

Changes to Spectrum personnel policies and procedures (2020)

Code of Conduct

- Expanded clause on conflicts of interest to include steps for reporting an alleged conflict of interest.
- Added to section on bullying and harassment statement that bullying and harassment are not acceptable and will not be tolerated, and that the bullying and harassment policy will be reviewed annually as required by WorkSafe.
- Added clauses on staff use of drugs and alcohol from Policy #15. Expanded clause on staff taking prescribed treatments that could impair their job performance to say that staff will report to HR (not the supervisor) and that HR will review the employee's ability to safely perform their job.

Personnel Policy 3 – Classes of Employees – Changed to “Workforce Composition”

- Added introductory clause describing the composition of Spectrum's workforce.
- Removed “probationary employee” clause (repeated in Personnel Policy #6 – Probationary Period).

Personnel Policy 4 – Requirements for Employment

- Remove clause about reimbursing employees for expenses incurred in meeting the requirements for employment to align with other related policies.
- Added “by the province” to fingerprinting clause, to clarify that this would be required by the province and not by Spectrum if applicable.
- Added to clause on Class 4 license that the Society will reimburse up to \$150 for Class 4 renewal if a Class 4 license is a requirement of employment.
- Expanded clause on Non-Canadian Status to say work permits that state restrictions in Healthcare will not be considered for employment until the necessary steps are taken by the person to remove this restriction.

Personnel Policy 5 – Job Description

- Replaced clause on live-in roommates with salaried caregiver description.
- Added clause – all job descriptions and employment contracts will follow the approved format and be reviewed by HR.

Personnel Policy 8 – Payment of Wages

- Added new wage grid.
- Clarified description of Key Worker role.

Personnel Policy 9 – Health and Welfare Benefits

- Removed description of MSP premiums, which were discontinued December 31, 2019 and replaced by an employer health tax.
- Replaced summary of contribution rates with link to Guide for Plan Members on MPP website (which includes current contribution rates).

Personnel Policy 10 – Employee Safety

- Expanded clause on communicable diseases to include that Spectrum adheres to

government guidelines regarding the prevention and reporting of communicable diseases, and that employees will follow any guidelines set by government or health authorities in the event of an outbreak.

Personnel Policy 11 – Hours of Work

- Expanded clause on working extra hours to clarify overtime / non-overtime.
- Added clause on working from home.

Personnel Policy 12 – Statutory Holidays

- Added clause – supervisory and administrative personnel will take statutory holidays off, unless otherwise approved
- Added clause – coordinator will review and approve staffing levels to be maintained on statutory holidays, based on program needs and budget

Personnel Policy 14 – Staff Accompanying Individuals on Vacation

- Clarified that for staff supporting an individual who has funded 24-hour hourly support, pay will be consistent with the typical scheduled hours of support.

Personnel Policy 21 – Maternity Leave

- Added clause stating it is the employee’s responsibility to confirm their eligibility for Employment Insurance maternity benefits and to apply for benefits.
- Added link to Government of Canada website (maternity benefits page).

Personnel Policy 22 – Parental Leave

- Added clause stating it is the employee’s responsibility to confirm their eligibility for Employment Insurance parental benefits and to apply for benefits.
- Added link to Government of Canada website (parental benefits page).

Personnel Policy 29 – Progressive Discipline

- Expanded clause on suspension to state that the Executive Director will be involved in any decision to suspend an employee.
- Replaced “discharge” with “termination” and clarified that the Executive Director will approve any decision to terminate employment.

Personnel Policy 32 – Employee Assistance – DISCONTINUED

- Clause on employee assistance plan is repeated in other policies
- Clauses relating to employees with life threatening illness contradict policies stating that employees should not come to work if they are ill. If the illness is not contagious, then human rights legislation prohibits discrimination on the basis of health conditions. Adherence to human rights legislation is covered in the Code of Conduct.

Personnel Policy 36 – Succession Planning – NEW

- New policy on succession planning, including description of Spectrum’s succession plan which will be reviewed and updated annually.