columbia Basin (examples include: office supplies, equipment, furniture, files, promotional material, database lists, forms, reports, manuals, books, artwork, computer hardware, software and data) and other items purchased by PacificSport Columbia Basin or produced by employment duties are the sole property of PacificSport Columbia Basin and may not be copied for personal use or given to another party.

16. COMPUTERS & WORKSTATIONS

Staff and contractors using PacificSport Columbia Basin laptops and computers are required to do regular software updates:

- If logged into a PacificSport Columbia Basin computer or workstation, staff and contractors should lock the workstation if leaving it unattended for longer than 15 minutes.
- All PacificSport Columbia Basin computers or other computers logged into the server should be completely shut down at least once a week.

19. PROPERTY & EQUIPMENT SECURITY

It is important that all PacificSport Columbia Basin personnel comply with the following security guidelines when working with property and equipment out of office and/or at training sites.

Staff are expected as part of their employment to safeguard PacificSport Columbia Basin property and equipment, and property and equipment entrusted to PacificSport Columbia Basin, from loss, theft or damage by taking reasonable steps such as, but not limited to:

- Maintaining an accurate equipment inventory;
- Keeping items protected from the elements, hazardous environments or conditions that might reasonably be expected to cause damage to the equipment;
- Using the equipment item in accordance with manufacturer's guidelines and only for the purpose(s) for which the item was designed;
- Ensuring required / preventative maintenance is performed;
- Securing equipment when not in use; and
- Limiting equipment access to personnel trained in the use of the equipment.

Property and equipment are not to be left in a locked or unlocked vehicle such that it is visible to an outside observer. Such equipment must be moved to a secure location, a temporary storage facility or secure compound.

Loss or damage to any item shall be reported immediately to the Executive Director. The staff member reporting such a loss shall, as soon as practicable, provide a written statement outlining the circumstances that led to said damage / loss. Note: In cases of damage caused by normal wear and tear the ED may waive the requirement to provide a written statement.

In cases where property and equipment are lost or damaged as a result of nefarious circumstances the staff member responsible for the equipment at the time of said occurrence shall cooperate fully with authorities and provide any information said authorities may require.

Where a staff member is found to be grossly negligent in caring for equipment entrusted to them, and such negligence contributes to a loss, the staff member may be held financially liable and / or be subject to a disciplinary process.

HUMAN RESOURCES POLICIES & PROCEDURES SIGNATURE

I, _____(print name) hereby acknowledge that I have received a copy of the PacificSport Columbia Basin's **Policies & Procedures Manual**.

I further acknowledge that I have read and understood the policies and procedures and that any questions I had regarding these policies and procedures have been answered.

Finally, I understand the need and desirability of these policies and procedures, and I agree to abide by and uphold them. I understand that contravention of these policies and procedures may result in disciplinary action up to and including dismissal.

Signature

Date