



Personnel Policy

Implementation Date: March 23, 1985

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1. Leave of Absence

Leave of absence with pay, not exceeding 5 days in any one case, will be granted to an employee for serious accident or death in the immediate family, or other emergency situations as approved by the President.

Time off without loss of pay up to a maximum of 2 weeks shall be granted to an employee who is called for jury duty.

Maternity Leave / Parental Leave: After thirteen weeks of employment an employee may take a leave of absence without pay if she wishes to return to the staff. This leave shall normally start within six weeks prior to the expected date of birth and continue for a fifty (50) week period. If she returns within fifty (50) weeks the employee shall be able to return to the same or equivalent position. In addition to the unpaid leave, three days leave with pay may be taken.

Paternity Leave: After thirteen weeks of employment an employee may take up to eighteen weeks of parental leave, without pay if s/he wishes to return to the staff. This leave must commence no later than thirty-five weeks after the child comes home, and must be completed within fifty-three weeks after the child comes home. If s/he returns within this period, the employee shall be able to return to the same or an equivalent position. During these leaves (1.3, 1.4 above) the staff person retains any sick leave and vacation credit accumulated prior to the leave.

2. Resignation and Termination

National Office staff shall give a minimum of four weeks notice of the intention to discontinue employment. This four-week period shall not include vacation time owing nor time owing for accumulated overtime.

If an employee is let go without cause, a reasonable notice period will be given, as determined by length of service and other factors which may be deemed appropriate.

National Office staff shall be given twelve weeks notice when their employment is to be terminated due to elimination of position, reduction in staff or the discontinuance of essential Sport Canada funding.

Upon separation, remuneration for earned vacation will be paid according to the period worked.

Unearned vacation taken by an employee in the calendar year of separation shall be recovered from the person's salary at the rate in effect when the leave was taken.

3. Vacations and Statutory Holidays

Statutory Holidays: WSWC recognizes eleven days in each calendar year as paid statutory holidays. They are 1) News Year's Day, 2) Good Friday, 3) Easter Monday, 4) Victoria Day, 5) Dominion Day, 6) 1st Monday in August, 7) Labour Day, 8) Thanksgiving, 9) Remembrance Day, 10) Christmas Day, 11) Boxing Day. If a holiday falls on a non-working day, the employee shall be given another normal working day off with pay. A legal holiday shall not be counted as part of the annual vacation period.

Staff members are granted an annual vacation with pay as follows:



1st year 14 days
 2nd year 16 days
 3rd year 18 days
 4th and 5th years 20 days
 6 or more years 22 days

When Vacation Leave May Be Taken: Leave cannot be requested during the probationary period of employment. Vacation leave may be requested at any time during the fiscal year, bearing in mind the particular work demands of the season. This shall be submitted to the Executive Director who will then consult with the President in allocating the holiday schedule. With the exception of the Christmas season, it is recommended that the Executive Director and Programs Manager take holidays at separate times.

WSWC encourages staff to take at least two weeks vacation leave at one time and the remaining portion of the leave before the end of the fiscal year.

No more than five days per year can be accumulated, in order to encourage employees to take their vacation. The Personnel Coordinator will however consider special circumstances and the request to accumulate vacation leave must be made in advance and in writing.

After one year of continuous employment, an employee may draw up to 5 days of the total vacation leave benefit he/she will earn in the succeeding year.

4. Expense Allowances

Out of Town Assignments: Staff traveling expenses are paid by WSWC including economy or seat sale plane fare, train or bus fare, airport transportation, meals and accommodation in accordance with the scale laid down from time to time by the Federal Government Treasury Board.

Local Weekend Work: When staff attend local events they shall be reimbursed for the meals that fall within the agenda or schedule of the meeting event. Reimbursement shall be at the prevailing Treasury Board rate. Parking expenses while attending meetings shall be covered by WSWC.

Automobile Allowance: Mileage while on WSWC business shall be paid at the prevailing Treasury Board rate. WSWC business includes such things as traveling to the bank, to the bookkeeper, to Sport Canada, etc.

Hospitality: Providing it falls within the approved budget, hospitality expenses may be reimbursed in instances where a staff member is entertaining a dignitary, courting a potential sponsor, etc.

5. Employment Practices

Annual workplans that reflect program activities for the year, and are related to the WSWC's priorities and objectives shall be developed by the employee and approved by the employee's supervisor.

Personnel Records for each staff member shall be maintained and updated on an annual basis. A record of holidays, sick leave, overtime, and time-off, shall be attached to the annual performance appraisal documentation for each employee.

6. Time Off in Lieu of Overtime Payments

The hours of operation of the National Office are 8:30 A.M. - 4:30 P.M. Monday through Friday. It is recognized that employees may have to work late from time to time, and that is considered a recognized component of a salaried professional employee.

Resulting from the fact that WSWC employees work with volunteers who are available on weekends, it is often necessary for the employees to work on weekends. Given the circumstances, it is recognized that staff should have the opportunity to maintain as normal a life style as possible. Time off in lieu of overtime



payment shall be granted for attendance at weekend events, on an equal time basis. For example: if an employee attends a two-day weekend meeting he/she will be eligible to take two days off. It is recommended that time off be taken during the week immediately following the event at which the overtime was worked, if workload permits, in order to avoid excessive accumulation of overtime. The schedule of when time off is to be taken is to be determined by the Executive Director and the employee.

No more than 5 days accumulated overtime may be carried over from one fiscal year to the next.

Upon separation, remuneration for unused accumulated overtime shall be paid, up to a maximum of 15 working days. Remuneration shall be at the rate that was in effect at the time the overtime was accumulated, and shall be limited to a maximum of five overtime days per year, for a maximum of three years.

Employees shall record extra days worked, time off taken in lieu of overtime, sick leave, etc., on their annual performance appraisal documentation.

7. Sick Leave

Casual Sick Leave: Sick leave for periods of three working days or less, and not requiring a doctor's care is referred to as casual sick leave. Employees are entitled to a maximum of six casual sick days with pay a year. Unused casual sick days may not be accumulated from year to year.

Certified Sick Leave: Sick leave requiring a doctor's care is referred to as certified sick leave. If the employee is absent for a continuous period of more than three working days a medical certificate may be required by WSWC. After the seventh working day of sick leave an employee will no longer be on the payroll until they return to work. Employees are expected to buy a group insurance plan that will cover their salary from that point on.

8. Compensation

Salaries shall be review and negotiated at least once a year. Normally salary increments will be based on performance and the financial health of WSWC.

Staff shall have the opportunity to negotiate alternate compensation benefits in lieu of salary increases if they so choose. The value of the alternate benefits shall equal the dollar value of the normal increase they are eligible for. For instance a staff member may choose to negotiate some extra holiday time rather than the salary increase.

9. Probationary Period

Employees shall be hired on a probationary period for their first three to six months on the job, as specified by the President at the time of hiring. During this period employees may be terminated with 5 working days notice.

10. Performance Appraisals

Regular informal performance feedback shall be provided. Formal performance appraisals shall take place at least once a year.

11. Appeal Process

See Appeals Policy

12. Professional Development

Professional development is encouraged. Based upon the performance appraisals, the Executive Director and President shall identify training opportunities of mutual benefit to WSWC and the employees.

13. Enrichment Leave



After four years of employment, employees shall be eligible to apply for an unpaid leave of absence. This leave may be used for educational or other enriching purposes. The Executive Board shall review the individual circumstances associated with each request, and determine whether to grant the leave, and under what conditions. The maximum term of the leave shall be twelve months.



14. Physical Fitness

WSWC recognizes that employee fitness contributes to productivity and is an important element of human resource management. As such WSWC will contribute 50% of the share of employee membership in a fitness club, or equivalent, up to an annual maximum contribution of \$250.

15. Discrimination and Harassment

See Harassment Policy

16. Transportation

Staff shall not be penalized nor financially responsible for vehicle accidents while on WSWC business, except in cases of proven negligence or impairment. Staff shall be personally responsible for speeding tickets and parking tickets while on WSWC business.

17. Benefits

Water Ski and Wakeboard Canada will provide a semi-flexible benefit package. The actual benefits shall be at the discretion of the employee, within a WSWC approved plan. The dollar amount which Water Ski and Wakeboard Canada shall contribute for the benefit plan shall be at least equal to 50% of the total cost of dental insurance, short term disability insurance, and life and medical coverage.

Eligibility: Employees hired for continuous employment are eligible for benefits. Employment is considered to be continuous after the initial probationary period have been served.

18. Recruitment and Selection

Professional staff hiring, all things being equal, preference shall be given to the candidate who can communicate on both official languages. National office secretary position requirements to include the ability to perform reception function in both official languages.

19. Internet Access

Water Ski and Wakeboard Canada provides internet access for employees to facilitate timely communications with our members, partners, suppliers and other stakeholders, while minimizing the loss of private and proprietary information. Access to and use of the internet from WSWC is a privilege and should be treated as such by employees. Generally employees must conduct themselves as representatives of Water Ski and Wakeboard Canada and must ensure that all business activities dealt with over the internet meet the highest standards of ethical conduct and integrity. It is generally unacceptable and (or) unethical to participate in any activity which:

- Could negatively affect the reputation of Water Ski and Wakeboard Canada or its members. It is unacceptable to participate in any activity that could be considered illegal in Canada or other country on the internet, or which would not benefit Water Ski and Wakeboard Canada goals or aspirations.
- Transmits privileged, confidential, or proprietary information over the internet without prior written approval of the Directors.
- Expresses private opinions as though they were from Water Ski and Wakeboard Canada or its members. All E-mail to group discussions, such as those provided by a "Usenet", must contain a disclaimer stating the views expressed are those of the user and not necessarily those of Water Ski and Wakeboard Canada or its members.
- Propagates computer viruses, or rogue programs. All users should run an approved anti-virus package on the computer used to access the internet and to scan anything downloaded from the internet for viruses or rogue programs.
- Does not respect the property rights of others

The internet can also be used as a medium to gather information of value to Water Ski and Wakeboard Canada and its alliances, for professional development, to stay current in specialized subject areas, debate issues in a field of knowledge, and collect business and marketing information. Internet use can be very



time consuming. Employees should use the internet only with the intent to assist in their duties and to the benefit of Water Ski and Wakeboard Canada. The benefits should be balanced with the time consumed. personal browsing of the internet should only be done on the employee's own time.

It is unacceptable to participate in any activity which would negatively affect the reputation of Water Ski and Wakeboard Canada or its members. It is unacceptable to participate in any activity that could be considered illegal or is not consistent with organizational goals, values or image. Inappropriate use of the internet includes, but is not limited to:

- violation of the Code of Ethics
- personal use not related to Water Ski and Wakeboard Canada business
- use for personal profit
- downloading and illegal use of licensed software
- incurring charges for products or services without appropriate approval
- spreading libel, rumors or misinformation that could result in legal action, or damage to Water Ski and Wakeboard Canada's public image

Violations of this code of ethics by an employee may result in disciplinary actions, which could include termination.