

PERSONNEL

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200 PERSONNEL

200 GUIDING PRINCIPLES FOR PERSONNEL

Camp Encounter shall employ a dynamic, effective, well-qualified and efficient staff to carry out a constantly improving camp program. The Board is committed to providing a staff of high quality, good professional qualifications and high ethical standards, capable of designing, implementing, and evaluating programs in their assigned areas of responsibility.

Further the Board shall be responsible for approving policies that ensure the workforce in place is able to adequately and safely carry out the operations of Camp Encounter. These policies shall facilitate mutual respect, good communication and professionalism while endeavoring to be fair to both the Board and the Camp staff. The Board aims to provide a safe workplace where employees are free from violence and harassment.

The Camp Director or Designate shall be responsible for implementing personnel policies.

The Board's specific personnel service goals are to:

1. Recruit, select, employ, and retain the best qualified personnel available.
2. Provide equal employment opportunities for all candidates for positions in accordance with the Board's Policy on Equal Opportunity Employment.
3. Deploy available staff in such a way as to use them as effectively as possible to achieve the goals and objectives of Camp Encounter.
4. Develop and manage staff compensation, leave, and benefit programs in ways that attract competent employees.
5. Ensure that an employee evaluation program is in place to enhance staff performance and professional development.
6. Effectively administer personnel policies with the aim of safeguarding good relations between the Board and its staff.

200.1 VIOLENCE & HARASSMENT IN THE WORKPLACE

All persons, whether or not they are employees of Camp Encounter, shall enjoy a harassment-free workplace. General, sexual, or human rights harassment in the workplace is unacceptable and will not be tolerated. The Camp Director, person acting in that position, and/or the Board Chair, has the responsibility to make sure harassment ends as soon as they are made aware of it.

No action shall be taken against an individual for making a complaint regarding violence or harassment unless the complaint is made maliciously.

Harassment includes human rights harassment, sexual harassment, and general harassment as defined in 200.1.1 through 200.1.4.

200.1.1 HUMAN RIGHTS HARASSMENT

A course of abusive and unwelcome conduct or comment undertaken or made on basis of any characteristic referred to in the Human Rights, Citizenship and Multiculturalism Act (for example, race, religious beliefs, sexual orientation, color, gender, physical or mental disability, ancestry, place of origin, marital status, age, family status).

200.1.2 SEXUAL HARASSMENT

- a) Sexual harassment is a form of human rights harassment. It is unwelcome conduct of a sexual nature that detrimentally affects the work environment or leads to adverse job related consequences for victims of the harassment. It can include:
1. A series of objectionable and unwelcome sexual solicitations or advances;
 2. A sexual solicitation or advance made by a person who is in a position to confer any benefit on, or deny any benefit to, the recipient of the solicitation or advance, if the person making the solicitation or advance knows or ought to reasonably know that it is unwelcome;
 3. A reprisal or threat of reprisal for rejecting a sexual solicitation or advance.
- b) “Sexual Harassment is unwelcome sexual conduct. It is not flirtation, chit chat, or good natured jesting that is sometimes part of person to person interactions when both parties find the conduct acceptable.” Canadian Human Rights Commission

200.1.3 GENERAL HARASSMENT

General harassment is one of a series of objectionable and unwelcome comments or actions directed towards a specific person or group of persons that serves no legitimate work related purpose and has the effect of creating a poisoned environment. Other terms for such harassment are personal harassment, emotional abuse, and bullying. It can include:

1. Unwelcome behavior (i.e., verbal or physical conduct) that is demeaning or causes offense;
2. Conduct that creates an intimidating, hostile, or offensive environment or interferes with work performance;
3. Demeaning remarks, threats, or verbal abuse;
4. Patronizing comments, which have the effect of undermining authority or respect in the workplace.

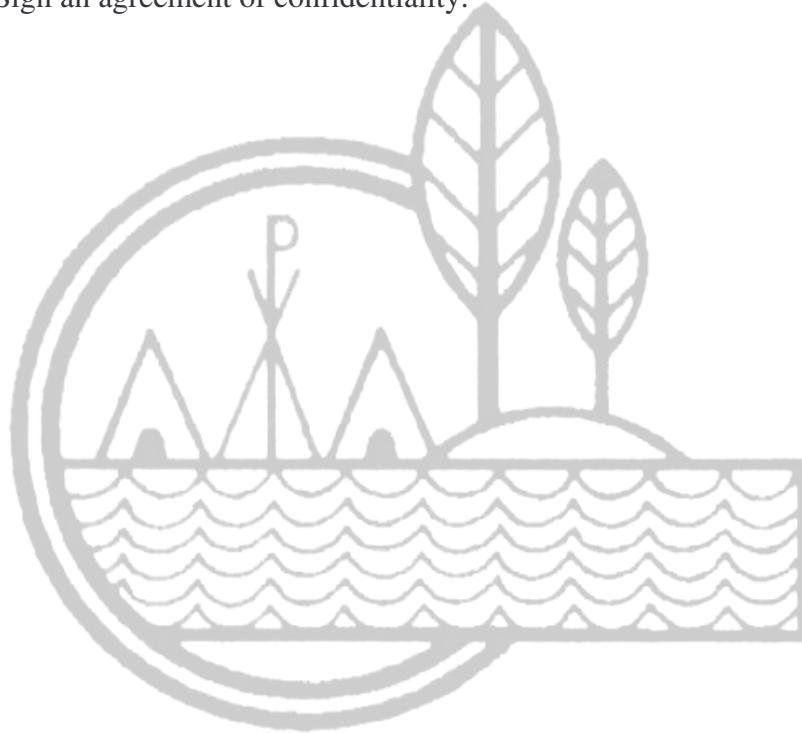
200.1.4 POISONED ENVIRONMENT

An intimidating, hostile, or offensive environment that can be created for one or more employees as a result of human rights, sexual, and/or general harassment.

200.2 CONFIDENTIALITY AND SECURITY REQUIREMENTS

The Directors, Management Team, or Designate, staff, and volunteers shall be required, as a condition of employment to:

- a) Provide a current, acceptable criminal record check conducted by the RCMP.
- b) Provide a current, acceptable child welfare check conducted by Alberta Child Services.
- c) Sign an acknowledgement of receipt, understanding, and agreement to abide by and of Camp Encounter’s Policies.
- d) Sign an agreement of confidentiality.



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201 PERSONNEL SELECTION

201 PERSONNEL SELECTION

The Hiring & Liaison Committee shall be responsible for hiring the Camp Director or Designate. The Camp Director or Designate, in consultation with the Hiring & Liaison and Programming Committees will recruit, shortlist, and with at least one board member present, interview and hire all additional staff at Camp Encounter. All starting salaries will be reviewed and approved by the board, subject to employment standards guidelines.

201.1 EQUAL OPPORTUNITY EMPLOYMENT

Camp Encounter's Board of Directors' recruitment, selection, employment, and/or termination of individuals shall be without prejudice or discrimination.

201.1.1 POSITION ADVERTISING

All vacant positions shall be advertised.

201.1.2 HIRING IMMEDIATE FAMILY/NEPOTISM

Camp Encounter's Board of Directors shall regulate employment in such a manner so as to avoid potential favoritism or conflict of interest that may occur between employees who are related to one another. However, no individual on the basis of marital status or family relationship alone, shall be denied employment with Camp Encounter.

201.2 DEFINITIONS

201.2.1 PERMANENT EMPLOYEES

Employees who occupy permanently established positions which requires the employment of an individual for a period of twelve (12) calendar months and who have successfully completed the probationary period.

201.2.2 TEMPORARY FULL-TIME EMPLOYEES

Employees who occupy temporary full-time non-permanent positions which requires the employment of an individual for a period of less than (12) twelve calendar months.

201.2.3 CASUAL OR CONTRACT EMPLOYEES

Employees recruited for non-permanent employment of an indefinite or irregular nature whose remuneration and terms of employment are fixed prior to commencement of employment as follows:

- On a call-in basis;
- A person hired under a special contract

201.2.4 VOLUNTEER DIRECTORS

Volunteers that assist in a variety of areas of summer camp during July and August.

201.2.5 COUNSELORS

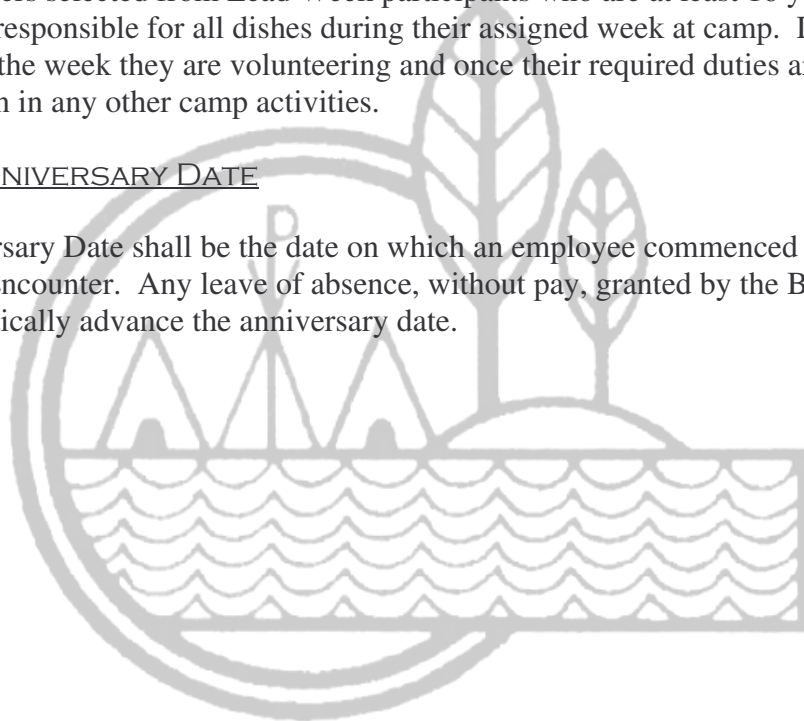
Volunteers selected by the Camp Director and Assistant Director, Management Team, or Designate from the participants of Lead Week. Counselors must be 16 years old and have satisfactorily completed Lead Week training and possess a current First Aid certificate.

201.2.6 DISHWASHERS

Volunteers selected from Lead Week participants who are at least 16 years of age and who will be responsible for all dishes during their assigned week at camp. Dishwashers do not pay for the week they are volunteering and once their required duties are completed they may join in any other camp activities.

201.2.7 ANNIVERSARY DATE

Anniversary Date shall be the date on which an employee commenced employment with Camp Encounter. Any leave of absence, without pay, granted by the Board of Directors will automatically advance the anniversary date.



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202 CONDITIONS OF EMPLOYMENT

202.1 PROBATION

Upon initial hiring, an employee is subject to a probationary or trial period. An employee on probation or trial who is absent from work for any reason for a consecutive continuous period of five (5) working days or longer will have their probationary or trial period extended by the same amount of time as the consecutive continuous period of absence. The probationary or trial period may be waived as approved by the Board of Directors.

An employee who has previously been employed by Camp Encounter may, at the discretion of the Board of Directors, have all or part of such previous employment considered as part of the probationary period.

During the probationary or trial period, any problems should be discussed promptly with the employee and corrective action determined.

An employee shall serve the probationary or trial period and a performance assessment must be undertaken to make a recommendation to become a permanent or temporary employee, extend probation, or release the employee.

The employee will be notified with respect to appointment to a permanent or temporary position, extension of probation, or release prior to the end of the probation or trial period.

Should recommendation for release occur, termination of employment is subject to the Alberta Labor Standards Guide, a copy of which the employee will be provided with.

202.1.1 PERMANENT EMPLOYEES

An employee upon initial appointment to a permanent full-time position is subject to a probationary period of six (6) months. During the probationary period the employee will receive probationary salaries as outlined in their individual contracts.

A performance assessment of permanent full-time employees must be completed by the Hiring & Liaison Committee and reviewed by the Board of Directors five days before the end of the probationary or trial period

202.1.2 TEMPORARY FULL-TIME EMPLOYEES

An employee upon initial appointment to a temporary full-time position is subject to a trial period of two (2) weeks.

The Camp Director and Assistant Camp Director, Management Team, or Designate will complete all non-permanent employee performance assessments and these will be reviewed and approved by the Board of Directors.

202.1.3 CASUAL OR CONTRACT EMPLOYEES

Casual or contract staff upon initial appointment to a casual or contract position is subject to a trial period of two (2) weeks unless otherwise specified in their individual contract.

202.2 PERFORMANCE EVALUATION

The performance evaluation will be based on the employee's job description.

An exit interview of temporary full-time and casual or contract staff will be conducted by the Camp Director and the Assistant Camp Director, Management Team, or Designate.

All probation reviews, performance evaluations and exit interview packages will be contained in a personnel file. Permanent full-time staff personnel files will be maintained by the Chairperson of the board of directors. Temporary full-time and casual or contract staff personnel files will be maintained by the Camp Director.

202.2.1 PERMANENT EMPLOYEES

Permanent full-time employees will have a written review done at the end of six months and a written formal evaluation at the end of one (1) year performed by the Hiring & Liaison Committee and Chairperson of the Board, or designate.

Permanent full-time employees will have an annual evaluation conducted by the Hiring & Liaison Committee and Chairperson of the Board, or designate on the anniversary of the achievement of permanent full-time status.

202.2.2 TEMPORARY FULL-TIME EMPLOYEES

Temporary full-time employees will have an exit interview in lieu of a yearly performance evaluation. The exit interview will include written reports from the employee and the Camp Director and Assistant Camp Director, Management Team, or Designate.

202.2.3 CASUAL OR CONTRACT EMPLOYEES

Casual or contract staff will have an exit interview in lieu of a yearly performance evaluation unless otherwise specified in individual contracts. The exit interview will include written reports from both the employee and the Camp Director and Assistant Camp Director or Designate.

202.3 DISCIPLINARY NOTICE

In the event an issue arises with an employee, a written disciplinary notice will be given to the employee by the Camp Director or Designate. A copy of the notice will be retained in the employee's personnel file. In the event an employee receives three written disciplinary notices, they will be either be placed on temporary probation or terminated dependant on the nature of the problem.

202.4 TERMINATION

Employment Standards policies on termination shall supersede any policy contained herein.

202.4.1 EMPLOYEE INITIATED TERMINATION

Employees wishing to terminate their employment must give the employer a written termination notice of at least:

- 1 week, if employed more than 3 months but less than 2 years.
 - 2 weeks, if employed 2 years but less than 4 years
- a) If an employee gives proper notice, the employer must pay all earnings to the employee within three days following termination of employment.
 - b) If an employee quits without proper notice all wages, overtime, holiday and vacation pay is due to the employee within 10 days after the date on which the notice would have expired if it had been given.
 - c) If the Camp Director or Assistant Camp Director, Management Team, or Designate wish to terminate their employment the Board of Directors requests that a written notice of intent be received three (3) months prior to termination. The Board of Directors requests that the notification be received by November 1 or earlier to allow adequate time to hire and train personnel in time for spring and summer programming.
 - d) If the Maintenance Person wishes to terminate their employment the Board requests that that written notice of intent be received two (2) months prior to termination date.
 - e) If a temporary full-time staff member that wishes to terminate their employment, the Board requests written notice of intent two (2) weeks prior to termination. Because of the short term of employment and the necessary training invested in the employee, it will be expected that termination is requested due to a very serious reason.

202.4.2 EMPLOYER INITIATED TERMINATION

Employers wishing to terminate the employment of an employee must give the employee written termination notice of at least:

- 1 week, if employed more than 3 months but less than 2 years.
 - 2 weeks, if employed 2 years but less than 4 years
 - 4 weeks, if employed 4 years but less than 6 years
 - 5 weeks, if employed 6 years but less than 8 years
 - 6 weeks, if employed 8 years but less than 10 years
 - 8 weeks, if employed over 10 years
- OR**
- the wages the employee would have earned for the applicable period of notice,
- OR**
- a combination of written notice and the wages the employee would have earned for the applicable period of notice.

Some exceptions apply; for example, employees who have been terminated for just cause.

202.4.3 EMPLOYEE INITIATED TERMINATION — NO NOTICE REQUIRED

An employee is not required to give termination notice if:

- a) his or her personal health or safety is at risk by continuing to work,

- b) continuing to work becomes impossible due to unforeseeable or unpreventable circumstances beyond the control of the employee,
- c) the employee is temporarily laid off,
- d) no work is provided to the employee because there is a strike or lockout at the employee's place of employment,
- e) the employee is employed under an agreement by which the employee may elect either to work or not to work for a temporary period when requested by the employer,
- f) the employer reduces the wage rate, overtime rate, vacation pay, general holiday pay or termination pay,
- g) the employee was hired on a seasonal basis and at the end of the season the employment is terminated,
- h) the employee is on temporary layoff and does not return to work within seven days after being requested to do so, in writing, by the employer.

202.4.4 EMPLOYER INITIATED TERMINATION- NO NOTICE REQUIRED

There are a number of circumstances where an employer is not required to give notice of termination. Termination without notice may include termination for “just cause”, some of which are:

- a) willful misconduct
- b) disobedience
- c) deliberate neglect of duty

Where these actions are not condoned by the employer.

Other circumstances that permit an employer to terminate employment without giving notice include:

- a) the employee was hired for a definite term or task of less than 12 months, at the end of which the employment terminates,
- b) the employee was laid off after refusing an offer by the employer of reasonable alternative work,
- c) the employee refuses work made available through a seniority system,
- d) the employee is not provided with work because a strike or lockout is taking place at the employee's place of employment,
- e) the employee is employed under an agreement by which the employee may elect either to work or not to work for a temporary period when requested by the employer,
- f) the contract of employment is or has become impossible for the employer to perform by reason of unforeseeable or unpreventable causes beyond the control of the employer,
- g) the employee was hired on a seasonal basis and at the end of the season the employment is terminated,
- h) the employee is on temporary layoff and does not return to work within seven days after being requested to do so, in writing, by the employer,

When an employee's employment is terminated for 'just cause', the employer must pay all wages, overtime, general holiday pay and vacation pay due the employee within ten days following the date of termination. The employer must be able to support their position that there was just cause for dismissal without notice.

202.5 HOURS OF WORK

202.5.1 PERMANENT EMPLOYEES

Due to the nature of the activities promoted at Camp Encounter, the Board recognizes that it is inappropriate to spell out specific times or hours for these positions to be on duty. However, given that the position is recognized as a full-time position, the Board expects permanent employees to dedicate the necessary time to his/her duties to ensure that Camp

Encounter is run and promoted effectively. This may, at times, require the permanent employee to be on duty in the evening and on weekends.

202.5.2 TEMPORARY FULL-TIME EMPLOYEES

Due to the nature of the activities at Camp Encounter, the Board recognizes that it is inappropriate to spell out specific times or hours to be on duty. Typically hours of work commence the moment campers arrive and continue until the campers leave. For two-month staff this typically means from Sunday noon to Friday at 3:00 pm for July and August. The same applies to four-month and six-month staff for the months of July and August, but will vary dependant on group rentals in the months of May, June, September, and October.

202.5.3 CASUAL OR CONTRACT EMPLOYEES

Due to the nature of the activities at Camp Encounter, the Board recognizes that it is inappropriate to spell out specific times or hours to be on duty. Hours of work will be specified in individual contracts.

202.5.4 VOLUNTEER DIRECTORS, DISHWASHERS, AND COUNSELORS

CROSS REF: Counselor Training Manual for hours of committed time

202.5.5 BREAKS

When a break is scheduled the employee is not completely relieved of all camp duties. Breaks must be spent at camp in case a situation arises where all employees are needed. Breaks should be spent away from the campers so you have the opportunity to rest and rejuvenate yourself. High levels of stress and burn out are frequent things that happen at camp, taking your breaks (and not working while taking a break) will help to alleviate these problems.

Camp is not over once the bus leaves. Employees are expected to stay at camp until 4:00 p.m. to do any necessary clean-up and may not leave until the Camp Director or Designate approves it. The employee taking the bus must stay at the drop off point until every child and counselor is picked up.

202.6 TIME SHEETS

Monthly time sheets shall be submitted by all employees of Camp Encounter to the Director, Management Team, or Designate.

202.7 RECORDS

T-D forms for income tax purposes and other necessary forms required for payroll must be filed by each and every employee and updated when a change in status occurs.

202.8 OPERATORS LICENSE REQUIREMENTS

- a) Any employee whose duties require them to operate a vehicle or motorized equipment must possess a class 5 Alberta operators license or the appropriate additional license class for equipment and vehicles as required by the Highway Traffic Act. Proof of licensing will be requested for personnel files.
- b) Should an employee's license be suspended or cancelled for any reason, they must immediately notify the Director, Management Team, or Designate.

202.8.1 PERSONAL USE OF VEHICLES

- a) Camp Encounter and therefore the Edmonton Catholic Archdiocese can be held liable for any injuries or accidents occurring while a camper is in a personal vehicle. Camp Encounter has vehicles and drivers for the purpose of transport should the need arise.
- b) Other than designated employees, employees are never to use their personal vehicles for the purpose of transporting a camper for any reason. Exceptions may be made in the case of the camper being an immediate family member (i.e. child or sibling)
- c) Parents are responsible for making arrangements to get campers to and from summer camp. Bussing is available for campers or employees who require transportation during the summer sessions.
- d) In the event of an emergency require transport of a camper to the hospital, either the designated employee or emergency personnel will provide the necessary transport.

202.9 RESIDENCY

202.9.1 PERMANENT EMPLOYEES

For permanent full-time employees it is preferred that they live at Camp Encounter year round as it is unlikely that the demands of the positions can be met by off-site personnel. The Board of Directors may give consideration to exceptions if an employee can demonstrate that their location is close enough to justify the commute and will not inhibit job performance.

202.9.2 TEMPORARY FULL-TIME EMPLOYEES

It is preferred that temporary full-time employees will reside in the staff accommodations for the term of their employment, except days off, as it is unlikely that the demands of the positions can be met by off-site personnel. Exceptions will be considered if an employee can demonstrate that their location is close enough to justify the commute and will not inhibit job performance.

202.9.3 CASUAL OR CONTRACT EMPLOYEES

Due to the nature of the activities at Camp Encounter, the Board will specify in individual contracts what the residency requirements are, if any.

202.9.4 VOLUNTEER DIRECTORS, DISHWASHERS, AND COUNSELORS

Due to the nature of activities at Camp Encounter and the temporary nature of these positions, it is required that volunteer directors, dishwashers, and counselors reside on the premises during the period of their duties.

CROSS REF: Counselor Training Manual

202.10 GENERAL

202.10.1 EMPLOYMENT RESTRICTIONS

Camp Encounter shall not employ or retain any person as an employee or volunteer with:

- a) Any emotional or physical condition or behavior that would impair his/her ability to care for children;
- b) Any conviction, current indictment or substantial evidence of involvement in any criminal activity involving violence against a person, child abuse, or neglect; possession, sale or distribution of illegal drugs; sexual misconduct, gross irresponsibility or disregard for the safety of others; or serious violations of accepted standards of honesty or ethical behavior.
- c) Camp Encounter shall not employ or retain in any capacity any person whose children are removed from his/her custody because of abuse or neglect.

202.10.2 DRESS CODE

Camp Encounter maintains high standards of modesty. The dress code applies to everyone at camp – staff, volunteers, counselors, and campers. Please take note of the following:

- a) All shirts must meet the waistband all the way around with hands on head.
- b) Suitable undergarments must be worn under clothes, and may not show.
- c) Skin tight clothing is inappropriate.
- d) Minimum in-seam measurement is 3 inches.
- e) Bathing suits must be one piece, without peek-a-boo openings.
- f) Pictures, text, etc. in clothing may not glorify the occult, immoral or illegal themes, or anti-biblical ideology.
- g) It is important to always set a good example for the counselors and campers. Always be conscious of the weather conditions. If the sun is shining, wear a hat and avoid exposing too much skin (halter/tube tops or tank tops with spaghetti straps are not appropriate).
- h) Wearing old torn up clothes at camp is acceptable providing they are not revealing.
- i) Good raingear is also important so that you can stay dry and happy and to show the campers that it is 'cool' to wear rubber boots.
- j) We get a lot of campers who have a lot of hormones, therefore it is important that staff dress in a relaxed manner (in other words try to avoid clothes that cling).
- k) For safety reasons sandals are not to be worn on the island. Counselors and campers should be discouraged from wearing them.

202.10.3 CHILD ABUSE AND NEGLECT

- a) Camp Encounter shall require each employee or volunteer to read and sign a statement clearly defining child abuse and neglect and outlining the employee's responsibility to report all incidents of child abuse or neglect according to Provincial Abuse Protocol.
- b) Camp Encounter shall report any suspected or alleged incident of child abuse or neglect to the appropriate provincial agency and shall cooperate fully in the investigation of any incident.
- c) Camp Encounter has written procedures for handling any suspected incident of child abuse/neglect by anyone including:
 1. A procedure for ensuring that the employee involved does not work directly with children until the investigation is completed.
 2. A procedure for terminating any employee involved in a founded incident of child abuse if the person's continued employment at Camp Encounter would place children at risk.

202.10.4 ALCOHOL AND DRUG USE

Campers, counselors, staff and volunteers shall NOT use or be under the effects of alcohol or illegal drugs during the hours of work. Hours of work means from the time campers arrive until the time campers leave. Those who choose to disregard this policy will be excused from the premises and dealt with by the Camp Director or Designate.

CROSS REF: 202.4.

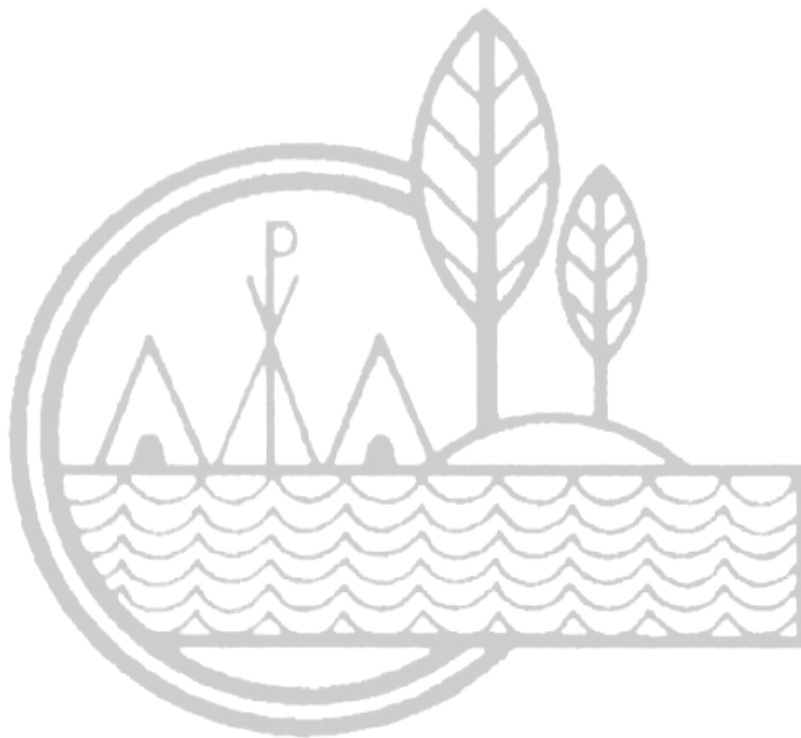
- a) Smoking is discouraged and is strictly prohibited to those aged under the age of 18. Adults who wish to smoke must do so at the Fire Pit or at other designated areas and must avoid smoking in the direct presence of campers. Absolutely no smoking is allowed in any building at any time. For staff, smoking should be limited to breaks and done outside of the staff residences out of view from counsellors and campers. All cigarette butts must be collected in a tin can and discarded properly.
- b) Illegal drugs are strictly prohibited by all persons on Camp Encounter property. Anyone caught or suspected of using or possessing illegal drugs will be asked to leave camp property immediately.

202.10.5 STAFF/CAMPER RELATIONSHIPS

Personal relationships between staff and campers or counselors are strictly prohibited. Such relationships will be dealt with as outlined in section 202.10.3.

Personal relationships between staff are discouraged; however, in the event of personal relationship, it is expected that staff will conduct themselves appropriately and no public displays of affection during hours of work will be tolerated. Such displays will result in the issuance of a disciplinary notice that will be placed in the employees personnel file.

CROSS REF: 202.3, 202.10.1, 202.10.3



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203 EMPLOYEE REMUNERATION

203.1 ORIENTATION

- a) Camp Encounter shall document that each new employee has been given an orientation training session including
 1. Camp personnel and administrative policies;
 2. Camp policies including discipline, health care, and overall camper care;
 3. Camp Encounter Safety Manual; (TBA)
 4. Emergency and evacuation procedures;
 5. Child abuse and neglect law and reporting requirements;
 6. Applicable licensing/certification requirements.

- b) Camp Encounter shall ensure that orientation for all volunteers, counselors, and dishwashers includes instruction in the following:
 1. Responsibilities of their particular functions;
 2. Emergency and evacuation procedures;
 3. Camp Encounter policies including discipline, health care, and overall camper care.

203.2 WAGES

It is the policy of Camp Encounter to pay employees by check on a regular basis and in a manner so that the amount, method, and timing of wage payments comply with any applicable laws or regulations.

Employees on each payday will receive, in addition to their check or deposit advice, a statement showing gross pay, deductions, and net pay. Local, provincial, and federal taxes will be deducted automatically. No other deductions will be made unless required or allowed by law, contract, or employee obligation. Employees may elect to have additional voluntary deductions taken from their pay only if they authorize the deductions in writing.

Employees should discuss any questions or concerns regarding their rate of pay and other compensation issues with Camp Director or Designate.

Employees who discover a mistake in their paycheck, lose their paycheck, or have it stolen should notify the Camp Director or Designate immediately. In the case of a mistake, the error will be remedied promptly. In the case of loss or theft, the Camp Director or Designate will endeavor to place a stop payment on the check and have a new one reissued to the employee. However, the employee is solely responsible for the monetary loss, and Camp Encounter will not be responsible for the loss or theft of a check if it cannot stop payment on the check.

203.2.1 COST OF LIVING ALLOWANCE (COLA)

COLA increases for permanent full-time employees will be considered annually as part of the budgeting process. The percentage determined, if any, will be dependant on the Board's financial situation.

203.2.2 EXPENSE CLAIMS- NON MILEAGE

Camp Expenses that are incurred by individual employees must be logged with a detailed list of items, cost, GST, if applicable, and original receipts. The expense log must be submitted with the receipts to the Camp Director or Designate, for signature and approval. Upon receipt and approval, the Camp Director or Designate will submit the log to the Board of Directors for approval and acquisition of the reimbursement check. This process will be expedited as quickly as is humanly possible.

Expense logs may be obtained from the Camp Director or Designate.

203.2.3 EXPENSE CLAIMS- MILEAGE

Mileage for approved Camp business must be logged with a detailed list of purpose of trip and total kilometers traveled. Logs will be submitted to the Board of Directors for approval through the Camp Director or Designate. Mileage is reimbursed at current rates as approved by the Board of Directors. Forwarding to the Board and acquisition of the reimbursement check will be expedited as quickly as is humanly possible.

Mileage logs may be obtained from the Camp Director or Designate.

203.3 **BENEFITS**

203.3.1 PERMANENT EMPLOYEES

Permanent full-time employees are entitled to the following upon commencement of employment with Camp Encounter:

- a) The Board shall provide suitable accommodation for permanent full-time employees. If the permanent full-time employee has a family, the Board shall provide accommodation appropriate for family living. This is a taxable benefit.
- b) The Board of Directors shall pay part of the electricity and natural gas utilities required for the accommodation provided for permanent full-time employees. This deduction is a taxable benefit. Permanent full-time employees are responsible for telephone, internet, or cable services should they choose to access those services.
- c) Permanent full-time employees may enjoy meals at the expense of Camp Encounter whenever a group is at camp where the Camp Director, Assistant Director, Management Team, or Designate is programming and the group is utilizing the services of the camp cook .

In addition to the aforementioned, permanent full-time employees are entitled to the following upon successful completion of the probation period of employment with Camp Encounter:

- a) 50% of the Alberta Health Care (AHC) premium paid by Camp Encounter, with 50% paid by the employee. If the permanent full-time employee has a family, the Board shall pay AHC premiums for the family as outlined above.

- b) 50% of the Extended Benefits premium. If the permanent full-time employee has a family, the Board shall pay 50% of the Extended Benefits premiums for the family. The deductions will be a taxable benefit.
- c) Access to the Archdiocesan Pension Plan.

A package outlining all benefits including the Alberta Blue Cross Identification Card will be provided by the Chancery Office.

203.3.2 TEMPORARY FULL-TIME EMPLOYEES

Temporary full-time employees are not eligible for any extended benefits. Benefits granted on commencement of employment will include:

- a) The Board shall provide suitable accommodation for the employee. This is a taxable benefit.
- b) The Board of Directors shall pay 100% of the electricity and natural gas utilities required for the accommodation provided. Telephone access is available for local calls only. Long Distance calls are expected to be logged and paid for by the employee.
- c) Meals at the expense of Camp Encounter will be provided whenever a group is at camp where the Camp Director, Assistant Director, Management Team, or Designate is programming and the group is utilizing the services of the camp cook .

203.3.3 CASUAL OR CONTRACT EMPLOYEES

Any benefits provided will be specified in the employee's contract.

203.4 PROFESSIONAL DEVELOPMENT

203.4.1 PERMANENT EMPLOYEES

Professional Development funds are approved annually pending the Board of Director's ability to sustain said fund. Permanent employee professional development is specific to the Camp Director, Camp Assistant Director, Management Team, or Designate as determined by the board. Other permanent employees may make application to the Board of Directors through the Programming and Personnel Liaison committees. All requests from any permanent employee must be in writing through the Programming and Personnel Liaison committees to the Board of Directors. Decisions for support will be based on:

- The financial ability of the Board to assist
- The appropriateness of the activity to the requirements of directing Camp Encounter or engaging in a permanent employees required duties.
- Time taken to participate in Board approved professional development activities is considered work time and no additional compensation will be forthcoming.

203.4.2 TEMPORARY FULL-TIME EMPLOYEES

Temporary full-time employees are not eligible for professional development due to the brevity of their employment. However, temporary full-time employees are encouraged to make request for funding through the Camp Director or Designate, to the Board should they identify an activity that would greatly assist in the carrying out of their required duties.

203.4.3 CASUAL OR CONTRACT EMPLOYEES

Casual or contract employees are not eligible for professional development funding unless specified in their individual contracts.

203.5 **VACATION**

All vacation time must be taken during the “down time” at Camp Encounter – that is between December and February. Vacation outside of these times is subject to approval by the Board of Directors

In the case of the Camp Director and the Assistant Camp Director, Management Team, or Designate, it is agreed that, in order to provide twelve-month service at the Camp, the Camp Director and Assistant Camp Director, Management Team, or Designate will take the majority of their holidays at different times.

Permanent Employees are not eligible to take vacation time prior to a completed full year of employment.

In addition to earned vacation time permanent employees are entitled to all statutory holidays or time off in lieu.

CROSS REF: Employment Standards Code

203.5.1 PERMANENT EMPLOYEES

Permanent full-time employees are entitled to the following upon successful completion of the probation period of employment with Camp Encounter:

- a) 10 days after the first year of employment.
- b) 15 days after the second year of employment.
- c) 25 days after the eighth year and beyond.

203.5.2 TEMPORARY FULL-TIME EMPLOYEES

Temporary full-time employees are not eligible for vacation days. Vacation pay will be calculated and paid out in each pay period according to government rules and regulations.

203.5.3 CASUAL OR CONTRACT EMPLOYEES

Vacation time or vacation pay will be subject to each individual’s contract specifications.

203.5.4 SANITY CLAUSE

An additional five (5) days of vacation shall be granted annually to the full-time Camp Director, Assistant Director, Management Team, or Designate, and the Maintenance Director in recognition of overtime. The time to be taken is to be mutually convenient to the Board of Directors and Camp Encounter operations.

203.6 HOLIDAYS

Permanent employees are entitled to all general holidays or time off in lieu.

In Alberta the following are general holidays as per current labor standards:

- New Year's Day
- Alberta Family Day.
- Good Friday
- Easter Monday
- Heritage Day
- Canada Day
- Victoria Day
- Labor Day
- Thanksgiving Day
- Remembrance Day
- Christmas Day
- Boxing Day

203.7 ABSENCES

203.7.1 SICK LEAVE

- a) Permanent employees will be eligible for paid sick days after the completion of their probation period or three months after their most recent hire date. After probation completion or three months, employees will be eligible for one sick day for every calendar month worked from the date of hire.
- b) If an employee is absent due to injury or illness on or before your eligibility date, coverage starts when you return to work.
- c) Sick days may not be accumulated or carried over from year to year. By the end of the year all unused sick days are forfeited.
- d) An Employee who is unable to report for duty due to illness is required to inform the Camp Director or Designate within two (2) hours of the time the Employee was to report for duty.
- e) An Employee may be required to provide acceptable proof of illness for misuse of sick leave and any general illness in excess of three (3) days in duration. Such requirement shall be communicated to the Employee prior to the Employee's return to work by the Camp Director or Designate.
- f) Upon employee termination no monies are to be paid out for outstanding sick days.

203.7.2 SICK LEAVE WITHOUT PAY

Sick Leave Without Pay may be granted at the discretion of the employer to a permanent employee who does not qualify for sick leave with pay, or is unable to return to work at the termination for the period for which sick leave with pay is granted.

203.7.3 SPECIAL LEAVE

- a) A permanent employee not on leave of absence without pay shall be granted, upon application **and approval**, special leave **as described below**, at the employee's basic rate of pay. **This approval will not be unreasonably denied.** The circumstances under which special leave is granted, **are subject to to a maximum of five (5) working days per calendar year:**
1. bereavement,
 2. travel time for illness within the immediate family or bereavement,
 3. administration of estate,
 4. disaster conditions,
 5. be present at birth or adoption proceedings,
 6. attend formal hearing to become Canadian citizen.
 7. attend specialist appointment.
 8. attend medical, dental, physiotherapy, and optical or professional counseling appointments with a dependant family member.
- b) For purposes of determining eligibility for special leave under Part 202.7.2 a), the following provisions shall apply:
1. bereavement - leave of absence will be granted in the event of the death of the permanent employee's spouse (including common-law spouse), parent, guardian, parent-in-law, grandparent, **grandparent-in-law**, grandchild, son, daughter, **son-in-law**, **daughter-in-law**, brother, sister, **brother-in-law**, **sister-in-law**, **nephew**, **niece**, **aunt or uncle**;
 2. travel time for illness within the immediate family or for bereavement shall mean for travel where long distances or travel from isolated areas are involved;
 3. administration of estate shall apply only when a permanent employee has been designated as an executor of the estate for the deceased and the permanent employee must provide documentation showing involvement in administering an estate;
 4. disaster conditions shall apply for a critical condition which requires a permanent employee's personal attention in a disaster (flood, fire) which cannot be served by others or attended to by the employee at a time when the employee is normally off duty;

5. birth and adoption proceedings for the employee’s own child;
 6. the employee and/or immediate family are eligible to be present at the citizenship hearing.
 7. to attend appointment with medical or dental specialist, for employee or members of the immediate family, where travel in excess of 100 kilometers is required.
- c) Special leave may be granted more than once for the same circumstances within the calendar year, provided that the total special leave granted does not exceed five (5) working days per calendar year, unless additional special leave is approved by the Board of Directors.

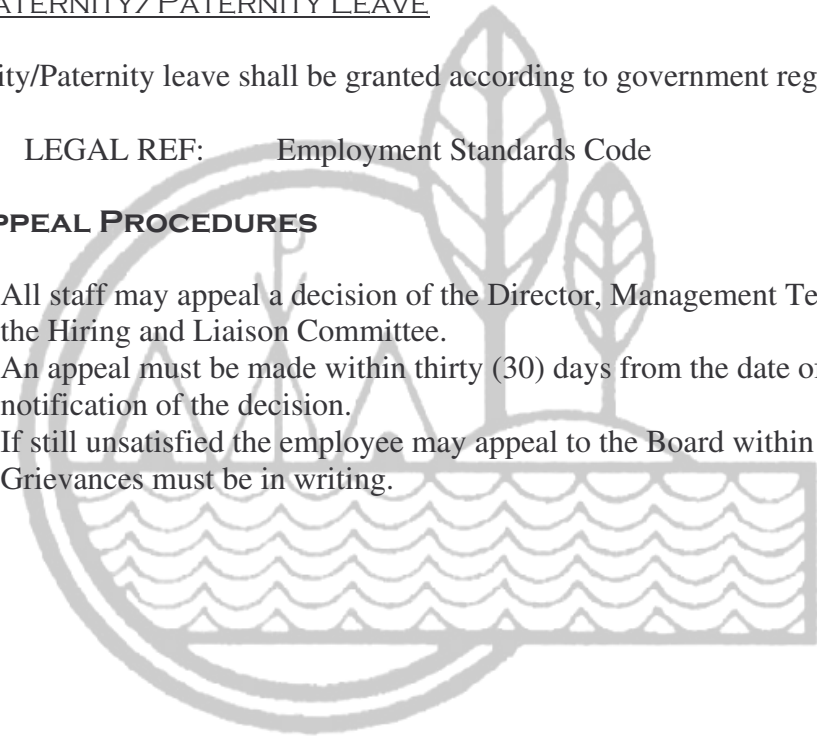
203.7.4 MATERNITY/PATERNITY LEAVE

Maternity/Paternity leave shall be granted according to government regulations.

LEGAL REF: Employment Standards Code

203.8 APPEAL PROCEDURES

- a) All staff may appeal a decision of the Director, Management Team, or Designate to the Hiring and Liaison Committee.
- b) An appeal must be made within thirty (30) days from the date of receiving the notification of the decision.
- c) If still unsatisfied the employee may appeal to the Board within thirty (30) days.
- d) Grievances must be in writing.

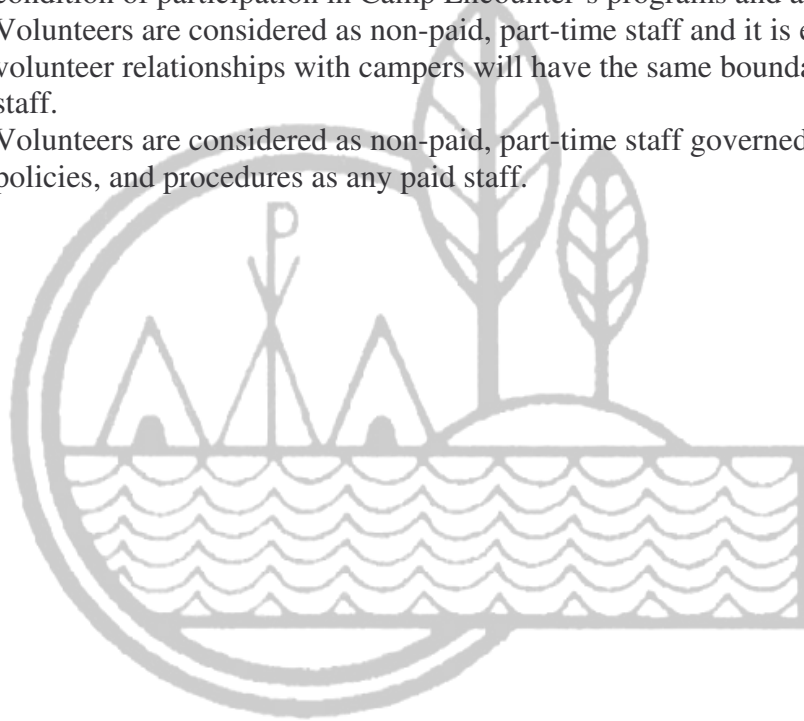


SECTION 203	Date
Approved	June 16, 2008
Amended	
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204 VOLUNTEERS

204 VOLUNTEERS

- a) The integration, training, and involvement of volunteers is the responsibility of the Director, Management Team, or Designate.
- b) Volunteers are required to sign a confidentiality agreement. This agreement is a condition of participation in Camp Encounter’s programs and activities.
- c) Volunteers are considered as non-paid, part-time staff and it is expected that volunteer relationships with campers will have the same boundaries as those of paid staff.
- c) Volunteers are considered as non-paid, part-time staff governed by the same rules, policies, and procedures as any paid staff.



SECTION 204	Date
Approved	June 16, 2008
Amended	
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