



**TSAL'ALH  
DEVELOPMENT CORPORATION**

**HUMAN RESOURCE  
POLICY AND PROCEDURES  
MANUAL**

**APPROVED BY THE BOARD OF DIRECTORS**

**April 20, 2015**

**Revised: March 28, 2016**

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April 18, 2016

**To All Employees of the Tsal'alh Development Corporation**

Welcome to the Tsal'alh Development Corporation. The Board of Directors truly believes that our employees are one of the most important resources and contributors to the success of the Corporation.

To aid in organizational and employee performance, the Human Resource Policy and Procedures Manual defines the important relationship between the TDC and the Employee, as well as the needed and important terms and conditions of employment.

Your participation in the formal orientation to this Manual is required and appreciated, in addition to your continuous reading and understanding of this Manual. If you have any questions, we encourage you to communicate with your immediate supervisor.

Again, Welcome to the Tsal'alh Development Corporation

Signed at the April 18, 2016 Mtg.

Linda O'Donaghey, Chair/Treasurer

Signed at the April 18, 2016 Mtg.

Dennis De Yagher, Director

Signed at the April 18, 2016 Mtg.

Allison James, Secretary

Signed at the April 18, 2016 Mtg.

Morris Prosser, Director

Signed at the April 18, 2016 Mtg.

Ida Mary Peter, Director

## TABLE OF CONTENTS

SUBJECT	PAGE
INTRODUCTION	<i>i.-ii.</i>
APPLICATION	<i>iii.</i>
DEFINITIONS	<i>iv.-vii.</i>
<b>PART A – EMPLOYMENT POLICIES</b>	
A 1.0 - POSITIONS AND EMPLOYEE CLASSIFICATION	A1
A 2.0 - RECRUITMENT, SELECTION AND PROMOTION	A2-A5
A 3.0 - PROBATIONARY PERIOD	A6
A 4.0 - EMPLOYEE ORIENTATION	A7
A 5.0 - TERMINATION OF EMPLOYMENT	A8-A9
A 6.0 - EMPLOYEE NOTICE OF RESIGNATION	A10
A 7.0 - EMPLOYEE EXIT INTERVIEW	A11
A 8.0 - RETIREMENT	A11
A 9.0 - OTHER EMPLOYMENT / CONTRACTS	A12
<b>PART B – EMPLOYEE BENEFITS AND WAGE / SALARY ADMINISTRATION</b>	
B 1.0 - BENEFIT ENROLMENT AND ADMINISTRATION	B1-B2
B 2.0 - WAGE AND SALARY ADMINISTRATION	B3-B6
B 3.0 - OTHER BENEFITS AND COMPENSATION	B7
<b>PART C – WORKING CONDITIONS</b>	
C 1.0 - GENERAL HOLIDAYS	C1-C2
C 2.0 - HOURS OF WORK	C3-C5
C 3.0 - OVERTIME	C6-C7
C 4.0 - LATENESS , LEAVING WORK EARLY AND ABSENTEEISM	C8
C 5.0 - TRAVEL TIME AND EXPENSES	C9
C 6.0 - UNIFORMS / SPECIAL CLOTHING AND EQUIPMENT	C10
<b>PART D – DISPUTE RESOLUTION</b>	
D 1.0 - RESOLVING OF DISPUTES	D1-D2
<b>PART E – LEAVE POLICIES</b>	
E 1.0 - VACATION LEAVE	E1-E3
E 2.0 - SICK LEAVE	E4-E5

## TABLE OF CONTENTS

SUBJECT	PAGE
<b>PART E – LEAVE POLICIES - <i>Continued</i></b>	
E 3.0 - FAMILY RESPONSIBILITY LEAVE	E6
E 4.0 - COMPASSIONATE CARE LEAVE	E7-E8
E 5.0 - BEREAVEMENT LEAVE	E9
E 6.0 - MATERNITY AND PARENTAL LEAVE	E10-E12
E 7.0 - COURT LEAVE	E13
E 8.0 - EDUCATION LEAVE	E14-E15
E 9.0 - REHABILITATION LEAVE	E16-E17
E 10.0 - PERSONAL LEAVE	E18
E 11.0 - RESERVIST LEAVE	E19
<b>PART F – PERFORMANCE MANAGEMENT POLICIES</b>	
F 1.0 - HARASSMENT AND WORKPLACE VIOLENCE	F1-F2
F 2.0 - CONFIDENTIALITY	F3
F 3.0 - CONFLICT OF INTEREST	F4-F5
F 4.0 - PROFESSIONAL AND PERSONAL STANDARDS	F6-F7
F 5.0 - DISCRIMINATION	F8
F 6.0 - ALCOHOL AND DRUGS	F8
F 7.0 - EMPLOYEE PERFORMANCE EVALUATION	F9-F10
F 8.0 - DISCIPLINE, SUSPENSION AND DISMISSAL	F11-F14
<b>PART G – PROFESSIONAL DEVELOPMENT AND TRAINING POLICY</b>	
G 1.0 - PROFESSIONAL DEVELOPMENT AND TRAINING	G1-G2
<b>PART H – OCCUPATIONAL HEALTH AND SAFETY</b>	
H 1.0 - HEALTH AND SAFETY	H1-H4
<b>PART I – GENERAL POLICIES</b>	
I 1.0 - POSITION DESCRIPTIONS	I1
I 2.0 - EMPLOYEE PERSONNEL RECORDS	I2-I3
I 3.0 - CONVICTION OF A CRIMINAL OFFENCE	I4
I 4.0 - TRAFFIC VIOLATIONS AND VEHICLE ACCIDENTS	I4

## TABLE OF CONTENTS

SUBJECT	PAGE
<b>PART I – GENERAL POLICIES – <i>Continued</i></b>	
I 5.0 - SMOKING	I4
I 6.0 - DRIVER'S LICENCE	I5
I 7.0 - BUSINESS INSURANCE	I5
I 8.0 - TRAVEL AND TRAVEL INSURANCE	I5
I 9.0 - TDC INTERNET AND ELECTRONIC MAIL	I6-I7
I 10.0 - ENTRY INTO TSAL'ALH DEVELOPMENT CORPORATION FACILITIES	I8
I 11.0 - PERSONAL USE OF TELEPHONE AND FAX	I8
I 12.0 - CELL PHONE USE AND COMMUNICATIONS EQUIPMENT	I8
I 13.0 - USE AND RETURN OF TSAL'ALH DEVELOPMENT CORPORATION PROPERTY	I9
I 14.0 - COMPUTER SOFTWARE	I9
I 15.0 - ACCEPTANCE OF GIFTS	I9
I 16.0 - VOTING	I10
<b>PART J - Appendices</b>	
• Appendix A – Employment Exit Questionnaire – Senior Management Position	J1
• Appendix B – Employment Exit Questionnaire – for staff	J2
• Appendix C – TDC Wage Employee Timesheet	J3
• Appendix D – TDC Salary Employee Timesheet	J4



## Introduction

### **Tsal'alh Development Corporation (TDC) Vision Statement, Mission Statement and Organization Structure**

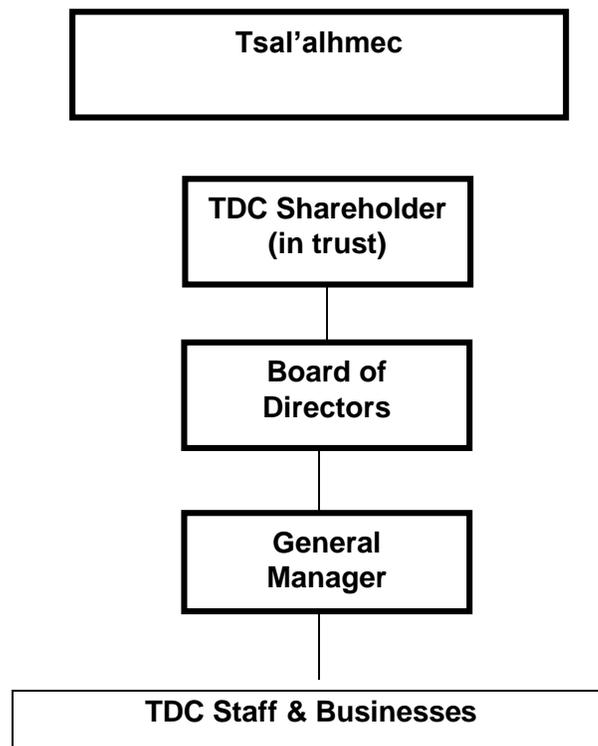
#### **Vision Statement**

The TDC creates a self-sufficient stable foundation for wealth creation, self-sufficiency, economic independence that benefits/enhances the lifestyle of Tsal'alhmec, and future generations.

#### **Mission Statement**

The TDC achieves this through collaboratively identifying, developing and maximizing economic opportunities, as a well-run efficient organization that also contributes to developing a healthy diversified, strong, Tsal'alh economy that is responsive to the needs and interests, and supports the success, of the Tsal'alh Government, and Tsal'alhmec.

To do this the TDC also supports small business development, develops/utilizes community HR and skills, education, training, and on-going capacity development.



## Introduction - *Continued*

The TDC believes in the development and administration of written statements of policy that provide fair employment practices and equal opportunity for employment for all employees and job applicants.

The TDC strives to incorporate Tsal'alhmec customs, traditions and values within the Corporation, in its relationships with its employees, and to be fair and equitable in all TDC-employee working relationships. The TDC will always endeavor to ensure that all employees are treated with courtesy, respect and consideration.

The TDC recognizes the importance of defining and regularly reviewing the TDC Human Resource Policy and Procedures, to ensure its relevancy and effectiveness in achieving the TDC vision. The Board of Directors accepts their responsibility and authority in the approval of Human Resource Policy and Procedures, as recommended by the General Manager, who is responsible for implementing and ensuring adherence to the TDC Human Resource Policy and Procedures.

The TDC believes that the written statements of human resource policy should reflect:

- internal equity with the Tsal'alh Personnel Policy Manual, as appropriate;
- the provisions of the *BC Employment Standards Act and Regulations* and other applicable Provincial and Federal Government Statutes and Regulations;
- good faith and transparency in the defining and administration of terms and conditions of employment;
- fair employment management practices and accountability;
- the practices and policies of similar external organizations; and
- the diversity of the Development Corporations and its Business Entities / Ventures that result in increased TDC and employee understanding of Human Resource Policy and Procedures.

The General Manager has the overall responsibility for managing the day-to-day operations of the TDC and ensuring adherence to the approved TDC Human Resource Policy and Procedures. This includes also ensuring that all employees of the TDC have a copy of the manual, and understanding of the approved Human Resource Policy and Procedures Manual, which is realized through their participation in an orientation to the Human Resource Policy and Procedures Manual.



## Application

The Tsal'alh Development Corporation (TDC) Human Resource Policy and Procedures Manual will apply to all employees of the TDC. All employees are expected to comply with approved Human Resource Policy and Procedures and will have their employment administered in accordance with approved policy and procedures.

Where there is a discrepancy within a human resource policy with applicable government statutes and regulations, government statutes and regulations will apply. Employees defined as Managers under the *BC Employment Standards Act* will be excluded from *Part 4* and *Part 5* of the *Act* which covers human resource policy on hours of work, overtime entitlements and statutory pay.

**TSAL'ALH DEVELOPMENT CORPORATION  
HUMAN RESOURCE POLICY AND PROCEDURES MANUAL**

## **Definitions**

- as applicable** ♦ means as it relates to the direct subordinate(s) of supervisor / manager.
- BC Employment Standards Act** ♦ means legislated laws that sets minimum standards for wages and conditions of employment in the Province of British Columbia.
- BC Human Rights Code** ♦ means legislated laws that protect British Columbians from discrimination in such areas as employment and services, and provides for a complaint process for employees and other individuals to deal with alleged discrimination.
- BC Workers Compensation Act** ♦ means legislated laws that define / describe the Occupational Health and Safety Regulations of workers.
- Board of Directors** ♦ means the Board of Directors of the Tsal'alh Development Corporation .
- General Manager** ♦ means the person employed by the Tsal'alh Development Corporation responsible for the overall management of TDC operations.
- common-law** ♦ means a person who has been cohabitating with an individual in a conjugal relationship (married state) for at least one (1) year, or who had been cohabitating with the individual for at least one (1) year before the person's death.
- compensation** ♦ means all financial rewards including salaries, wages and time off in-lieu, that an employee receives as a result of their employment with the Tsal'alh Development Corporation.
- conditions of employment** ♦ means all terms and provisions of the employment relationship between the TDC and the employee as defined by the TDC.
- designate** ♦ means a person that is formally chosen or appointed to assume the responsibility or authority of another person.
- discipline** ♦ means a corrective or punitive action taken by the TDC towards any employee for just cause.
- employee** means a person hired and designated by the Tsal'alh Development Corporation as an employee of the Corporation and consistent with the definition of the "TDC - employee relationship" as defined by Revenue Canada and consistent with applicable common law.

**TSAL'ALH DEVELOPMENT CORPORATION**  
**HUMAN RESOURCE POLICY AND PROCEDURES MANUAL**

**Definitions - Continued**

- TDC** ♦ means the Tsal'alh Development Corporation including their businesses and ventures within the Corporation.
- exempt** ♦ means where an employee of the Tsal'alh Development Corporation is not eligible to receive a provision or benefit defined within policy; as determined by the TDC, and where applicable, consistent with the provisions of the *BC Employment Standards Act*. (*Where the principal employment responsibilities of an employee consist of supervising or directing, or either supervising and directing, human resources or other resources, the manager will be determined exempt. Exempt will also apply to a person employed in an executive capacity*).
- Family member** ♦ means the following when administering Compassionate Care Leave:
- In relation to an employee:
    - a member of an employee's immediate family
    - an employee's aunt or uncle, niece or nephew, current or former foster parent, ward or guardian
    - the spouse of an employee's sibling or step-sibling, child or step-child, grandparent, grandchild, aunt or uncle, niece or nephew, current or former foster child or guardian.
  - In relation to an employee's spouse:
    - the spouse's parent or step-parent, sibling, or step-sibling, child, grandparent, grand-child, aunt or uncle, niece or nephew, current or former foster parent, or current or former ward; and
    - anyone who is considered to be like a close relative regardless of marriage or common-law partnership.
- Immediate family member (of the employee)** ♦ will generally mean:
- spouse (including common-law spouse)
  - father and mother (natural, step or common law)
  - child(ren), foster child or ward
  - stepchild
  - brother or sister of the employee
  - grandmother or grandfather of the employee
  - father-in-law or mother-in-law (including common-law)
  - grandchild of the employee
  - same sex partners and their children who live with the employee as a member of the employee's family

**TSAL'ALH DEVELOPMENT CORPORATION**  
**HUMAN RESOURCE POLICY AND PROCEDURES MANUAL**

**DEFINITIONS – *Continued***

- immediate family member (of the employee) – *Cont'd*** - any other relative of the employee who resides permanently in the employee's household or with whom the employee permanently resides.
- immediate supervisor** ♦ means the person the employee takes primary direction from, has his/her work controlled by, receives the day-to-day support and leadership from, and the person to whom the employee is directly accountable to / reports to.
- just cause** ♦ means the obligation and responsibility of the TDC to take corrective and punitive discipline or measures based on clear, compelling and justifiable reasons.
- Manager or Director** ♦ means a person employed by the Tsal'alh Development Corporation to be responsible for the day-to-day operations and management of a specific program, department or business / venture.
- nepotism** ♦ means performing an act of favoritism or preference relative to the employment of relatives or close friends.
- Occupational Health and Safety (OHS) Regulations** ♦ means the defined legal occupational health and safety requirements that must be met by all workplaces of the Tsal'alh Development Corporation.
- overtime work** ♦ means the preauthorized time an employee works beyond the TDC defined full-time day and full-time work week and on a general holiday where the employee is entitled to the holiday.
- part-time employee** ♦ means a regular or temporary / casual employee working less than the TDC-defined regular full-time work week.
- Personnel Selection Committee** ♦ means an Ad-Hoc Committee of the Board that may be established to leading, managing and participating in the hiring of Tsal'alh Development Corporation senior management positions.. Committee members will adhere to all aspects of TDC Governance Policies, in performing these duties.
- probationary employee** ♦ means an employee who is serving a probationary period as defined within this policy.
- regular employee** ♦ means an employee who has successfully completed her / his probationary period and is scheduled to work full-time or part-time with no pre-determined employment termination date.

**TSAL'ALH DEVELOPMENT CORPORATION  
HUMAN RESOURCE POLICY AND PROCEDURES MANUAL**

**DEFINITIONS - *Continued***

- resignation of employment** ♦ means a voluntary termination of employment by an employee will be referred to as a resignation.
- service** ♦ means the years of continuous employment with the Tsal'alh Development Corporation
- temporary employee** ♦ means an employee who is scheduled to work full-time or part-time for a pre-determined period of time – may also be referred to as casual, seasonal, to include on-call.
- termination of employment** ♦ means where the employment of an employee is terminated by the authority of the TDC.
- Tsal'alh Development Corporation (TDC)** ♦ means the Tsal'alh Organization responsible for creating, developing and overall managing, the economic development opportunities and businesses of the Tsal'alh. In reference to Human Resource Policy, where it reads the TDC, it also will mean, or include, each business / venture managed by the Tsal'alh Development Corporation.
- years of employment** ♦ means the continuous period of time an employee is employed by the Tsal'alh Development Corporation.

TSAL'ALH DEVELOPMENT CORPORATION  
HUMAN RESOURCE POLICY AND PROCEDURES MANUAL

**PART A - EMPLOYMENT**

**POLICY: A 1.0**

**POSITIONS AND EMPLOYEE CLASSIFICATION**

**GENERAL POLICY**

- ◆ Positions will be classified as regular full-time, regular part-time, or temporary / casual full-time or part-time. Employees of the Tsal'alh Development Corporation (TDC) will generally be identified in accordance with the classification of the position.

**SPECIFIC POLICIES**

1. **Employees in regular full-time, hourly or salaried positions** will be scheduled to work seven and one-half (7½) hours a day and thirty-seven and one-half (37½) hours a week, or eight (8) hours a day and forty (40) hours a week as applicable and defined within Policy C 1.0, exclusive of the unpaid lunch / meal period, with no predetermined employment termination date.
2. **Employees in regular part-time, hourly or salaried positions** will be scheduled to work less than thirty-seven and one-half (37½) hours a week, or forty (40) hours a week, exclusive of the unpaid lunch / meal period, as applicable, with no predetermined employment termination date.
3. **Employees in temporary or casual positions** will be scheduled to work full-time or part-time for a predetermined period of employment.
4. **Employees on probation** will be identified as probationary employees.
5. Entities or businesses of the TDC will have the same position classifications as above, with scheduled hours of work depending on the seasonal nature of the business.

**TSAL'ALH DEVELOPMENT CORPORATION**  
**HUMAN RESOURCE POLICY AND PROCEDURES MANUAL**

**PART A - EMPLOYMENT**

**POLICY: A 2.0**

**RECRUITMENT, SELECTION AND PROMOTION**

**GENERAL POLICIES**

1. The Tsal'alh Development Corporation (TDC) is an equal opportunity TDC that will promote and practice fairness in the recruitment and selection of employees.
2. The TDC will make every reasonable effort to employ the most suitable and qualified candidates, based on pre-determined and approved bona-fide occupational requirements.
3. The hiring of TDC employees will be based on the principle of merit, and be the result of a process designed to assess the existing knowledge, skills and abilities and future potential of eligible applicants.
4. A vacant position may be filled by means of:
  - a lateral transfer
  - a promotion of a current employee, or
  - through recruitment
5. The TDC employee hiring will not be based on:
  - personal favouritism
  - political consideration
  - nepotism, or
  - any other consideration that is made in bad faith
6. The General Manager will ensure all positions (lateral transfer, promotion, or recruitment) are filled through an open and transparent process to mitigate any risk and potential contravention to this policy arising from real or perceived favouritism, political influence, nepotism, or any other bad faith consideration.
7. The TDC may require a criminal record check, verification of a current driver's license, drivers abstract, a medical examination, a drug test, or the employee be bonded, where the TDC deems it appropriate to the position being applied for.
8. Before a position is posted and/or advertised, there must be an approved and current job description for all regular positions, and temporary positions, and must be budgeted for in the annual budget, approved by the Board of Directors.
9. Applications for employment with the TDC will be in the form of a résumé or a completed TDC Application Form, with a covering letter and references, and a copy of certifications, training and education.

**TSAL'ALH DEVELOPMENT CORPORATION**  
**HUMAN RESOURCE POLICY AND PROCEDURES MANUAL**

**PART A - EMPLOYMENT**

**POLICY: A 2.0**

**RECRUITMENT, SELECTION AND PROMOTION - *Continued***

**SPECIFIC POLICIES**

**Employment / Hiring of the General Manager**

1. The Board of Directors will have the responsibility for the recruitment of the General Manager, including the authority to appoint an Ad-Hoc Personnel Selection Committee to assist in the recruitment process for senior management positions.
2. The Chair will have the responsibility, upon approval of the Board of Directors, to provide the offer of employment to the General Manager as approved by the Board of Directors.

**Employment / Hiring of all Other TDC Employees**

3. The General Manager will have the overall management responsibility for the hiring of all TDC employees, including regular full-time, regular part-time and temporary.

**Personnel Selection Committee (Ad-Hoc Committee of the Board)**

4. A Board Ad-Hoc Personnel Selection Committee may be struck for the hiring of key TDC Senior Management positions, as needed, and as determined by the Board as a whole. At times that the Committee is struck it will be responsible for reviewing and understanding the relevant job description, making recommendations to the job description (e.g. responsibilities, qualifications), and participating in the hiring process, which includes but is not limited to: establishing hiring criteria; making recommendations on aligned interview questions; participating in interviews; scoring; and making recommendations on final selection, and appropriate background checks (e.g. criminal record, credit rating, etc.).
5. The Board Personnel Selection Committee responsible for the recruitment and selection of the General Manager will consist of a quorum of:
  - the Board of Directors, and
  - other internal and/or external personnel, as invited by the Board of Directors
6. The Personnel Selection Committee responsible for the recruitment and selection of the key Senior Managers employees will consist of:
  - a quorum of the Board of Directors,
  - the General Manager.
7. The Personnel Selection Committee responsible for the recruitment and selection of all other employees, will consist of:

**TSAL'ALH DEVELOPMENT CORPORATION  
HUMAN RESOURCE POLICY AND PROCEDURES MANUAL**

**PART A - EMPLOYMENT**

**POLICY: A 2.0**

**RECRUITMENT, SELECTION AND PROMOTION - *Continued***

**SPECIFIC POLICIES - *CONTINUED***

**Personnel Selection Committee - *Continued***

10. The Personnel Selection Committee in each instance will generally interview all applicants who meet the minimum qualifications for each vacant or new position.
11. All personnel hired by the TDC GM, or Committee will be interviewed, with reference checks completed, prior to employment.

**Authority to Hire, Promote or Reclassify**

12. All positions within the TDC must be posted and advertised to provide all qualified employees and external parties a chance to apply for positions. Direct internal promotions may be considered.
13. The General Manager, will have the authority to approve the hiring of persons or organizations on a contract-for-service (independent contractors) for a period of up to six (6) months. All short-term contractors will be required in their contract to adhere to the standards for performance and conduct, as outlined in this Manual
14. Upon the demotion, reclassification or termination for cause of an employee, the General Manager will immediately inform the Board of Directors, in writing.

**TSAL'ALH DEVELOPMENT CORPORATION**  
**HUMAN RESOURCE POLICY AND PROCEDURES MANUAL**

**PART A - EMPLOYMENT**

**POLICY: A 2.0**

**RECRUITMENT, SELECTION AND PROMOTION - *Continued***

**SPECIFIC POLICIES - *CONTINUED***

**Competitions and Advertising**

15. New and vacant temporary, casual and regular positions will be posted to the TDC community for a minimum of ten (10) working days, before external (outside the Tsal'alh Community) advertising is undertaken. Consideration may be given by the General Manager, to vary this time period for extenuating circumstances.
16. Where positions are advertised externally, applications will be received for a period of at least ten (10) working days and a maximum of fifteen (15) working days.

**Interview and Relocation Expense**

17. The Board of Directors, will have the authority to approve reasonable relocation - moving expenses. Relocation - moving expenses will be forgiven on an equal monthly basis over a continuous work period of twelve (12) months. For example, where an employee resigns after six (6) months of employment, the employee will be required to pay back the TDC fifty (50) percent of the relocation-moving expenses paid by the TDC. Where an employee is terminated by the TDC prior to twelve (12) months, the Relocation Expense will be forgiven in total by the TDC.
18. Any interview and relocation expenses must be justified by employment level or the external employment environment.

**Offer of Employment / Contract-for-Service**

19. All persons hired as an employee must receive and sign a written offer of employment prior to the commencement of employment.
20. All persons or organizations hired on a contract-for-service (contractor) must receive and sign a written Contractor Agreement prior to the commencement of work.
21. The General Manager will be responsible for creating an annual HR plan, associated budget, and approving all new employee salaries, adhering to the approved budget, and approving all offers of employment. In the hiring of the General Manager, the Board of Directors will determine and sign the offer of employment.

**TSAL'ALH DEVELOPMENT CORPORATION**  
**HUMAN RESOURCE POLICY AND PROCEDURES MANUAL**

**PART A - EMPLOYMENT**

**POLICY: A 3.0**  
**PROBATIONARY PERIOD**

**GENERAL POLICY**

The Tsal'alh Development Corporation (TDC) employee probationary period is an integral part, and an extension of the employee selection process. During the probationary period, the employee's immediate supervisor will work in partnership with the new or promoted employee to achieve a desired and acceptable level of performance.

**SPECIFIC POLICIES**

1. The General Manager and all TDC Senior Managers will serve a six (6) month probationary period.
2. Administration and technical employees hired in a regular position will serve a four (4) month probationary period.
3. Administration and technical employees hired in a temporary position for a period of six (6) months or greater, will serve a three (3) month probationary period with all other temporary employees serving a two (2) month probationary period.
4. An employee promoted or transferred into a position may serve a probationary period equivalent to three (3) months full-time employment as determined / approved by the General Manager.
5. Employees in a regular position may have their probationary period extended up to an additional three (3) months, where the employee's performance is not at a satisfactory or acceptable level, and as approved by the General Manager.
6. Employees will remain on probation until such time as the final formal probationary Performance evaluation is completed. The General Manager, or staff supervisor/manager, will be responsible for ensuring probationary performance evaluations are completed as required by this Policy, and offer of employment / employment contract.
7. Where an employee does not meet the performance requirements of the position during the probationary period, the employee's employment with the TDC will be terminated upon the approval of the General Manager, or the Board of Directors of the TDC, as applicable.

**TSAL'ALH DEVELOPMENT CORPORATION  
HUMAN RESOURCE POLICY AND PROCEDURES MANUAL**

**PART A - EMPLOYMENT**

**POLICY: A 4.0  
EMPLOYEE ORIENTATION**

**GENERAL POLICY**

The Tsal'alh Development Corporation (TDC) will provide all new employees with a personal orientation, and appropriate training to ensure the effective functioning of their position within five (5) working days of the commencement of their employment. The orientation will include background information on the TDC, including all TDC policies, procedures, group Insurance, benefits and Human Resource Policy and procedures, their duties, responsibilities and expectations of the employee's position and workplace health and safety.

**SPECIFIC POLICIES**

1. The coordination of the orientation will be the responsibility of the General Manager, or the staff members' supervisor/manager.
2. The General Manager will ensure that all payroll and employee documents are completed and forwarded to the Bookkeeper/Accountant, and the employee's personnel file, as appropriate.
3. The General Manager will review the position duties and responsibilities and performance expectations, standards, goals and objectives, and any other applicable policies and procedures with the employee.
4. The Board of Directors will be responsible for coordinating the orientation of the General Manager.

**TSAL'ALH DEVELOPMENT CORPORATION**  
**HUMAN RESOURCE POLICY AND PROCEDURES MANUAL**

**PART A - EMPLOYMENT**

**POLICY: A 5.0**

**TERMINATION OF EMPLOYMENT**

**GENERAL POLICY**

The Tsal'alh Development Corporation (TDC) understands the adverse effects of an employment termination, including a layoff can have on an employee, the family of the employee, and on the general operation of the TDC. However, in order to carry out its business obligations and priorities in the most efficient manner possible, employment terminations may occur from time to time.

**SPECIFIC POLICIES**

1. The TDC, as authorized by the General Manager, in writing, may terminate the employment of an employee for just cause, or for reasons of layoff.
2. Where the employment termination, or terminations, are for the reasons of layoff, the TDC, in general and where appropriate, will consider the following:
  - a. length of employment of the employee(s); and
  - b. the position with the TDC, to include whether the employee is temporary, probationary or in a regular position.
3. An employee on temporary layoff will have the opportunity to maintain their Group Insurance Benefits providing the employee maintains the contributions that were in place prior to the layoff.
4. After three (3) consecutive months of employment, the TDC will pay an employee on layoff an amount equal to one (1) week's wages as compensation for length of service.
5. Compensation for length of service will increase as follows:
  - a. after twelve (12) consecutive months of employment, an amount equal to two (2) weeks wages;
  - b. after three (3) consecutive years of employment, to an amount equal to three (3) weeks wages plus one additional weeks wages for each additional year of employment, to a maximum of eight (8) weeks wages.
6. TDC responsibility for compensation for length of service will be deemed to be discharged if the employee is given written notice of termination as follows:
  - a. one (1) week notice after three (3) consecutive months of employment;
  - b. two (2) weeks' notice after 12 consecutive months of employment;
  - c. three (3) weeks' notice after three (3) consecutive years of employment, plus one additional week for each additional year of employment, to a maximum of eight (8) weeks' notice,

**TSAL'ALH DEVELOPMENT CORPORATION**  
**HUMAN RESOURCE POLICY AND PROCEDURES MANUAL**

**PART A - EMPLOYMENT**

**POLICY: A 5.0**

**TERMINATION OF EMPLOYMENT- *Continued***

**SPECIFIC POLICIES - *CONTINUED***

- d. is given a combination of written notice as outlined above and money equivalent to the amount the TDC is liable to pay, or
  - e. voluntarily terminates his / her employment, retires from employment, or is dismissed with just cause.
- 7. The amount the TDC will pay becomes payable on termination of the employment and is calculated by:
  - a. number of totalling all the employee's weekly wages, at the regular wage, during the last eight (8) weeks in which the employee worked normal or average hours of work,
  - b. dividing the total by 8, and
  - c. multiplying the result by the weeks' wages the TDC is liable to pay.
- 8. For the purposes of determining the termination, the employment of an employee who is laid off for more than a temporary layoff is deemed to have been terminated at the beginning of the layoff.
- 9. The temporary layoff or the termination of employment of the General Manager will be the responsibility of, and require the written approval of, the TDC Board of Directors.
- 10. Where an employee voluntarily resigns/quits, retires or is terminated by the TDC for just cause, no compensation will be provided for length of service.
- 11. Where the TDC terminates the employment of an employee, the TDC will pay all wages owing to the employee within forty-eight (48) hours after the TDC terminates the employment.

**TSAL'ALH DEVELOPMENT CORPORATION  
HUMAN RESOURCE POLICY AND PROCEDURES MANUAL**

**PART A - EMPLOYMENT**

**POLICY: A 6.0  
EMPLOYEE NOTICE OF RESIGNATION**

**GENERAL POLICY**

All employees resigning their employment with the Tsal'alh Development Corporation (TDC) will be requested to provide written notice of resignation. Such notice will include providing the TDC with a reasonable period of time to assess the position and recruit a suitable replacement.

**SPECIFIC POLICIES**

1. The General Manager will provide the Board of Directors with at least six (6) working weeks' notice of resignation.
2. All Managers, professional, and senior technical and administrative employees will provide twenty-one (21) working days' notice of resignation.
3. All other employees will provide at least fourteen (14) working days' notice of resignation.
4. Notices of resignation will be in writing and provided to the employee's immediate supervisor.
5. A proper notice of resignation will result in an employee resigning in good standing.
6. Employees may resign in good standing without providing the TDC with the required notice of resignation, where the employee has received prior written approval from the employee's immediate supervisor.
7. Where the employee voluntarily terminates employment, the TDC will pay all wages owing to the employee no later than six (6) days after the employee terminates the employment.

**TSAL'ALH DEVELOPMENT CORPORATION  
HUMAN RESOURCE POLICY AND PROCEDURES MANUAL**

**PART A - EMPLOYMENT**

**POLICY: A 7.0  
EMPLOYEE EXIT INTERVIEW**

**GENERAL POLICY**

To assist in understanding the reasons for an employee's employment resignation, and to assist in the development of the TDC-employee relationship, employees will be provided the opportunity to participate in a confidential exit interview with the General Manager or Board of Directors. Tsal'alh Development Corporation (TDC) employees retiring, or having their employment involuntarily terminated, may also request an exit interview.

**SPECIFIC POLICIES**

1. The coordination of employment exit interviews will be the responsibility of the General Manager, or the Board of Directors.
2. The employee will not have their exit interview administered by their immediate supervisor or supervisor/manager.
3. Exit interviews may be administered in person or by completing an electronic form.
4. All completed exit interview forms will be forwarded to the General Manager for confidential review and filing. The Board of Directors will also review the exit interview forms.
5. Exit interview templates are in Section J Appendix A and Appendix B of this Manual.

**TSAL'ALH DEVELOPMENT CORPORATION  
HUMAN RESOURCE POLICY AND PROCEDURES MANUAL**

**PART A - EMPLOYMENT**

**POLICY: A 8.0  
RETIREMENT**

**GENERAL POLICY**

Employees of the Tsal'alh Development Corporation (TDC) will not be required to retire from their employment with the TDC upon reaching age sixty-five (65). The TDC believes that employees, upon age sixty-five, can continue to be valuable employees and meet the responsibilities and expectations of their position. Prior to an employee continuing their employment at age sixty-five (65) the employee is encouraged to discuss their retirement options with a Pension and Retirement Adviser.

**TSAL'ALH DEVELOPMENT CORPORATION  
HUMAN RESOURCE POLICY AND PROCEDURES MANUAL**

**PART A - EMPLOYMENT**

**POLICY: A 9.0**

**OTHER EMPLOYMENT / CONTRACTS**

**GENERAL POLICY**

Employees of the Tsal'alh Development Corporation (TDC) can work for another employer while working for the TDC; however, employees will not accept other employment or independent contracts while working for and maintaining their employment with the TDC, where such employment or contracts conflict with required duties, responsibilities and working hours of their position with the TDC, or where the employment or contract(s) conflict with the interest and business of the TDC.

**TSAL'ALH DEVELOPMENT CORPORATION**  
**HUMAN RESOURCE POLICY AND PROCEDURES MANUAL**

**PART B – EMPLOYEE BENEFITS AND WAGE / SALARY ADMINISTRATION**

**POLICY: B 1.0**

**BENEFIT ENROLMENT AND ADMINISTRATION**

**GENERAL POLICY**

The Tsal'alh Development Corporation (TDC) will provide all eligible employees in a regular position, and their families, as applicable, with a Group Insurance Benefit Plan that provides for their health and well-being.

**SPECIFIC POLICIES**

**GROUP INSURANCE BENEFIT PLAN**

**Enrolment**

1. TDC employees in a regular position, who receive regular pay for at least twenty-five (25) hours each week, will be required to enroll in the TDC Group Insurance Benefit Plan. Enrolment will commence on the completion of three (3) continuous months of employment.

**Group Insurance Benefit Coverage**

2. For details on the benefit coverage, including waiver of coverage, eligibility, limitations, coordination of benefits and the procedure for the processing of benefit claims, please refer to the "Group Insurance Benefit Booklet" as issued during the employee orientation, and as available from the General Manager.
3. An employee on short-term disability or long-term disability will continue to pay their portion of all Group Insurance Benefit Premiums.

**Termination of Coverage**

4. Employees will have their participation in the TDC Group Insurance Benefit Plan terminated on the last day of employment with the TDC.

**Administration of Group Insurance Benefits**

5. The TDC Benefit Plan Administrator will be responsible for the administration of the Group Insurance Benefit Plan and providing support and information to employees in the processing of benefit claims.
6. Premiums for Group Insurance Benefits will be paid fifty percent (50%) by the Employee and fifty percent (50%) by the TDC.

**PENSION PLAN**

**Pension Plan Enrolment**

7. All regular employees who receive regular pay for at least twenty-five (25) hours each

EFFECTIVE DATE::

PART B – EMPLOYEE BENEFITS AND WAGE / SALARY ADMINISTRATION

PAGE B1 OF B7

**TSAL'ALH DEVELOPMENT CORPORATION**  
**HUMAN RESOURCE POLICY AND PROCEDURES MANUAL**

**PART B – EMPLOYEE BENEFITS AND WAGE / SALARY ADMINISTRATION**

**POLICY: B 1.0**

**BENEFIT ENROLMENT AND ADMINISTRATION - *Continued***

**SPECIFIC POLICIES - *CONTINUED***

**PENSION PLAN- *Continued***

**Pension Plan Enrolment- *Continued***

week will be required to enroll in the TDC Pension Plan. Enrolment will commence on the completion of three (3) continuous months of employment.

**Pension Plan Provisions**

8. For detailed information on the TDC Pension Plan, including eligibility, TDC and employee contributions, and vesting provisions, please refer to the TDC "Pension Plan" booklet as distributed in the employee orientation and as available from the General Manager.

**OTHER BENEFITS**

**Employment Insurance**

9. All TDC employees, both status and non-status, part-time, and full-time, will have employment insurance premiums deducted from their pay bi-weekly, in accordance with Canada Employment Insurance Regulations.

**Canada Pension Plan**

10. All TDC employees, both status and non-status, part-time and full-time, will have Canada Pension Plan premiums deducted from their pay bi-weekly, in accordance with Canada Pension Plan Regulations.

**Workers Compensation**

11. All TDC employees will have their Workers Compensation Board premiums paid by the TDC.

**TSAL'ALH DEVELOPMENT CORPORATION**  
**HUMAN RESOURCE POLICY AND PROCEDURES MANUAL**

**PART B – EMPLOYEE BENEFITS AND WAGE / SALARY ADMINISTRATION**

**POLICY: B 2.0**

**WAGE AND SALARY ADMINISTRATION**

**GENERAL POLICY**

It is the policy of the Tsal'alh Development Corporation (TDC), to include its business entities, to develop a wage and salary grid that provides for equal pay for work of an equal value and equal pay for work of a comparable worth. It is also the policy of the TDC to develop and administer a wage and salary structure that is competitive to other like organizations, provides for the ability to recruit and retain qualified employees, and rewards employees' years of service and good performance.

**SPECIFIC POLICIES**

**Review and Approval of the Wage and Salary Grid**

1. The General Manager will be responsible for developing and updating the wage and salary grid annually. The development of the wage and salary grid will be developed and planned by the General Manager to coincide and support effective performance evaluations.
2. The Board of Directors of the TDC will review appropriateness of the TDC wage and salary grid annually. Amendments to the wage and salary grid will be recommended by the General Manager to the Board of Directors for approval. The wage and salary administration grid is included in Section J Appendix E of this Manual.
3. The Board of Directors will have the authority, upon recommendation of the General Manager, to amend the TDC Salary Grid, without notice.

**Responsibility for the TDC Wage and Salary Grid**

4. The General Manager will have the responsibility for the day-to-day management and administration of the TDC Wage and Salary Grid.

**Administration of the TDC Wage and Salary Grid**

5. All TDC position classifications (positions) will have a specific wage or salary structure with a minimum, mid-point, and a maximum.
6. The minimum of the wage or salary structure will be the minimum wage or salary level the employee can receive within the classification / position, and the recommended wage / salary level of a new employee who meets the minimum requirements and qualifications for the position.
7. The mid-point of the wage or salary structure will generally be the maximum wage / salary level for a new employee who meets all, or exceeds the requirements and

**TSAL'ALH DEVELOPMENT CORPORATION**  
**HUMAN RESOURCE POLICY AND PROCEDURES MANUAL**

**PART B – EMPLOYEE BENEFITS AND WAGE / SALARY ADMINISTRATION**

**POLICY: B 2.0**

**WAGE AND SALARY ADMINISTRATION - *Continued***

**SPECIFIC POLICIES - *CONTINUED***

**Development and Administration of the TDC Wage and Salary Structure - *Continued***

qualifications for the position. The mid-point will generally be the recommended wage or salary level for the TDC employee who started their employment with the TDC near the minimum of the wage or salary structure and now has five (5) years of continuous and satisfactory performance in the position.

8. The maximum of the wage or salary structure will be the maximum wage / salary level the employee can receive while employed within that position classification.

**Approval of New Hire Rates**

9. The Board of Directors will have the authority to approve the salary offer for the General Manager.
10. The General Manager will have the responsibility for the final determination and approval of offers of employment.
11. The General Manager will recommend offers of employment to the Board of Directors, where applicable.
12. All new employee hire rates of pay will be in accordance with TDC wage and salary administration policy.

**Employee Wage and Salary Increases**

13. It is the policy of the TDC, where the budget permits, and employee performance warrants a wage or salary increase, to generally provide the employee with an annual wage or salary increase that coincides with a positive performance evaluation.
14. The General Manager will have the authority to approve in writing all employee wage and salary increases and adjustments subject to TDC Policy, within the approved annual budget. The Board of Directors will have the authority to approve in writing a salary increase or adjustment for the General Manager, where budget permits.

**Employee Wage or Salary on Position Reclassification**

16. Where an employee's position is reclassified to another position with a greater wage or

**TSAL'ALH DEVELOPMENT CORPORATION**  
**HUMAN RESOURCE POLICY AND PROCEDURES MANUAL**

**PART B – EMPLOYEE BENEFITS AND WAGE / SALARY ADMINISTRATION**

**POLICY: B 2.0**

**WAGE AND SALARY ADMINISTRATION - *Continued***

**SPECIFIC POLICIES - *CONTINUED***

**Employee Wage or Salary on Position Reclassification - *Continued***

salary structure, the employee will have a rate of pay that is within the new wage or salary structure of the new position.

15. The date of reclassification will become the employee's new date for the purpose of administering Personnel Policy (Employee Performance Evaluation) and implementing any approved salary or wage increases..

**Compensation for Increased Responsibility**

16. Where an employee is approved by the General Manager, or the Board of Directors, as applicable, to temporarily assume the responsibilities of another position with a greater wage or salary structure, the employee's wage or salary level will be adjusted to a wage or salary level within the structure of the temporary position and not less than the employee's current salary level.
17. The adjusted wage or salary for increased responsibility will apply where the period of increased responsibility is for a period of five (5) continuous working days or more.

**Wage and Salary Adjustment for Increased Formal Qualifications or Education**

18. Where an employee achieves higher formal qualifications or education while in a position and where the qualifications or education is relevant to the requirements of the position, the General Manager may in accordance with this policy apply a wage or salary adjustment for the employee.

**Compensation on Employment Separation**

19. Upon voluntary or involuntary employment separation with the TDC, employees will receive full payment for wages or to which the employee is entitled to, including regular pay, approved overtime pay, vacation pay and any other monies owing by, or on, the next regularly scheduled pay period.

**PAYMENT OF WAGES / SALARIES**

**Salaried Employees**

20. All salaried employees will be paid according to their terms and conditions of employment.

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EFFECTIVE DATE::

**TSAL'ALH DEVELOPMENT CORPORATION**  
**HUMAN RESOURCE POLICY AND PROCEDURES MANUAL**

**PART B – EMPLOYEE BENEFITS AND WAGE / SALARY ADMINISTRATION**

**POLICY: B 2.0**

**WAGE AND SALARY ADMINISTRATION - *Continued***

**SPECIFIC POLICIES - *CONTINUED***

**PAYMENT OF WAGES / SALARIES - *Continued***

**Salaried Employees - *Continued***

21. Regular full-time salaried employees will be paid bi-weekly for hours of work, subject to actual hours worked, and earned an approved leave.

**Hourly Paid Employees**

1. Hourly paid employees will be paid for actual hours worked with the approval of the employee's immediate supervisor.

**Casual / On-Call Employees**

2. All casual/on-call employees will be paid bi-weekly for hours worked.

**Error in Pay**

3. Overpayment of wages will be recovered by subsequent payroll deduction and will receive priority over all other deductions except statutory deductions. Salary cheques for employees pending termination are not to be released if any overpayment has been made. In such a case, the TDC will advise the individual in writing within two working days of the overpayment, details of overpayment, and expected time to process the final pay.
4. Where the employee believes there has been an error on his / her pay cheque, the employee should immediately discuss the matter with their immediate supervisor. Corrections in pay will be reflected in the employees next pay cheque.

**Payroll Deductions**

5. The TDC will make all deductions required by law, Court Order, or any other legal requirements on payroll. Such deductions will include, but not be limited to, Federal Income Tax, Canada Pension Plan, Employment Insurance, and wage garnishments. In addition, the TDC will make deductions from the employee's pay as agreed to in writing between the TDC and the employee or as deemed justified by the TDC. Example: Repayment of travel advances, payment of traffic or vehicle violations, etc.

**Pay Cycle and Pay Cheque Distribution**

6. Cut off day for payroll periods are every second Saturday with pay cheques. Pay cheques for hourly and salaried employees will be distributed by Payroll every second Thursday.

**TSAL'ALH DEVELOPMENT CORPORATION  
HUMAN RESOURCE POLICY AND PROCEDURES MANUAL**

**PART B – EMPLOYEE BENEFITS AND WAGE / SALARY ADMINISTRATION**

**POLICY: B 3.0**

**OTHER COMPENSATION AND BENEFITS**

**GENERAL POLICY**

Employees of the Tsal'alh Development Corporation (TDC) Hotel may be eligible to receive other compensation and/or benefits associated with the following, but not limited to:

- Gratuities

**SPECIFIC POLICIES**

1. Other employee compensation and benefits will be as defined and amended in writing by the General Manager.
2. Other employee compensation and benefits will require the approval of the TDC Board of Directors, as recommended by the General Manager.
3. The General Manager will have the responsibility to communicate and administer the day-to-day administration of the other employee compensation and benefits to the employees of the TDC.

**TSAL'ALH DEVELOPMENT CORPORATION  
HUMAN RESOURCE POLICY AND PROCEDURES MANUAL**

**PART C – WORKING CONDITIONS**

**POLICY: C 1.0  
GENERAL HOLIDAYS**

**GENERAL POLICY**

A statutory holiday is a day on which eligible Tsal'alh Development Corporation (TDC) employees (part-time and full-time) are entitled to a day off with full pay, equivalent to the wages the employee would have earned at the employee's regular rate of pay/wages for the employee's normal hours of work.

**SPECIFIC POLICIES**

1. An employee is eligible for general holiday pay where the employee has been employed by the TDC for thirty (30) calendar days before the general holiday, and has worked or earned wages on fifteen (15) of the thirty (30) days before the general holiday.
2. An employee, who works on a general holiday and is not eligible for general holiday pay, will be paid as if it were a regular workday.
3. The following days are designated as TDC paid General Holidays:

New Year's Day	Canada Day
Family Day	British Columbia Day
Good Friday	Labour Day
Easter Monday	Thanksgiving Day
Remembrance Day	Christmas Day
Victoria Day	Boxing Day

Aboriginal Day will not be considered a regular General Holiday, and will require the approval annually by the Board of Directors. Aboriginal Day will be for the purpose of participating in planned Tsal'alh activities. Employees not participating in planned Aboriginal Day activities will be required to work a regular day at their regular rate of pay.

4. A Manager or Executive, as defined under the *BC Employment Standards Act*, who is required to work on a General Holiday, will be given a day off with pay at some other time as preauthorized by the Board of Directors.
5. Part-time employees eligible for a General Holiday will receive general holiday pay equivalent to the average pay the employee would have earned for a normal workday.
6. Where an employee is given a day off on a general holiday, or where the general holiday falls on a regular day off, an eligible employee will be entitled to be paid an average day's pay.

**TSAL'ALH DEVELOPMENT CORPORATION  
HUMAN RESOURCE POLICY AND PROCEDURES MANUAL**

**PART C – WORKING CONDITIONS**

**POLICY: C 1.0**

**GENERAL HOLIDAYS - *Continued***

**SPECIFIC POLICIES - *CONTINUED***

7. Employees who are required to work on a general holiday, where they are eligible for general holiday pay, will be paid for that day in accordance with the following:
  - a. 1½ times the employee's regular wage for the time worked up to twelve (12) hours
  - b. Double the employee's regular wage for any time worked over twelve (12) hours, or
  - c. An average day's pay, as applicable
8. Where a general holiday falls on a Saturday, the TDC will declare the working day immediately preceding the general holiday as the day off with pay, and where a general holiday falls on a Sunday, the TDC will declare the working day immediately following the general holiday as the day off with pay.
9. Where a general holiday falls during the employee's scheduled vacation leave, a holiday with pay will be added to the employee's vacation leave or granted at another mutually convenient time.
10. The Board of Directors will have the authority to declare additional general holidays, as recommended by the General Manager.

**TSAL'ALH DEVELOPMENT CORPORATION**  
**HUMAN RESOURCE POLICY AND PROCEDURES MANUAL**

**PART C – WORKING CONDITIONS**

**POLICY: C 2.0**  
**HOURS OF WORK**

**GENERAL POLICY**

Employees of the Tsal'alh Development Corporation (TDC) will work a work day and a work week as determined by the TDC, which takes into account operational requirements, applicable legislation, fairness, and internal equity.

**SPECIFIC POLICIES**

**Normal Hours of Work**

1. The normal hours of work for full-time TDC Executive, Management and Administration employees will be Monday through Friday, from 8:00 AM to 4:30 PM, and eight (8) hours per day and forty (40) hours per week exclusive of the unpaid meal period.
2. Employees will normally not work greater than thirty-five (35) hours a week or forty (40) hours a week, as applicable, except as preapproved in writing by the General Manager.
3. The normal hours of work for employees of a TDC business entity may be greater than #1 above, depending on the seasonal nature and the type of business.
4. Employees will be entitled to two (2) fifteen minute breaks per day; one at 10 am and one at 2:30 pm.

**Scheduled Shifts**

5. A shift will consist of seven and one-half to eight (7½-8) consecutive hours or less per day. Where the employee works a split shift, the total hours of work will be completed within twelve (12) hours of the employee commencing work.
6. All employee work schedules will be posted in advance of the following scheduled work week. It will be the responsibility of relevant manager to post and communicate the schedule, and the responsibility of the employee to review and sign off on the posted schedules.

**Meal Period**

7. Employees will not work more than five (5) consecutive hours without being entitled to a meal period. The meal period will not be considered as time worked unless the TDC requires an employee to work, or be available for work, during the meal period.

**TSAL'ALH DEVELOPMENT CORPORATION**  
**HUMAN RESOURCE POLICY AND PROCEDURES MANUAL**

**PART C – WORKING CONDITIONS**

**POLICY: C 2.0**

**HOURS OF WORK - Continued**

**SPECIFIC POLICIES - CONTINUED**

**Meal Period - Continued**

8. The unpaid meal period for employees of the TDC will normally be one half (1/2) hour.
9. Amendments to the eligible meal period will require the written approval of the General Manager.

**Minimum Daily Hours**

10. Where the employee is required by the TDC to report to work on any day, the TDC will pay the employee for a minimum of two (2) hours at the employee regular rate of pay, whether or not the employee starts work, unless the employee is unfit to work.
11. The TDC will pay an employee for a minimum of four (4) hours at the employee's regular rate of pay, whether or not the employee starts work, where the TDC had previously scheduled the employee to work for more than eight (8) hours that day, unless the employee is unfit to work, or the work is suspended for reasons completely beyond the TDC's control, including unsuitable weather conditions.
12. Where an employee who reports to work is unfit for work, the employee will only be paid for time actually worked, even if it is less than two (2) hours.

**Hours Free From Work**

13. The TDC will either:
  - a. ensure that an employee has at least thirty-two (32) consecutive hours free from work each week; or
  - b. has at least eight (8) consecutive hours free from work between each shift worked, except in the case of an emergency.

**Averaging**

14. The TDC and employee may voluntarily agree to average hours of work, providing the agreement is consistent with all applicable provisions of Section 37 of the *B.C. Employment Standards Act*.

**Time Sheets**

15. All employees of the TDC, excluding the General Manager, must submit completed bi-weekly time sheets to their immediate supervisor for signing who will then submit to the General Manager for approval. In the absence of their immediate supervisor

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EFFECTIVE DATE::

PART C– WORKING CONDITIONS  
PAGE C4 OF C10

**TSAL'ALH DEVELOPMENT CORPORATION  
HUMAN RESOURCE POLICY AND PROCEDURES MANUAL**

**PART C – WORKING CONDITIONS**

**POLICY: C 2.0**

**HOURS OF WORK - *Continued***

**SPECIFIC POLICIES - *CONTINUED***

**Time Sheets - *Continued***

the General Manager, will have approval authority.

16. Time sheets not turned in by the due date will not be processed until the next pay period.
17. All employees must use the appropriate timesheet from Section J Appendix C or Appendix D of this Manual.

**TSAL'ALH DEVELOPMENT CORPORATION**  
**HUMAN RESOURCE POLICY AND PROCEDURES MANUAL**

**PART C – WORKING CONDITIONS**

**POLICY: C 3.0**  
**OVERTIME**

**GENERAL POLICY**

The Tsal'alh Development Corporation (TDC) acknowledges that due to emergencies and workload, there will be the need for employees to work overtime. Where overtime is required, pre-authorized overtime will be compensated unless the employee is exempt from overtime by policy and as defined by the *BC Employment Standards Act*.

**SPECIFIC POLICIES**

**Overtime Authorization and Compensation**

1. An employee who is preauthorized to work in excess of the defined full-time work day, and is not working under an averaging agreement, will be paid as follows:
  - a. one and one-half (1½) times the employee's regular rate of pay for the hours in excess of the defined full-time work day of eight (8) hours in a day, or less, and
  - b. double the employee's regular rate of pay in excess of twelve (12) hours in a defined work day
2. An employee who is preauthorized to work in excess of the defined full-time work week, is not working under an averaging agreement and is eligible for overtime compensation, will receive overtime pay at the rate of one and one-half (1½) times the employee's regular rate of pay for time over the defined full-time work week.
3. Employees exempt from overtime compensation may be provided reasonable time off in-lieu as and when pre-approved in writing by the General Manager, or the Board of Directors, as applicable.
4. Weekly standard/normal hours of work will be reduced by seven and one-half (7½) hours each General Holiday not worked by an employee who is entitled to the General Holiday. In a normal workweek, where there is a General Holiday, overtime will apply after thirty (30) hours in a week. Any time worked on a General Holiday will not be counted in calculating overtime entitlement.
5. Should an employee be required to attend an evening or weekend meeting as part of their job function, the General Manager, or the employee immediate supervisor/manager will make every effort should be made to adjust their regular hours of work to accommodate the meeting or function rather than incur overtime.

**Banking of Overtime Wages**

6. At the written request of an employee, the General Manager will establish ensure a time bank for the employee is established and credit the employee's overtime pay to the time bank instead of paying the employee overtime compensation.

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EFFECTIVE DATE::

PART C– WORKING CONDITIONS  
PAGE C6 OF C10

**TSAL'ALH DEVELOPMENT CORPORATION**  
**HUMAN RESOURCE POLICY AND PROCEDURES MANUAL**

**PART C – WORKING CONDITIONS**

**POLICY: C 3.0**  
**OVERTIME - *Continued***

**SPECIFIC POLICIES - *CONTINUED***

**Banking of Overtime Wages - *Continued***

7. Overtime pay will be credited to the employee's time bank at the rate the overtime is earned and owed.
8. Where a time bank is established, the employee may at any time request the TDC to do one or more of the following:
  - a. pay the employee all or part of the overtime pay credited to the time bank;
  - b. allow the employee to use the credited overtime pay to take time off with pay at a time agreed by the TDC and the employee; or
  - c. close the time bank.
9. The TDC may close an employee's time bank after one (1) month's written notice to the employee.
10. Within six (6) months of closing an employee's time bank, the TDC must do one of the following:
  - a. pay the employee all of the overtime pay credited to the time bank at the time it was closed;
  - b. allow the employee to use the credited overtime pay to take time off with pay;
  - c. pay the employee for part of the overtime pay credited to the time bank at the time it was closed and allow the employee to use the remainder of the credited overtime wages to take time off with pay.

**Record of Overtime**

11. All overtime must be recorded, with the record of daily employee overtime being maintained by the General Manager.

**TSAL'ALH DEVELOPMENT CORPORATION**  
**HUMAN RESOURCE POLICY AND PROCEDURES MANUAL**

**PART C – WORKING CONDITIONS**

**POLICY: C 4.0**

**LATENESS, LEAVING WORK EARLY AND ABSENTEEISM**

**GENERAL POLICY**

Employees of the Tsal'alh Development Corporation (TDC) are expected to commence and leave work in accordance with their work schedule and requirements as approved by the TDC, and as assigned by their immediate supervisor/manager. The proper notification of lateness or absenteeism will assist the TDC in finding a suitable and timely temporary replacement where required.

**SPECIFIC POLICIES**

1. Employees unable to report for work at the commencement of a scheduled work day, as required by the TDC, will personally notify her / his immediate work supervisor/manager, or in the absence of the immediate work supervisor/manager, the General Manager, as applicable, within twenty (20) minutes of the scheduled commencement time.
2. Employees who are late for work may be given an opportunity to make up the lost time by working during their daily breaks and/or after their scheduled normal work day, with preauthorization from their immediate supervisor/manager.
3. Employees wanting to leave work early/before the scheduled termination of the work day or period, will need to receive preauthorization from their immediate supervisor/manager.
4. Employees attending to work outside of the office or attending outside meetings and conferences are encouraged to phone into the office once per day, or as required by the employee's immediate supervisor/manager.
5. Unauthorized or excessive lateness or absenteeism, to include leaving work early without preauthorization, may result in loss of pay for the period of absence and/or disciplinary action, up to and including termination of employment.

**TSAL'ALH DEVELOPMENT CORPORATION**  
**HUMAN RESOURCE POLICY AND PROCEDURES MANUAL**

**PART C – WORKING CONDITIONS**

**POLICY: C 5.0**  
**TRAVEL TIME AND EXPENSES**

**GENERAL POLICY**

Employees of the Tsal'alh Development Corporation (TDC) may be required from time to time to travel on TDC business or in the performance of their responsibilities. Where such travel is pre-authorized by the employee's immediate supervisor/manager, the time in travel and expenses will be compensated.

**SPECIFIC POLICIES**

1. Where an employee travels under the direction or control of the TDC, the time in travel will be counted as time worked.
2. Travel time will normally be scheduled during the employee's regular workday.
3. Travel time from an employee's personal residence to a work location of the TDC will not be considered as time worked, and therefore will not be compensated.
4. Travel time from an employee's personal residence directly to a meeting off site from the TDC will be considered time worked, subject to the request by, and the authorization of, the employee's immediate supervisor/manager.
5. Approved travel time will be compensated as follows:
  - a. Travel time within the employee's regular workday will be compensated at the employee's regular rate of pay.
  - b. Travel time for employees, outside of the regular workday and work week, where the employee has worked the equivalent to a full-time work day and/or work week, will be compensated at the employee's regular overtime rate of pay.
6. Employees preauthorized to travel on TDC business will be reimbursed for their reasonable travel expenses, including kilometers, meals, and accommodation, in accordance with the TDC Travel Rate Regulations.

**TSAL'ALH DEVELOPMENT CORPORATION**  
**HUMAN RESOURCE POLICY AND PROCEDURES MANUAL**

**PART C – WORKING CONDITIONS**

**POLICY: C 6.0**

**UNIFORMS / SPECIAL CLOTHING AND EQUIPMENT**

**GENERAL POLICY**

As deemed appropriate to the employee's position and / or the image of the Tsal'alh Development Corporation (TDC), employees may be assigned uniforms / special clothing and equipment.

**SPECIFIC POLICIES**

1. All uniforms will be as defined and approved by the General Manager, in consultation with the supervisors/manager(s), where applicable.
2. All TDC uniform shirts will be supplied to the employee at no cost.
3. The cleaning and maintaining of the TDC uniform shirts, and any clothing standards (e.g. Hotel black khaki pants/shorts are the responsibility of the employee.
4. Employees required to wear uniform shirts and special clothing will be required to comply with the following:
  - a. Upon start of each shift employees must be in complete uniform;
  - b. Uniforms must be kept clean and presentable; and
  - c. For Hotel employees name tags will be worn at all times while on shift.
5. Employees not in compliance with this policy may be required to leave work immediately, without pay.
6. Employees will not wear TDC assigned uniform shirts while not at work for the TDC.
7. Where uniform shirts are damaged by the employee while not on shift, the employee will be responsible for replacing the uniform shirt.
8. Employees will only wear or use special and job-related equipment as supplied by the TDC.

**TSAL'ALH DEVELOPMENT CORPORATION**  
**HUMAN RESOURCE POLICY AND PROCEDURES MANUAL**

**PART D – RESOLVING OF DISPUTES**

**POLICY: D 1.0**  
**ISSUE RESOLUTION**

**GENERAL POLICY**

All employees of the Tsal'alh Development Corporation (TDC) are to be treated in a fair and proper manner at all times. Employees, who believe they have been treated in an unfair or improper manner by another employee or the TDC, are encouraged to bring forward their disagreement or treatment in accordance with this policy.

Employees who seek resolution within the provisions of this Policy are assured that they will not be subject to discrimination or retaliation in any way.

**SPECIFIC POLICIES**

**STEP ONE – Informal Resolution**

1. Parties to the disagreement will make every reasonable effort to resolve the disagreement. Before proceeding to the formal procedure the parties in conflict will immediately discuss their differences with each other in an earnest attempt to resolve the issue of disagreement.

**STEP TWO – Formal Resolve**

2. Prior to presenting the dispute for formal resolve, the employee will prepare a detailed written documentation of the dispute, to include the following information:
  - a. Date of dispute
  - b. Time, date and location of dispute
  - c. Detailed information and facts relevant to and describing the subject of dispute (supporting evidence or documentation)
  - d. Desired results / remedy sought
3. The employee will immediately present and discuss the dispute (difference), including documentation with their Manager in an earnest attempt to resolve the issue of disagreement.
4. Where the employee and the Manager are unable to resolve the dispute, the employee and the Manager will separately present the issue in dispute in writing to the General Manager. The General Manager will meet immediately with the employee and the employee's immediate supervisor/manager to discuss the dispute and arrive at a solution. The General Manager will present her/his decision to the employee in writing with a copy to the appropriate Manager and a copy to the employee's Personnel File.

**EFFECTIVE DATE::**

**PART D– RESOLVING OF DISPUTES**  
**PAGE D1 OF D2**

**TSAL'ALH DEVELOPMENT CORPORATION**  
**HUMAN RESOURCE POLICY AND PROCEDURES MANUAL**

**PART D – RESOLVING OF DISPUTES**

**POLICY: D 1.0**

**RESOLVING OF DISPUTES (DISAGREEMENTS) BETWEEN THE EMPLOYEE  
AND THE EMPLOYER OR BETWEEN THE EMPLOYEES OF THE TSAL'ALH  
DEVELOPMENT CORPORATION - *Continued***

**SPECIFIC POLICIES - *CONTINUED***

**STEP TWO – Formal Resolve - *Continued***

5. Where the employee and General Manager are unable to resolve the dispute, the employee and the General Manager will have the right to present the issue of the dispute to the BC Employment Standards Office, as applicable, or to the Board's of Directors.
6. The Board of Directors will have the responsibility to:
  - a. Review the facts of the dispute to include meeting with the parties to the dispute in determining whether there are grounds for further investigation.
  - b. As deemed appropriate, appoint a representative from the Board to take the lead role in the review of the dispute. The representative from the Board will have the authority to utilize a staff member to provide administrative support, and the responsibility to provide a recommendation to the Board of whether to proceed or not proceed with an investigation.
  - c. Where the decision of the Committee is not to proceed with further investigation, the Committee will convey this decision to the parties to the dispute, in writing.
  - d. Where the decision of the Committee is to proceed with further investigation, the Committee will have the authority to contract the services of an external investigator, to resolve the dispute or to initiate a mediation or arbitration proceeding.
  - e. Where the Committee makes a direct determination/decision without initiating any other formal proceedings, or formally confirms the findings of the external investigator or the mediation process, the decision of the Board will be final and binding, and communicated to the parties by the Committee, in writing.
  - f. The Board will place their final or confirmed determination in the employee's Personnel File.

**TSAL'ALH DEVELOPMENT CORPORATION**  
**HUMAN RESOURCE POLICY AND PROCEDURES MANUAL**

**PART E – LEAVE POLICIES**

**POLICY: E 1.0**  
**VACATION LEAVE**

**GENERAL POLICY**

The Tsal'alh Development Corporation (TDC) will provide employees with the needed opportunity to relax and enjoy time away from TDC office(s) and work by providing employees, where entitled, to annual vacation leave with pay.

**SPECIFIC POLICIES**

**Continuous Years of Service Defined**

1. Continuous year(s) of service means a period of employment with the TDC commencing on the date the employee is hired, or any anniversary of that date and ending twelve (12) months later. For employment to be continuous there must not be a period of time in which the employee was not employed by the TDC. Where an employee has been laid off for a period of three (3) months or less, the employment of the employee will be deemed as being continuous.

**Vacation Entitlement**

2. **Regular full-time employees**, hourly and salaried:

<u>Years of Continuous Employment</u>	<u>Percent Days Earned Per Month</u>	<u>Annual Vacation (%) Entitlement</u>	<u>Entitlement (Work Days)</u>
During Year One, Two and Three	0.84	4.0	10 days after Year One, Two and Three
During Year Four, Five and Six	1.25	6.0	15 Days after Year Four, Five and Six
During Year Seven through Year Eleven	1.67	8.0	20 Days after Year Seven, Eight, Nine, Ten and Eleven
Year Twelve and Subsequent Years	2.08	10.0	25 Days after Year Twelve

3. **Regular part-time employees** will be entitled to the same vacation entitlements as full-time employees; however, their vacation pay will be calculated based on their part-time earnings.
4. **Temporary employees** are generally not eligible for vacation leave. Where vacation leave is granted, the leave must be preapproved in writing by the General Manager. Temporary employees will receive vacation pay in the amount of four percent (4%) of total wages / earnings.

**TSAL'ALH DEVELOPMENT CORPORATION**  
**HUMAN RESOURCE POLICY AND PROCEDURES MANUAL**

**PART E – LEAVE POLICIES**

**POLICY: E 1.0**

**VACATION LEAVE - *Continued***

**SPECIFIC POLICIES - *CONTINUED***

**Vacation Entitlement - *Continued***

3. Vacation leave will accrue based on the employee's employment anniversary date.

**Scheduling of Vacation Leave**

4. Employees will submit their vacation leave requests in writing to their immediate supervisor at least fifteen (15) work days before the date they wish to commence their vacation leave.
5. Vacation leave will be scheduled as to ensure at least five (5) work days of continuous vacation leave are scheduled within any one fiscal year, unless otherwise approved, in writing, by the General Manager or designate.
6. The scheduling of vacation leave will take into account the date the employee requests vacation leave, operational requirements, and the years of employment with the TDC.
7. Employees will not be eligible to schedule vacation leave during their probationary period.
8. The number of days vacation leave will not exceed the employee's vacation entitlement
9. The scheduling and approval of vacation leave for TDC employees will be the responsibility of the General Manager or the employees immediate supervisor/manager.
10. The approval of vacation leave for the General Manager will be the responsibility of the Board of Directors.
11. The scheduling and approval of vacation leave for all employees with a reporting relationship to the General Manager will be the responsibility of the General Manager.
12. Where an employee fails to request annual vacation leave, the General Manager, in consultation with the employee's immediate supervisor/manager, will schedule that annual leave on behalf of the employee. In such a case, the employee will be given a minimum of two (2) weeks' notice indicating the start date of the assigned leave.

**Approved Leave with Pay during an Employee's Scheduled Vacation Leave**

13. Where an employee qualifies for sick leave, as verified by a Doctor's certification, bereavement leave, or a general holiday leave with pay during his/her vacation leave, such leave will not be included as vacation leave.

**TSAL'ALH DEVELOPMENT CORPORATION**  
**HUMAN RESOURCE POLICY AND PROCEDURES MANUAL**

**PART E – LEAVE POLICIES**

**POLICY: E 1.0**

**VACATION LEAVE - *Continued***

**SPECIFIC POLICIES - *CONTINUED***

**Approved Leave with Pay during an Employee's Scheduled Vacation Leave**

14. The period of vacation leave displaced by another approved leave with pay will be re-scheduled.

**Other**

15. Earned or accrued vacation leave must be taken in time off, and will not be paid out, except upon termination of employment.
16. Where an employee voluntarily terminates her/his employment, accrued or continuous years of employment will be lost. If the employee is re-hired, the employee's new employment date will determine vacation leave entitlement.

**TSAL'ALH DEVELOPMENT CORPORATION**  
**HUMAN RESOURCE POLICY AND PROCEDURES MANUAL**

**PART E – LEAVE POLICIES**

**POLICY: E 2.0**  
**SICK LEAVE**

**GENERAL POLICY**

**Sick Leave**

1. Sick Leave will be defined as the period of time an employee is permitted to be absent from work at her/his regular rate of pay due to an illness, accident related disability, injury or quarantine of the employee.
2. Consistent with the BC Employment Standards Branch, the TDC is not required to pay for sick leave.

**Notification of Sick Leave**

3. All employees who are unable to report to work due to illness are required to notify their immediate supervisor/manager at the earliest opportunity, but no later than their regularly scheduled starting time.
4. Employees who must leave work early due to a sick leave condition must immediately notify their immediate supervisor prior to leaving work.
5. It is the responsibility of the employee on sick leave to regularly update their immediate supervisor/manager of their recovery status / progress and their return to work.

**TSAL'ALH DEVELOPMENT CORPORATION  
HUMAN RESOURCE POLICY AND PROCEDURES MANUAL**

**PART E – LEAVE POLICIES**

**POLICY: E 2.0**

**SICK LEAVE - *Continued***

**SPECIFIC POLICIES - CONTINUED**

**Certification of Sick Leave**

6. An employee may be granted up to and including three (3) consecutive, unpaid sick leave days without a certificate from a Doctor.
7. The TDC reserves the right at all times, to require a proof /certification of illness.

**Misuse of Sick Leave**

8. Employees who abuse or fraudulently use sick leave may be subject to disciplinary action, including termination of employment.

**Disability Benefits**

9. Where an employee has a long-term illness or disability, an employee may be entitled pursuant with the TDC Group Insurance Benefit Plan to short-term and long-term disability benefits.

**Other Employment While on Sick Leave**

10. An employee will not work for another employer while on sick leave with the TDC.

**TSAL'ALH DEVELOPMENT CORPORATION  
HUMAN RESOURCE POLICY AND PROCEDURES MANUAL**

**PART E – LEAVE POLICIES**

**POLICY: E 3.0**

**FAMILY RESPONSIBILITY LEAVE**

**GENERAL POLICY**

A Tsal'alh Development Corporation (TDC) employee is entitled to up to five (5) days unpaid leave during each year of employment based on the employee's employment commencement date to help an employee deal with family problems that conflict with job responsibilities as defined below.

**SPECIFIC POLICIES**

1. Family responsibility leave will be to attend to the care, health or education of a child under the age of nineteen (19) in the employee's care, or to the care or health of any other members of the employee's immediate family.
2. Family responsibility leave will be unpaid.
3. An employee is encouraged to give reasonable notice of any request for leave to allow the TDC to accommodate the absence.
4. The TDC is entitled to request reasonable proof after the leave.

**TSAL'ALH DEVELOPMENT CORPORATION**  
**HUMAN RESOURCE POLICY AND PROCEDURES MANUAL**

**PART E – LEAVE POLICIES**

**POLICY: E 4.0**

**COMPASSIONATE CARE LEAVE**

**GENERAL POLICY**

The Tsal'alh Development Corporation (TDC) will provide all employees, without pay, with a compassionate care leave to provide care or support to a family member of the employee who has a serious medical condition with a significant risk of death within twenty-six (26) weeks.

**SPECIFIC POLICIES**

1. All employees of the TDC are entitled to up to eight (8) weeks compassionate care leave without pay.
2. Employees making application for Compassionate Care Leave should request the leave, in writing, and include a medical certificate from a qualified medical or nurse practitioner stating that the family member has a serious medical condition with a significant risk of death within twenty-six (26) weeks.
3. Where the employee has not obtained a medical certificate at the time the leave is required, the employee will still be entitled to the leave, however, must obtain and submit a medical certificate as soon as practicable.
4. The twenty-six (26) week period begins when a medical practitioner issues a certificate to the employee, or the first time the employee takes a leave, whichever comes first. A leave taken prior to receiving the certificate will be included in the twenty-six (26) week period covered by the certificate.
5. Compassionate care leaves must be taken in periods of at least one (1) or more weeks. A week starts on Sunday and where the employee needs two (2) days of leave in the same week, a week's leave will be deemed to have been used.
6. Compassionate care leave will come to an end under three (3) circumstances, whichever comes first:
  - a. on the last day of the week in which the family member dies
  - b. after the employee has had eight weeks off within the period of twenty-six (26) weeks. The TDC will not have to grant any more leave during the twenty-six (26) week period.
  - c. twenty-six (26) weeks after the period begins. Where the employee has not taken eight (8) weeks of leave, the TDC is not required to grant any more leave until the employee provides another medical certificate
7. Where the family member does not die within the twenty-six (26) week period, an employee may take further leave after obtaining a new medical certificate stating that the

**TSAL'ALH DEVELOPMENT CORPORATION**  
**HUMAN RESOURCE POLICY AND PROCEDURES MANUAL**

**PART E – LEAVE POLICIES**

**POLICY: E 4.0**  
**COMPASSIONATE CARE LEAVE**

**SPECIFIC POLICIES - CONTINUED**

- family member has a serious medical condition with significant risk of death within twenty-six (26) weeks.
8. The employee who is on compassionate care leave is considered to be continuously employed for the purposes of calculating annual vacation and termination entitlements, as well as for pension, medical or other plans of benefit to the employee.
  9. The TDC must continue to make payments to any such plans, unless the employee chooses not to continue with his or her share of the cost of a plan.
  10. The employee is entitled to all increases in wages and benefits that the employee would have received if the leave had not been taken.
  11. An employee on approved compassionate care leave will have protection from dismissal, suspension, lay-off, demotion or other discipline because of the compassionate care leave.
  12. Upon return from Compassionate Care Leave, the employee must be reinstated to her/his former position or a comparable position in the same location and at the same wage or salary.
  13. Employees will not be eligible for Compassionate Care Leave and Bereavement Leave at the same time.
  14. All compassionate leave will require the approval of the General Manager with the Board of Directors having the authority to approve Compassionate Care leave for the General Manager. Approval must be provided in writing.

**TSAL'ALH DEVELOPMENT CORPORATION**  
**HUMAN RESOURCE POLICY AND PROCEDURES MANUAL**

**PART E – LEAVE POLICIES**

**POLICY: E 5.0**  
**BEREAVEMENT LEAVE**

**GENERAL POLICY**

All employees of the Tsal'alh Development Corporation (TDC) will be entitled to bereavement leave with pay.

**SPECIFIC POLICIES**

**Death of an Immediate Family Member of the Employee**

1. An employee will be granted up to five (5) regular scheduled consecutive work days leave with pay where there has been a death in the "immediate family of the employee", as approved by the General Manager or the Board of Directors, as applicable. Example: If an immediate family member of the employee dies on a Friday, and the employee's regular days off were Saturday and Sunday, bereavement leave with pay would only apply to Monday, Tuesday, and Wednesday.

**AND**

Reasonable leave to a maximum of up to two (2) regular scheduled consecutive work days with pay for the purpose of travel and/or to administer the affairs of the estate, as approved by the General Manager or the Board of Directors, as applicable.

*\*Immediate family of the Employee is defined within the Definitions Section.*

**Other Funeral**

2. An employee is eligible to receive up to one (1) regular scheduled work day with pay to attend another funeral, pending prior approval from the General Manager or designate.

**Office Closure**

3. The Board of Directors will have the authority to close the office(s) for other bereavements.
4. Employees scheduled to be in the office will be paid their regular rate of pay.

**Extension of Bereavement Leave**

5. Bereavement leave for the death of an immediate family member may be extended without pay under exceptional circumstances as approved in advance by the General Manager, or designate.

**TSAL'ALH DEVELOPMENT CORPORATION  
HUMAN RESOURCE POLICY AND PROCEDURES MANUAL**

**PART E – LEAVE POLICIES**

**POLICY: E 6.0**

**MATERNITY AND PARENTAL LEAVE**

**GENERAL POLICY**

Tsal'alh Development Corporation (TDC) will provide all eligible regular employees with maternity and parental leave. Such leave will be without pay.

**SPECIFIC POLICIES**

**Entitlement to Maternity Leave**

1. Maternity leave is available to all pregnant employees, regardless of the length of their employment with the TDC.
2. A pregnant employee who requests maternity leave is entitled to up to seventeen (17) consecutive weeks of unpaid leave
  - a. beginning no earlier than eleven (11) weeks before the expected birth date, and no later than the actual birth date, and
  - b. ending no earlier than six (6) weeks after the actual birth date, unless the employee requests a shorter period, and no later than seventeen (17) weeks after the actual birth date.
3. An employee who requests maternity leave after the birth of a child or the termination of a pregnancy is entitled to up to six (6) consecutive weeks of unpaid leave beginning on the date of the birth or of the termination of the pregnancy.
4. An employee is entitled to up to six (6) additional consecutive weeks of unpaid leave if, for reasons related to the birth or the termination of the pregnancy, she is unable to return to work when her leave ends.

**Request for Maternity Leave**

5. A request for maternity leave must be given in writing to the General Manager. If the request is made during the pregnancy, the request for maternity leave must be given to the General Manager at least four (4) weeks before the day the employee proposes to begin leave.
6. The request for maternity leave must be accompanied by a medical practitioner's certificate stating the expected or actual birth date or the date the pregnancy terminated or stating the reasons for requesting additional leave.
7. A regular employee who has completed six (6) consecutive months of continuous employment with the TDC and who assumes actual care and custody of a new-born or newly adopted child, is entitled to parental leave of absence upon providing the TDC

**TSAL'ALH DEVELOPMENT CORPORATION**  
**HUMAN RESOURCE POLICY AND PROCEDURES MANUAL**

**PART E – LEAVE POLICIES**

**POLICY: E 6.0**

**MATERNITY AND PARENTAL LEAVE - *Continued***

**SPECIFIC POLICIES - *CONTINUED***

with a written notice of leave at least four (4) weeks before the commencement of parental leave.

**Entitlement to Parental Leave**

8. New parents, both mothers and fathers, or adopting, are entitled to leaves of absence without pay to care for newborn or newly-adopted children. The right to parental leave is available to all eligible employees regardless of how long they have been employed by the TDC.
9. An employee is entitled to apply for parental leave, providing the employee is either the:
  - a. mother or father of an expected newborn child, or,
  - b. adopting parent of a child placed or about to be placed with the parent for the first time
10. One period of parental leave is available for each parent. Both parents are entitled to take the full leave allowed. All leaves must commence within fifty-two (52) weeks of the child's birth.
11. In the case of multiple births, or children being placed with adoptive parents at the same time, only one (1) parental leave is allowed. A surrogate mother and a foster parent are not entitled to parental leave. A surrogate mother is entitled to pregnancy leave.
12. An employee who requests parental leave is entitled to:
  - a. for a birth mother who takes maternity leave in relation to the birth of the child or children with respect to whom the parental leave is to be taken, up to thirty-five (35) consecutive weeks of unpaid leave beginning immediately after the end of the maternity leave, unless the TDC and employee agree otherwise,
  - b. for a birth mother who does not take maternity leave in relation to the birth of the child or children with respect to whom the parental leave is to be taken, up to thirty-seven (37) consecutive weeks of unpaid leave beginning after the child's birth and within fifty-two (52) weeks after that event,
  - c. for a birth father, up to 37 consecutive weeks of unpaid leave beginning after the child's birth and within fifty-two (52) weeks after that event, and
  - d. for an adopting parent, up to thirty-seven (37) consecutive weeks of unpaid leave beginning within fifty-two (52) weeks after the child is placed with the parent.
13. If the child has a physical, psychological or emotional condition requiring an additional period of parental care, the employee is entitled to up to an additional five (5) consecutive weeks of unpaid leave, beginning immediately after the end of the leave taken.

**TSAL'ALH DEVELOPMENT CORPORATION**  
**HUMAN RESOURCE POLICY AND PROCEDURES MANUAL**

**PART E – LEAVE POLICIES**

**POLICY: E 6.0**

**MATERNITY AND PARENTAL LEAVE - *Continued***

**SPECIFIC POLICIES - *CONTINUED***

**Request for Parental Leave**

14. A request for leave must:
- a. be given in writing to the General Manager,
  - b. be given to the General Manager at least four (4) weeks before the day the employee proposes to begin leave, if the request is for leave under Clause #12 (a), (b) or (c), and
  - c. be accompanied by a medical practitioner's certificate stating the expected or actual birth date or the date the pregnancy terminated or stating the reasons for requesting additional leave.

**Total Entitlement to Maternity and Parental Leave**

15. An employee's combined entitlement to maternity and parental leave is limited to fifty-two (52) weeks plus any additional leave the employee is entitled to under Clauses #4 and #13 above.

**Benefits during Maternity and Parental Leave**

16. Coverage under the TDC Group Insurance Benefits Plan will continue during the leave period providing the employee pays, within a reasonable time, any contributions she or he would normally have paid. The TDC will continue to pay his or her required share of benefit premiums so long as the employee pays their required premiums.

**Employment Status**

17. The TDC will not dismiss, suspend, lay-off, demote or discipline an employee because the employee is pregnant or has applied for leave of absence under this policy.

**Return to Employment**

18. Upon the employee's return to work from maternity or parental leave, the employee will be reinstated into his or her former position, or be given a comparable position in the same location and with the same pay and benefits.

**TSAL'ALH DEVELOPMENT CORPORATION  
HUMAN RESOURCE POLICY AND PROCEDURES MANUAL**

**PART E – LEAVE POLICIES**

**POLICY: E 7.0  
COURT LEAVE**

**GENERAL POLICY**

Tsal'alh Development Corporation (TDC) employees will be granted court paid leave to appear in court for the purpose of being available for jury selection, serving on a jury, attending as a witness in court or any legal proceeding where employees have received a subpoena or summons, and where the required attendance is not the result of any personal action of the employee.

**SPECIFIC POLICIES**

1. Leave of absence with pay will be given to every employee who is required to serve on a jury; or is summoned to attend as a witness in any proceedings held before a court, judge, justice, magistrate or coroner.
2. Employees requesting court leave will apply in writing to the General Manager or designate. Approval will be in writing.
3. The employee must provide the General Manager or designate with written proof or documentation of their required attendance at Court.
4. Employees appearing as Plaintiff / Defendant will receive leave without pay. The employee may utilize overtime or vacation time.
5. Where an employee must attend to court as a result of duties assigned to the employment position, the employee will receive her/his regular pay and must document hours worked above the normal work period to the General Manager or designate.
6. The General Manager will apply in writing to the Board of Directors.

**TSAL'ALH DEVELOPMENT CORPORATION**  
**HUMAN RESOURCE POLICY AND PROCEDURES MANUAL**

**PART E – LEAVE POLICIES**

**POLICY: E 8.0**  
**EDUCATION LEAVE**

**GENERAL POLICY**

The Tsal'alh Development Corporation (TDC) encourages employees in a regular position to upgrade their formal qualifications. Education leave will be without pay and subject to the approval of the General Manager, or approval for the General Manager by the Board of Directors, or approval by the Board of Directors for long-term education leave.

**SPECIFIC POLICIES**

**Entitlement to Education Leave**

1. Employees in a regular position may be granted educational leave with pay for up to ten (10) days where the leave will be of a direct benefit to the TDC and the employee in her / his present position. Such leave will require the approval of the General Manager.
2. Employees in a regular position may be granted educational leave without pay for an extended period, to attend an educational program that will be of a direct benefit to the TDC, and where the period of leave will not result in an operational hardship for the TDC.

**Requests for Education Leave**

3. Employees requesting an education leave will make a written application to the General Manager, or his/her immediate supervisor/manager at least one (1) month before the leave is to commence outlining:
  - a. Course(s) or program of study;
  - b. Institution of study;
  - c. Duration of the course(s) or program of study;
  - d. Benefit to her / his current position and the TDC; and
  - e. Certificate, Diploma or Degree to be achieved.
4. Prior to the actual leave, the employee will provide his / her immediate supervisor with a written work report.

**Approval of Education Leave**

5. The General Manager will have the authority to approve an education leave for a period of four (4) months or less. Education leave for a period of greater than four (4) months must be approved by the Board of Directors, upon recommendation of the General Manager, in writing. All approvals of education leave will be in writing.
6. The Board of Directors will have the authority to approve an education leave for the General Manager.

**TSAL'ALH DEVELOPMENT CORPORATION  
HUMAN RESOURCE POLICY AND PROCEDURES MANUAL**

**PART E – LEAVE POLICIES**

**POLICY: E 8.0**

**EDUCATION LEAVE - *Continued***

**SPECIFIC POLICIES - *CONTINUED***

**Approval of Education Leave - *Continued***

7. Conditions for granting education leave will be as determined by the General Manager, or the Board of Directors, as applicable.

**Return to Work**

8. Failure of an employee to return to work upon the completion of the approved education leave will result in employment termination. Any exception to this Clause must have written pre-authorization of the General Manager, or the Board of Directors, as applicable.

**Group Insurance Benefits**

9. An employee on an approved full-time extended education leave will have the option of continuing her / his enrollment in the TDC's Group Insurance Benefits Plan, excluding short term and long-term disability coverage, providing the employee pays 100% of the benefit premiums.

**TSAL'ALH DEVELOPMENT CORPORATION**  
**HUMAN RESOURCE POLICY AND PROCEDURES MANUAL**

**PART E – LEAVE POLICIES**

**POLICY: E 9.0**  
**REHABILITATION LEAVE**

**GENERAL POLICY**

The Tsal'alh Development Corporation (TDC) encourages and wants all employees to be healthy and free of substance abuse. Where it becomes apparent to the TDC that an employee is in need of counselling or treatment, the TDC will act promptly, firmly and yet compassionately to support the employee.

**SPECIFIC POLICIES**

1. Employees are encouraged to voluntarily request counselling or leave to attend treatment. Where the TDC deems it necessary, the TDC may initiate such action as necessary in support of the employee.
2. Issues for Referral will include:
  - a. Substance Abuse – drug (to include prescription drugs) and / or alcohol abuse affecting the employee's employment / performance;
  - b. Violence and threats of Violence to Elders, Community Members, employees, customers / clients, and the Board of Directors of the TDC; or
  - c. Other serious behaviour problems.

**Referral Process**

3. **Self-Referral – Employee Requests Service** – Employee recognizes they are having a problem and makes contact with the TDC's Employee and Family Assistance Program (EFAP) representative for an assessment and referral.
4. **Supervisor/Manager and Employee Mutual Referral** – Immediate supervisor/manager and Employee mutually agree that help is needed. Supervisor talks to the employee about their concerns and recommends the employee be referred for an assessment and referral.
5. **TDC Mandated Referral due to risk or activity that is presenting a serious problem in the work place** – When the problem is serious enough that the TDC requires the employee to seek help as part of their continued employment agreement. The TDC's representative will set up an agreement with the employee and an appropriate agency, counsellor, or doctor to provide progress reports to the TDC.
6. Requests for rehabilitation leave will be in writing and will include the name of the treatment facility and the treatment plan.
7. Requests for rehabilitation leave will be supported by a certificate from a Doctor or a qualified Alcohol and Drug Counsellor.

TSAL'ALH DEVELOPMENT CORPORATION  
HUMAN RESOURCE POLICY AND PROCEDURES MANUAL

**PART E – LEAVE POLICIES**

**POLICY: E 9.0**

**REHABILITATION LEAVE - *Continued***

**SPECIFIC POLICIES - CONTINUED**

**Approval of Rehabilitation Leave**

8. The General Manager or the Board of Directors, as applicable, will have the authority to approve rehabilitation leave.
9. Where rehabilitation leave is approved, it will be without pay.

**Refusal to Accept Rehabilitation Leave**

10. Where an employee refuses to attend a treatment program and where the employee's position and performance is affected by the condition of the employee, or the need for rehabilitation, the employee will be subject to an appropriate level of discipline up to and including termination of employment in accordance with the "*Discipline, Suspension and Dismissal Policy*". Discipline will be administered as a last resort, as the TDC advocates for rehabilitation.

**TSAL'ALH DEVELOPMENT CORPORATION**  
**HUMAN RESOURCE POLICY AND PROCEDURES MANUAL**

**PART E – LEAVE POLICIES**

**POLICY: E 10.0**  
**PERSONAL LEAVE**

**GENERAL POLICY**

The Tsal'alh Development Corporation (TDC) recognizes that an employee may have a need to request a leave from work for personal reasons. Such requests for leave will be in writing, reviewed on an individual request basis, and will be without pay.

**SPECIFIC POLICIES**

1. Employees requesting a leave for personal reasons will present their request in writing to the General Manager or designate, preferably at least two (2) weeks before the leave is to commence.
2. A personal leave will generally not exceed a period greater than three (3) months and will be reviewed in accordance with the following:
  - a. The employee's stated reasons for the leave;
  - b. TDC's ability to meet operational requirements and commitments; and
  - c. Availability of other leave(s) or earned time off (excluding sick leave).
3. All earned time off must be taken before personal leave is granted (Example: Vacation Leave and Overtime Leave).
4. The General Manager will have the authority to approve personal leave for all employees and (upon approval) will communicate said leave to the Board of Directors.
5. The Board of Directors will have the authority to approve personal leave for the General Manager.

**Continuation of Group Insurance Benefits**

6. An employee on an approved personal leave for greater than four (4) weeks may continue participation in the Group Insurance Benefits Plans, excluding short-term and long-term Disability, providing the employee pays 100% of all insurance premiums.
7. An employee on personal leave will not accept outside employment without the pre-authorization from the General Manager, or the Board of Directors, as applicable.

**TSAL'ALH DEVELOPMENT CORPORATION  
HUMAN RESOURCE POLICY AND PROCEDURES MANUAL**

**PART E – LEAVE POLICIES**

**POLICY: E 11.0  
RESERVIST LEAVE**

**GENERAL POLICY**

The Tsal'alh Development Corporation (TDC) will provide an employee, who is a reservist, with an entitlement to unpaid leave where the employee is deployed to a Canadian Forces operation outside Canada, is engaged in pre- or post-deployment activities either inside or outside Canada, or is deployed inside Canada to assist in dealing with an emergency or its aftermath.

**SPECIFIC POLICIES**

1. The employee seeking reservist leave must give the General Manager or designate four (4) week's written notice of the date the reservist leave will begin and end.
2. Where the employee receives less than four (4) week's notice of a deployment, the employee must give the TDC as much notice as the employee is notified.
3. Where the deployment is extended, the employee must give the TDC notice four (4) weeks before the date the leave was to have ended, or as soon as practicable.
4. Where the employee proposes to return to work earlier than originally specified, the employee must give the TDC at least one (1) week's notice.
5. Where the leave is administered, employment will be deemed to be continuous; however, the TDC will not continue to provide TDC Benefit Plans during the leave period.
6. Where the TDC requires an employee to provide further information when making the leave request, the employee will provide information reasonable in the circumstances to explain the leave.

**TSAL'ALH DEVELOPMENT CORPORATION**  
**HUMAN RESOURCE POLICY AND PROCEDURES MANUAL**

**PART F – PERFORMANCE MANAGEMENT POLICIES**

**POLICY: F 1.0**

**HARASSMENT AND WORKPLACE VIOLENCE**

**GENERAL POLICIES**

1. The Tsal'alh Development Corporation (TDC) acknowledges and respects the right of all employees to work in a safe and respectful environment, to employment free of harassment, violence and bullying, and to a confidential and fair process to investigate and review complaints of harassment and workplace violence.

2. **Definitions of Harassment**

**Sexual Harassment** includes offensive or humiliating behaviour that is related to a person's gender, as well as behaviour of a sexual nature that creates an intimidating, unwelcome, hostile or offensive work environment or that could reasonably be thought to place sexual conditions on an employee's job or employment opportunities. Includes, but not limited to unwelcome sexual suggestions, unwelcome touching, making unwelcome comments about someone's sexual attractiveness or unwelcome attractiveness, making jokes based on gender or sexual orientation and eyeing someone in a suggestive manner.

**Bullying and Personal Harassment (Workplace Violence)** includes humiliating or intimidating personal / employee behaviour directed at, or offensive to an employee, and which the harasser / bully knew or ought to have known would be unwelcome and / or improper. It includes, but not limited to verbal aggression or insults, sabotaging someone's work, spreading malicious gossip or rumors, physical or verbal threats, making aggressive or threatening gestures, ridiculing and humiliating a person and setting a person up for failure.

**SPECIFIC POLICIES**

1. The TDC will not accept harassment and workplace violence in any form, and considers harassment and workplace violence to be a serious offence subject to discipline.
2. The policy applies to harassment and violence committed within the course of employment and occurring at or away from the workplace, and during or outside normal working hours.
3. Allegations of harassment and workplace violence will be dealt with in a fair, unbiased and timely manner.
4. The TDC will develop, in addition to a detailed Harassment and Workplace Violence Policy, a detailed procedure for the review of harassment and workplace violence allegations.
5. All existing and new employees will be provided a copy of the Harassment and Workplace Violence Policy and Procedures and an orientation to the Policy and harassment and violence in the workplace.

**EFFECTIVE DATE::**

**PART F– PERFORMANCE MANAGEMENT POLICIES**

**PAGE F1 OF F14**

TSAL'ALH DEVELOPMENT CORPORATION  
HUMAN RESOURCE POLICY AND PROCEDURES MANUAL

**PART F – PERFORMANCE MANAGEMENT POLICIES**

**POLICY: F 1.0**

**HARASSMENT AND WORKPLACE VIOLENCE - *Continued***

**SPECIFIC POLICIES - *CONTINUED***

6. This policy does not preclude an employee from filing a complaint of harassment under the *BC Human Rights Act*.

**Duties of the TDC and Employee**

7. The **TDC's duties** include:
- a. developing and implementing a policy and procedures on harassment and workplace violence
  - b. orientating employees to harassment and workplace violence, including bullying
  - c. taking ongoing positive steps to prevent harassment and workplace violence
  - d. not engaging in harassment and workplace violence
  - e. training and ensuring supervisors recognize and effectively / appropriately respond to harassment and workplace violence
  - f. participating in the fair and confidential review of complaints of harassment and workplace violence as appropriate
8. The **Employee's duties** include:
- a. making a strong effort to understand what is workplace harassment and violence, including bullying
  - b. not engaging in, or supporting, harassment and workplace violence
  - c. reporting acts, including perceived acts, of harassment and workplace violence
  - d. complying with the TDC's Policies and Procedures on harassment and workplace violence, including bullying
9. The **Supervisor/Manager's duties** include the duties of employees and:
- a. leading by example relative to not participating in or supporting acts of harassment and workplace violence
  - b. assisting in and supporting the TDC in the administration of policy and procedures on preventing or dealing with alleged acts or behaviour of harassment and violence in the workplace
  - c. assisting the TDC in the regular review of policy and procedures on harassment and violence in the workplace

**TSAL'ALH DEVELOPMENT CORPORATION**  
**HUMAN RESOURCE POLICY AND PROCEDURES MANUAL**

**PART F – PERFORMANCE MANAGEMENT POLICIES**

**POLICY: F 2.0**  
**CONFIDENTIALITY**

**GENERAL POLICY**

All employees will respect the confidentiality of information as received or gained as an employee of Tsal'alh Development Corporation (TDC).

**SPECIFIC POLICIES**

**Confidentiality**

1. In the course of employment with the TDC, employees will be party to confidential information about the organization and its business dealings. Confidential information includes all business activities and transactions, including recruitment discussions, funding proposals, employee disciplinary actions, correspondence, conversations, contractual and supplier agreements, financial information including budgets and information obtained about program clients/applicants.
2. All employees will keep strictly confidential all confidential information acquired during the course of their employment. Employees acknowledge the proprietary nature of any confidential material and information and will not use, copy, duplicate or disclose to third parties any of such items without express written consent from their supervisors. Employees will take reasonable precautions to prevent material in their possession or control that contains or refers to confidential information from being discovered, used or copied by third parties.
3. Information deemed confidential by the TDC will not be disclosed to other TDC employees and members including family members, the general public, other First Nations Organizations, and to outside organizations or interest groups, without the preauthorization of the General Manager, or the Board of Directors, as applicable, or as required by law.
4. All employees will be required to sign an Oath of Confidentiality upon commencement of employment.
5. Any breach of confidentiality will result in a thorough investigation and an appropriate level of disciplinary action, which may include termination of employment.
6. The employee's obligations of confidentiality will continue indefinitely, including after separation from employment, and will not be suspended or withdrawn except by written authorization of the TDC.

**TSAL'ALH DEVELOPMENT CORPORATION**  
**HUMAN RESOURCE POLICY AND PROCEDURES MANUAL**

**PART F – PERFORMANCE MANAGEMENT POLICIES**

**POLICY: F 3.0**  
**CONFLICT OF INTEREST**

**GENERAL POLICY**

Employees of the Tsal'alh Development Corporation (TDC) are to work at all times in the best interest of the TDC. Employees will not place themselves in a position, which may result in a perceived or actual conflict between the interests of the TDC, and the direct or indirect interests of the employee.

**SPECIFIC POLICIES**

1. Employees will not conduct personal business or the business of an organization other than the TDC during normal working hours, without the preauthorization of the General Manager or designate in consultation with the General Manager, as applicable.
2. Employees or members of the employee's immediate family will not misuse for profit, political or personal gain, any TDC information, resources, monies, property or an opportunity belonging to the TDC, where the employee has knowledge of, or ought to have had knowledge of, or is in possession of such knowledge because of the employee's employment with the TDC.
3. Employees will not take part in discussions or decisions involving a business, or an organization in which the employee or a member of the employees' immediate family, has an interest in or is in some way involved with.
4. Employees cannot use their access to TDC information, resources or monies in such a manner to put themselves, their family or personal friends at an advantage over other TDC members.

**Declaration of a Conflict of Interest**

5. It is the responsibility of the employee to immediately discuss any potential or real conflict of interest with their immediate supervisor/manager or General Manager.
6. It is the responsibility of the employees' immediate supervisor/manager, or the General Manager, to immediately report any personal conflict of interest, and the responsibility of the General Manager to declare any personal conflict of interest with the Board of Directors.
7. Failure of an employee to declare or bring forward a potential or real conflict of interest involving the employee, directly or indirectly will be viewed as a breach of appropriate conduct and therefore subject to discipline.

**TSAL'ALH DEVELOPMENT CORPORATION**  
**HUMAN RESOURCE POLICY AND PROCEDURES MANUAL**

**PART F – PERFORMANCE MANAGEMENT POLICIES**

**POLICY: F 3.0**

**CONFLICT OF INTEREST - *Continued***

**SPECIFIC POLICIES - *CONTINUED***

**Review of Conflict of Interest**

8. All potential or alleged conflicts of interest will be presented immediately to the General Manager or to the Board of Directors, as applicable, to determine:
  - a. whether there is a conflict of interest, and / or
  - b. an appropriate course of action to protect the integrity of the employee and the TDC; and as appropriate, and
  - c. the necessary disciplinary course of action.
9. The General Manager or the Board of Directors, as applicable, will have the authority to solicit information from the affected employee(s) before rendering a decision.
10. Where it is deemed necessary, in the review of a Conflict of Interest, the TDC will have the option of engaging legal counsel to review the alleged Conflict of Interest and make a determination in writing, to the General Manager or the Board of Directors, as applicable.
11. The General Manager, or the Board of Directors, as applicable, will have the authority to approve and administer appropriate disciplinary action. Where disciplinary action will result in the termination of an employee's employment, the dismissal will be administered in accordance with Policy F 8.0.

**TSAL'ALH DEVELOPMENT CORPORATION**  
**HUMAN RESOURCE POLICY AND PROCEDURES MANUAL**

**PART F – PERFORMANCE MANAGEMENT POLICIES**

**POLICY: F 4.0**

**PROFESSIONAL AND PERSONAL STANDARDS (Conduct of Work)**

**GENERAL POLICY**

Employees of the Tsal'alh Development Corporation (TDC) will conduct and present themselves in a professional and an appropriate manner at all times, including while performing work for the TDC, representing the TDC, participating in TDC organized activities or events, and when dealing with outside organizations or persons.

**SPECIFIC POLICIES**

1. An employee's personal appearance and dress will be appropriate to the employee's employment position, the image of the TDC Office, and the nature of the employee's work assignments.
2. Employees will use the facilities, property, and supplies which are owned or rented by the TDC, with care and due diligence, and as authorized.
3. Employees will not publicly criticize the TDC and its policies, other employees, the Board of Directors, and any other persons or organizations doing business with the TDC.
4. Employees will display a level of integrity and professionalism that always promotes the image and mandate of the TDC.
5. Employees are to carry out the duties and responsibilities of their positions to the best of their ability, conscientiously, loyally and honestly, remembering that their primary responsibility is to the TDC in serving the needs of the TDC membership.
6. Employees are encouraged to use their initiative to find ways of doing their work more efficiently, effectively, and economically.
7. Employees are to follow instructions attentively, be cooperative with their supervisor/managers and co-workers, and work as a team member with other TDC employees.
8. Employees are expected to conduct themselves in a manner that brings credit to themselves, their program / business, and the TDC.
9. Employees will show respect for the authority and jurisdiction of the TDC and the Board of Directors.
10. Employees are expected to perform their jobs in accordance with established policy and procedures.
11. Employees will not accept any fees, gifts, or other tangibles offered in reward for duties performed by virtue of their position, notwithstanding traditional values or recognition.

**EFFECTIVE DATE::**

**PART F– PERFORMANCE MANAGEMENT POLICIES**

**PAGE F6 OF F14**

**TSAL'ALH DEVELOPMENT CORPORATION  
HUMAN RESOURCE POLICY AND PROCEDURES MANUAL**

**PART F – PERFORMANCE MANAGEMENT POLICIES**

**POLICY: F 4.0**

**PROFESSIONAL AND PERSONAL STANDARDS (Conduct of Work) - *Continued***

**SPECIFIC POLICIES - *CONTINUED***

12. Employees will not use TDC owned or leased equipment, vehicles and software for their personal use or pleasure, without the preauthorization of the General Manager, or designate.
13. Employees not presenting themselves or representing the TDC in an appropriate manner will be subject to disciplinary action.
14. No employee will perform or be requested to perform a task that is unethical, morally inappropriate, or unsafe.

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**EFFECTIVE DATE::**

**PART F– PERFORMANCE MANAGEMENT POLICIES  
PAGE F7 OF F14**

**TSAL'ALH DEVELOPMENT CORPORATION**  
**HUMAN RESOURCE POLICY AND PROCEDURES MANUAL**

**PART F – PERFORMANCE MANAGEMENT POLICIES**

**POLICY: F 5.0**  
**DISCRIMINATION**

**GENERAL POLICIES**

1. The employees of the Tsal'alh Development Corporation (TDC) will not promote, condone or practice acts of discrimination with respect to an employee or person or group or class of persons because of age, race, colour, nationality, ancestry, religious affiliation, family or marital status, disability, gender, sexual orientation or any other form of discriminatory act. Any acts of discrimination will result in an appropriate level of discipline.
2. Acts of discrimination may occur in the workplace, to include between employees, between the TDC and employees, when publishing or displaying information, when providing accommodation, service or facility, in employment advertisements and practices and in providing employee compensation and rewards / recognition.

**SPECIFIC POLICIES**

1. Alleged acts of discrimination will be reviewed thoroughly, confidentially, fairly and immediately upon being notified of the alleged discrimination.
2. Alleged acts of discrimination are to be brought forward to the General Manager or the Board of Directors, as applicable.
3. Where discrimination has been determined, a level of disciplinary action and remedy will be implemented immediately.

**POLICY: F 6.0**  
**ALCOHOL AND DRUGS**

**GENERAL POLICY**

Employees of the Tsal'alh Development Corporation (TDC) will not consume or be under the influence of alcohol, illegal drugs, or other illegal substances, during the performance of the duties and responsibilities, including the attendance at TDC functions and events, when representing the TDC. Employees not in compliance with this policy will be subject to discipline.

**TSAL'ALH DEVELOPMENT CORPORATION**  
**HUMAN RESOURCE POLICY AND PROCEDURES MANUAL**

**PART F – PERFORMANCE MANAGEMENT POLICIES**

**POLICY: F 7.0**

**EMPLOYEE PERFORMANCE EVALUATION AND PROFESSIONAL  
DEVELOPMENT**

**GENERAL POLICY**

It is the policy of the Tsal'alh Development Corporation (TDC) to design and administer an Employee Performance evaluation and Development Policy and Program that:

- a. provides for employee recognition, including the identification of employee and performance strengths,
- b. identifies areas where the employee's knowledge and performance needs development / improvement, both personal and professional,
- c. provides coaching and counselling to employees on ways to improve their performance and develop their future potential,
- d. aids in the review and development of performance standards, goals and objectives
- e. stimulates employee interest and commitment to self-performance improvement and career planning,
- f. aides in making knowledgeable and effective human resource management decisions related to compensation, promotion, job assignment, retention, disciplinary action, and human resource policy,
- g. provides meaningful information to the TDC on the quality of its recruitment, selection, training and development programs, and the position description,
- h. promotes and develops teamwork and communications between the supervisor and the employee, and
- i. aids in the assessment of the performance of the TDC.

**SPECIFIC POLICIES**

**Scheduling of the Employee Performance evaluation**

1. All employees will receive a written performance evaluation at mid-point of their probationary period immediately prior to the conclusion of their probationary period.
2. Employees will receive an annual written performance evaluation; scheduled twelve (12) months from the completion of the employee's probationary period and every twelve (12) months thereafter.
3. If at any time the performance of the employee requires immediate improvement, a special written performance evaluation may be administered.

**Management and Administration of the Employee Performance Evaluations**

4. Employee performance will be formally valuated on TDC developed and approved forms and based on defined criteria, to include:

**EFFECTIVE DATE::**

**PART F– PERFORMANCE MANAGEMENT POLICIES**  
**PAGE F9 OF F14**

**TSAL'ALH DEVELOPMENT CORPORATION**  
**HUMAN RESOURCE POLICY AND PROCEDURES MANUAL**

**PART F – PERFORMANCE MANAGEMENT POLICIES**

**POLICY: F 7.0**

**EMPLOYEE PERFORMANCE EVALUATION AND DEVELOPMENT - *Continued***

**SPECIFIC POLICIES - *CONTINUED***

**Management and Administration of the Employee Performance Evaluation Program-**  
*Continued*

- a. attendance and work ethic
  - b. ability to lead, manage and supervise as applicable
  - c. performance in the acceptance and achievement of position duties and responsibilities
  - d. achievement of defined performance goals and standards
  - e. planning and organization
  - f. ability to work with others
  - g. initiative, judgment and communications
  - h. integrity
5. The employees immediate supervisor, or General Manager, will be responsible for the development and presentation of the employee's performance evaluation including the employee and performance development plan. The Board of Directors will be responsible for the evaluation of the General Manager.
  6. The employee performance evaluation process will include an employee self evaluation, a supervisor evaluation, and external partners for Senior Management positions, as determined by the General Manager and/or Board of Directors.
  7. Employees will sign their performance evaluation as being read/received, be provided with a signed copy of their evaluation, and have the signed original of the evaluation placed within the employee's Personnel File.
  8. Where an employee disagrees with the evaluation, the employee will have the opportunity to present their disagreement through Policy D1.0 (*Resolving of Disputes*).
  9. Where an employee is required by the TDC to complete defined training, a training notice will be developed by the supervisor/manager, and approved by the General Manager, or the Board of Directors, as applicable, with the continuation of employment being determined upon successful completion of scheduled performance criteria and reviews as outlined in the training contract.
  10. Where the performance of an employee is in need of immediate improvement, the employee's immediate supervisor/manager will develop a progressive discipline plan, for approval by the General Manager, and/or Board of Directors.

EFFECTIVE DATE::

PART F– PERFORMANCE MANAGEMENT POLICIES  
PAGE F10 OF F14

**TSAL'ALH DEVELOPMENT CORPORATION**  
**HUMAN RESOURCE POLICY AND PROCEDURES MANUAL**

**PART F – PERFORMANCE MANAGEMENT POLICIES**

**POLICY: F 8.0**

**DISCIPLINE, SUSPENSION AND DISMISSAL**

**GENERAL POLICIES**

1. For the purpose of this Policy, discipline will be generally defined as a fair, orderly, progressive and an immediate process for the purpose of improving an employee's performance or conduct, through corrective or punitive action, and to enforce the policies or procedures of the Tsal'alh Development Corporation (TDC).
2. The act or conduct giving rise to the need for discipline may occur during or outside of the scheduled workday, and will determine the level and nature of the disciplinary action.
3. An employee may be subject to immediate suspension or termination with 'just cause'. For suspension or termination with just cause, an individual may be suspended or terminated with or without warning. For suspension with just cause, the General Manager will determine if the suspension is with or without pay.

Just cause is defined to include serious and/or major infractions, for which the TDC will not use progressive disciplinary measures. Suspension or termination with just cause includes, but is not limited to:

- Theft, fraud, and/or falsification of records;
- Willful destruction of office property;
- Endangerment of the safety of fellow employees through incompetence or negligence;
- Physical violence while on duty;
- Use of prescription drugs, non-prescription drugs, and/or alcohol that interferes with your job performance;
- Conviction of an indictable offence or criminal charges that adversely affects the job;
- Criminal activity or conduct prejudicial to SGS and/or SGS operations;
- Non-compliance of just and lawful instruction/direction from a Department Manager on an important or critical matter (insubordination);
- Failure to abide by any policy or legal requirement;
- Serious breach of confidentiality;
- Chronic Absenteeism or tardiness;
- Incompetence;
- Unauthorized absences in excess of three days or abandonment of job;
- Accumulation of three suspensions; and
- Complete refusal to perform duties as outlined in the job description.

No more than 3 business days after a suspension or termination with just cause decision is made, the General Manager will ensure a letter is hand-delivered or sent through registered mail to the employee that states the reason for the suspension or termination, and the effective date of the suspension or termination, along with any copies of relevant written documents. All correspondence related to the suspension or termination will be placed in the employee's personnel file.

**TSAL'ALH DEVELOPMENT CORPORATION**  
**HUMAN RESOURCE POLICY AND PROCEDURES MANUAL**

Employees suspended or terminated with just cause has the right to appeal the decision utilizing the SGS issue resolution policy and procedures, another alternative dispute resolution process, or legal counsel.

**SPECIFIC POLICIES**

**Disciplinary Procedures**

1. **Oral Warning** – If after corrective counselling, an employee's performance or conduct does not improve to the level required, the General Manager will provide the employee with one or more oral warnings depending on the act(s) giving rise to the discipline. The subject and date of the oral warning(s) will be noted in the employee's Personnel File, with the detail of the warning not recorded.
2. **Written Warning(s)** – Where an oral warning(s) does not result in a required level of performance or conduct, the General Manager, will issue a written warning(s). The written warning(s) will serve as a formal notice that a serious infraction has occurred, or that the directives outlined in a previous verbal written correction were breached.

Where a breach of discipline continues, subsequent written warnings will be provided by the General Manager or designate, upon consultation with the General Manager.

Where the employee's performance or conduct improves to a satisfactory level, the written warning will be removed from the employee's Personnel File a minimum of six (6) months and a maximum of twenty-four (24) months from the date of improvement.

TSAL'ALH DEVELOPMENT CORPORATION  
HUMAN RESOURCE POLICY AND PROCEDURES MANUAL

**PART F – PERFORMANCE MANAGEMENT POLICIES**

**POLICY: F 8.0**

**DISCIPLINE, SUSPENSION AND DISMISSAL- *Continued***

**SPECIFIC POLICIES - CONTINUED**

3. **Suspension** – When the breach of discipline continues and where there is just cause for immediate suspension, the General Manager will issue a notice of suspension to the employee. Depending upon the disciplinable act, the suspension may be with or without pay. Generally, suspensions will be without pay. The length of the suspension will be consistent with the disciplinable act – giving rise to the suspension.
4. **Dismissal** – Where all previous discipline and counselling efforts have failed to resolve a continuing breach, or where the disciplinary act justifies immediate dismissal, the General Manager, in consultation with the Board of Directors if required, will have the responsibility to dismiss the employee. Upon approval of dismissal, the General Manager, will immediately notify the employee, in writing. A notice of employment termination will be placed permanently in the employee's Personnel file. The Board of Directors will have the responsibility and authority for administering discipline to the General Manager.

**Appeal of Employment Dismissal**

5. An employee will be entitled to appeal their employment dismissal in accordance with the following:

**Step One**

- The applicant (dismissed employee) will apply to the General Manager or the Board of Directors, as applicable, for a review of the decision to dismiss the applicant.

The General Manager or the Board of Directors, as applicable, will have the authority to reverse or modify the decision to dismiss with or without conditions OR the authority to confirm the decision to dismiss.

The decision of the General Manager or the Board of Directors, as applicable, will be in writing and delivered to the applicant stating the outcome of the review and advising the applicant of their right to appeal the dismissal.

**TSAL'ALH DEVELOPMENT CORPORATION  
HUMAN RESOURCE POLICY AND PROCEDURES MANUAL**

**PART F – PERFORMANCE MANAGEMENT POLICIES**

**POLICY: F 8.0**

**DISCIPLINE, SUSPENSION AND DISMISSAL- *Continued***

**SPECIFIC POLICIES - *CONTINUED***

The above Review Process does not take away the applicant's right to a civil remedy or a remedy (review and determination) under relevant Provincial Law.

**Grounds for Discipline include, but not limited to:**

- Insubordination
- Excessive tardiness
- Excessive absenteeism
- Unsatisfactory job performance
- Drinking alcohol on the job
- Using illegal drugs on the job
- Under the influence of alcohol or illegal drugs on the job
- Improper use of confidential information
- Voluntary destruction of the TDC's equipment or property
- Failure to adhere to the TDC Human Resource Policy and Procedures Manual (including breach of the Code of Conduct or confidentiality provisions)
- Failure to perform the duties and responsibilities of the position in a professional manner
- Complaint made in bad faith
- Theft
- Conflict of interest
- Use of personal communications devices
- Inappropriate websites
- Falsification of records, reports, etc.
- Endangering the safety of other employees
- Defrauding the employ
- Harassment in the workplace (personal or sexual) / Workplace violence

**TSAL'ALH DEVELOPMENT CORPORATION  
HUMAN RESOURCE POLICY AND PROCEDURES MANUAL**

**PART F – PERFORMANCE MANAGEMENT POLICIES**

**POLICY: F 8.0**

**DISCIPLINE, SUSPENSION AND DISMISSAL - *Continued***

**SPECIFIC POLICIES - *CONTINUED***

**Grounds for Discipline include, but not limited to: - *Continued***

- Taking personnel issues to the Board of Directors or TDC Board meetings instead of following the prescribed dispute process
- Threat of use or direct use of political influence or force
- Criminal Activity / Act
- Fraud (financial)

**TSAL'ALH DEVELOPMENT CORPORATION  
HUMAN RESOURCE POLICY AND PROCEDURES MANUAL**

**PART G – PROFESSIONAL DEVELOPMENT POLICY**

**POLICY: G 1.0**

**PROFESSIONAL STAFF DEVELOPMENT AND TRAINING**

**GENERAL POLICIES**

1. The Tsal'ah Development Corporation (TDC) recognizes the benefits to the employee and the TDC of the formal development of the employee's abilities, skills and knowledge and career interests.
2. The TDC will provide opportunities for the professional development of its employees by offering internal staff training and encouraging staff participation in external training opportunities.
3. Employees are encouraged to take special training to improve performance in their current position and to prepare themselves for future opportunities with the TDC.
4. The TDC views professional development as a shared responsibility between the TDC and the employee.

**SPECIFIC POLICIES**

**Request for Professional - Staff Development and Training**

1. An employee requesting professional development and training will make written application to the General Manager, as appropriate, thirty (30) days before the commencement of the professional development and training. Information describing the professional development and training, and the benefits to both the TDC and the employee resulting from the employee's completion of the professional development and training, will be included in the application.
2. The TDC may request or require an employee to complete formal professional development and training.
3. The General Manager will have the responsibility for recommending professional development and training for employees of TDC, including their businesses.
4. The General Manager will have the authority to approve professional development and training for all employees of the TDC. The Board of Directors will have the authority to approve professional development and training for the General Manager.

**Review of Applications for Professional Development and Training**

5. Applications for professional development and training will be assessed in accordance

**TSAL'ALH DEVELOPMENT CORPORATION**  
**HUMAN RESOURCE POLICY AND PROCEDURES MANUAL**

**PART G – PROFESSIONAL DEVELOPMENT POLICY**

**POLICY: G 1.0**

**PROFESSIONAL STAFF DEVELOPMENT AND TRAINING - *Continued***

**SPECIFIC POLICIES - *CONTINUED***

**Review of Applications for Professional Development and Training - *Continued***

with the following criteria:

- availability of funds
- relevance to the Employee's current position
- relevance to the growth of the Employee
- relevance to the current and future needs of the TDC
- ability to integrate training into the work schedule
- recommendations of immediate supervisor
- suitability of timing (e.g. time of year)
- motivation of the Employee
- previous training supplied to Employee by the TDC
- length of service with the TDC

**Attendance at Professional Development and Training**

6. Attendance at training to obtain or maintain a permit, license, ticket or certificate, to include a first aid certificate, a driver's license or a safe food handling certificate, and such like permits issued by government, will not be considered as time worked.
7. Attendance at training directed by the TDC which is related to the workplace, such as technical, management, supervisory, word processing, computer software or safety in the workplace training will be considered work time. In addition, where the trainer is the TDC, the employee attendance at such training will be considered work time.
8. Where the TDC has provided preauthorization for the professional development and training, the cost of approved travel, enrollment, and the reasonable cost of lodging and meals where required, will be paid by the TDC.

**Professional-Staff and Training Development Report**

9. Upon completion of the professional development and training, the employee will provide a report to the General Manager, as appropriate, describing the direct application of the professional development and training to their position and the TDC, and the suitability of the professional development and training to other employees.

**Career and Personal Development**

10. Employees are encouraged and expected to take personal interest and responsibility in the development of their skills, knowledge and personal qualities, and the setting of career goals.

EFFECTIVE DATE::

PART F– PERFORMANCE MANAGEMENT POLICIES  
PAGE G2 OF G2

**TSAL'ALH DEVELOPMENT CORPORATION**  
**HUMAN RESOURCE POLICY AND PROCEDURES MANUAL**

**PART H – HEALTH AND SAFETY**

**POLICY: H 1.0**

**OCCUPATIONAL HEALTH AND SAFETY**

**GENERAL POLICY**

- ◆ The Tsal'alh Development Corporation (TDC) acknowledges the right of employees to work in a healthy and safe environment. The TDC accepts their responsibility to ensure the development and management of a safe and healthy workplace.

**SPECIFIC POLICIES**

**Overall Management and Administration**

1. The General Manager will have the overall responsibility for the development, management and administration of the TDC Occupational Health and Safety Policy and Program(s).
2. The Board of Directors, upon recommendation for the General Manager, will have the responsibility and authority for approving the TDC Occupational Health and Safety Policy and Program and responsibility to ensure that the Corporation complies with the *Worker's Compensation Act*, Regulations and applicable orders.

**General Duties of the TDC will include:**

3. Ensuring the health and safety of all workers working for the TDC and any other workers present at a workplace at which the TDC's work is being carried out.
4. Ensuring compliance with the *BC Workers Compensation Act*, Occupational Health and Safety Regulations and any applicable orders.
5. Developing an appropriate and comprehensive Occupational Health and Safety Policy and Program(s) and ensuring its effective implementation.
6. Remedying any workplace conditions that are hazardous to the health and safety of the TDC's workers.
7. Ensuring that the TDC's workers are made aware of all known or reasonably foreseeable health and safety hazards to which they are likely to be exposed by their work, complying with related statutes and regulations and any applicable orders, and being aware of their rights and duties.
8. Providing and maintaining in good condition, protective equipment, devices and clothing as required by Regulation and ensuring they are used by the TDC's workers.
9. Providing the TDC's workers the information, instruction, training and supervision needed to ensure their health and safety and the health and safety of other workers at the workplace.

**EFFECTIVE DATE::**

**PART H– HEALTH AND SAFETY**  
**PAGE H1 OF H4**

**TSAL'ALH DEVELOPMENT CORPORATION**  
**HUMAN RESOURCE POLICY AND PROCEDURES MANUAL**

**PART H – HEALTH AND SAFETY**

**POLICY: H 1.0**

**OCCUPATIONAL HEALTH AND SAFETY - *Continued***

**SPECIFIC POLICIES - *CONTINUED***

**General Duties of the TDC will include: - *Continued***

10. Making a copy of the related Act and Regulations available for review by the TDC's workers at each worksite and where workers are regularly employed providing a notice advising where the copy is available.
11. Consulting and cooperating with a joint health and safety committee(s) and safety representative, as applicable, for work places of the TDC.
12. Cooperating with the Workers Compensation Board, officers of the Board and any other person carrying out a duty of the Act and Regulations.

**General Duties of Supervisors will include:**

13. Ensuring the health and safety of all workers working for the TDC and any other workers present at a workplace at which the TDC's work is being carried out.
14. Ensuring compliance with the *BC Workers Compensation Act*, Occupational Health and Safety Regulations and any applicable orders.
15. Ensuring that the TDC's workers are made aware of all known or reasonably foreseeable health and safety hazards to which they are likely to be exposed by their work, complying with related statutes and regulations and any applicable orders, and being aware of their rights and duties.
16. Providing the TDC's workers the information, instruction, training and supervision needed to ensure their health and safety and the health and safety of other workers at the workplace.
17. Consulting and cooperating with a joint health and safety committee(s) and safety representative, as applicable, for work places of the TDC.
18. Cooperating with the Workers Compensation Board, officers of the Board and any other person carrying out a duty of the Act and Regulations.
19. Being knowledgeable of the Duties of the TDC, Supervisors and Workers, and those Regulations applicable to the work being supervised.

**General Duties of Workers will include:**

20. Taking reasonable care to protect the worker's health and safety and the safety and health of other persons who may be affected by the worker's acts or omissions at work.

EFFECTIVE DATE::

PART H-HEALTH AND SAFETY  
PAGE H2 OF H4

**TSAL'ALH DEVELOPMENT CORPORATION**  
**HUMAN RESOURCE POLICY AND PROCEDURES MANUAL**

**PART H – HEALTH AND SAFETY**

**POLICY: H 1.0**

**OCCUPATIONAL HEALTH AND SAFETY - *Continued***

**SPECIFIC POLICIES - *CONTINUED***

**General Duties of Workers will include: - *Continued***

21. Complying with the Act, Regulations and any applicable orders.
22. Carrying out her / his work in accordance with established and required safe work procedures and regulations.
23. Using or wearing protective equipment, devices and clothing as required by regulations.
24. Not engaging in horseplay or similar conduct that may endanger their work or any other person's work.
25. Ensuring that the ability to work is without risk to his / her health or safety, or to the health or safety of any other person, and is not impaired by alcohol, drugs or other causes.
26. Reporting to their supervisor or the TDC any contravention of the Act or the Regulations or an applicable order of which the worker is aware.
27. Reporting the absence of, or defect in, any protective equipment, device or clothing, or the existence of any hazard, that the worker considers is likely to endanger the worker or any other person.
28. Cooperating with the joint safety committee or worker health and safety representative for the workplace.
29. Cooperating with any other organization or person carrying out a duty under the Act or the Regulations.

**Joint Health and Safety Committee**

30. The TDC will establish a joint health and safety committee in each workplace where twenty (20) or more workers of the TDC are regularly employed.
31. The Joint Committee will be established with at least one worker from each area; the areas being Landscaping, Janitorial, Construction, RV Park, Tsal'alh Hotel, Operations, and Administration. At least half of the members must be worker representatives (*workers who do not exercise management functions*) and the other members will be TDC representatives (*persons who exercise management functions*)
32. The Committee will have two (2) co-chairs, one selected by the worker representatives and the General Manager.
33. **The duties and functions of the Joint Committee will include:**
  - a. identifying situations that may be unhealthy or unsafe for workers and advising on effective systems for responding to those situations

EFFECTIVE DATE::

PART H-HEALTH AND SAFETY  
PAGE H3 OF H4

**TSAL'ALH DEVELOPMENT CORPORATION**  
**HUMAN RESOURCE POLICY AND PROCEDURES MANUAL**

**PART H – HEALTH AND SAFETY**

**POLICY: H 1.0**

**OCCUPATIONAL HEALTH AND SAFETY - *Continued***

**SPECIFIC POLICIES - *CONTINUED***

**Joint Health and Safety Committee – *Continued***

**The duties and functions of the Joint Committee will include: – *Continued***

- b. considering and expeditiously dealing with complaints relating to the health and safety of workers
- c. consulting with workers and the TDC on issues relating to occupational health and safety and occupational environment
- d. making recommendations to the TDC and the workers for the improvement of the occupational health and safety and occupational environment of workers
- e. making recommendations to the TDC on educational programs promoting the health and safety of workers and compliance with the regulations and monitoring their effectiveness
- f. advising the TDC on programs and policies required under the regulations for the workplace and monitoring their effectiveness
- g. advising the TDC on proposed changes to the workplace or the work processes that may affect the health and safety of workers
- h. ensuring that accident investigations and regular inspections are carried out as required by the regulations
- i. participating in inspections, investigations and inquiries as provided within the regulations
- j. carrying out any other duties and functions prescribed by regulation

**Health and Safety Representative**

- 34. The TDC will establish a health and safety representative in each workplace where there are more than nine (9) and fewer than twenty (20) regularly employed workers (*workers who do not perform managerial functions*) to be elected by secret ballot by regularly employed workers.
- 35. The Health and Safety Representative, to the extent practicable, will have the same duties and functions as a joint committee.

**TSAL'ALH DEVELOPMENT CORPORATION**  
**HUMAN RESOURCE POLICY AND PROCEDURES MANUAL**

**PART I – GENERAL POLICIES**

**POLICY: I 1.0**  
**POSITION DESCRIPTIONS**

**GENERAL POLICY**

- ◆ All regular full-time and part-time Tsal'alh Development Corporation (TDC) positions, and temporary positions with an employment period of greater than three (3) months, will have an approved written position description in place before an employee is hired to perform the duties and responsibilities of the position.

**SPECIFIC POLICIES**

1. The position description will define the position title, reporting relationship, summary of position responsibilities, and the specific duties and responsibilities of the position, but does not imply that they are the only duties and responsibilities.
2. The defined position description and position qualifications are the prerequisites for the development and administration of the TDC wage and salary program, recruitment and employee selection, employee performance evaluation, the employee training and development plan and other human resource management plans and programs.
3. The development and review of Program position descriptions and position qualifications will be the responsibility of the General Manager.
4. Position descriptions will be formally reviewed at least every three (3) years.
5. Position descriptions will not be altered unless there are significant and permanent changes in the type and level of responsibility and / or authority. Significant changes may result in the review of position title and the relevant wage and salary structure.
6. All new and revised TDC Position descriptions and position qualifications for positions with a direct reporting relationship to the General Manager will be presented by the General Manager to the Board of Directors for review and approval.
7. All new and revised TDC position descriptions and position qualifications for positions having a direct reporting relationship to the Managers will be reviewed and approved by the General Manager.
8. The Board of Directors will have responsibility for the development, and review of the position description and position qualifications for the position of General Manager.
9. Employees will receive a copy of their position description, and an orientation to their position responsibilities and authority immediately upon the commencement of their employment.

**TSAL'ALH DEVELOPMENT CORPORATION**  
**HUMAN RESOURCE POLICY AND PROCEDURES MANUAL**

**PART I – GENERAL POLICIES**

**POLICY: I 2.0**  
**EMPLOYEE PERSONNEL RECORDS**

**GENERAL POLICY**

- ◆ Appropriate Tsal'alh Development Corporation (TDC) personnel records / files will be maintained on every employee. All information retained in the personnel file will be the overall responsibility of the General Manager, with the Board of Directors having responsibility for the Personnel File of the General Manager.

**SPECIFIC POLICIES**

1. One Personnel File will be kept on each employee of the TDC.
2. The Employee Personnel File will contain specific employee information including, but not limited to:
  - Letter of Application and Employment Resume
  - New Hire – Payroll Documents
  - Offer of Employment / Confidentiality Agreement / Code of Ethics Agreement
  - Signed Employee Orientation Document
  - Group Insurance Benefits and Pension Enrolments
  - Worker's Compensation Documents
  - Medical Certification Letters / Documents
  - Letters of Wage / Salary Increases / Adjustments
  - Certificate of Achievements and Education / Professional Development and training
  - Employee Performance evaluations and Development Plans
  - Letters of Discipline
  - Letters of Lay-off
  - Letters of Appreciation and Promotion
  - TDC Approval of Request for Leave
  - Letters of Employee Resignation
  - Record of TDC Property Provided to the Employee
  - Record of Employment (ROE)
3. No documentation will be placed in an employee's file without the employee's knowledge.
4. Personnel Files will be kept confidential and locked at all times in the General Manager's office. The Personnel File of the General Manager will be administered and held by the Board of Directors.
5. Employees are entitled to review their file at any reasonable time during regular office hours. Employees can make arrangements to view their file by contacting the General

**TSAL'ALH DEVELOPMENT CORPORATION**  
**HUMAN RESOURCE POLICY AND PROCEDURES MANUAL**

**PART I – GENERAL POLICIES**

**POLICY: I 2.0**

**EMPLOYEE PERSONNEL RECORDS - *Continued***

**SPECIFIC POLICIES - *CONTINUED***

Manager, and will only be allowed to view their personnel files in the presence of a designated employee.

6. Employee personnel files are kept for a minimum of three (3) years after an employee's date of employment termination in accordance with the Canada Labour Standards Regulations.
7. An Employee with a known medical condition may choose to provide relevant information to the TDC in case of a medical emergency. This information is kept in a sealed envelope and can be opened only by emergency medical personnel and the designated Health and Safety employee if the injured employee is unable to speak for herself / himself.
8. Personal employee information within the Personnel File will not be released to anyone without the written consent of the employee, except where required by law. This does not include personnel information relating to the employee's qualifications, performance or other employment information of a non-personal nature.
9. The Employee Personnel File will not be the same document as the Employee Payroll File / Record.

**TSAL'ALH DEVELOPMENT CORPORATION  
HUMAN RESOURCE POLICY AND PROCEDURES MANUAL**

**PART I – GENERAL POLICIES**

**POLICY: I 3.0**

**CONVICTION OF A CRIMINAL OFFENCE**

**GENERAL POLICY**

- ◆ An employee of the Tsal'alh Development Corporation who is convicted of a criminal offence or who engages in criminal activity, where the offence or activity harms or compromises the reputation or position of the TDC, or where the offence or activity interferes with an employee's ability to perform his/her duties and responsibilities, may be subject to the termination of her/his employment.

**POLICY: I 4.0**

**TRAFFIC VIOLATIONS AND VEHICLE ACCIDENTS OR DAMAGE**

**GENERAL POLICY**

- ◆ An employee receiving a traffic violation while on Tsal'alh Development Corporation (TDC) business, whether the employee uses a TDC vehicle, Rental Vehicle, or his/her own personal vehicle, will be solely responsible for the paying of any fines or traffic violations. Where a TDC vehicle is involved in an accident, or damaged as a result of employee negligence, the employee responsible will be personally required to cover all of the costs not covered by vehicle insurance for the repair of the TDC vehicle.

**POLICY: I 5.0**

**SMOKING WITHIN THE OFFICES AND VEHICLES OF THE TSAL'ALH  
DEVELOPMENT CORPORATION**

**GENERAL POLICY**

- ◆ For the health, safety and well-being of all Tsal'alh Development Corporation (TDC) employees, clients, visitors and other personnel, all TDC buildings, offices vehicles, and worksites are designated as Non Smoking. In addition, smoking is prohibited within three (3) meters of all doorways, windows and air intakes of any building of the TDC and within or on other operating equipment and vehicles as approved by the General Manager. Employees will be responsible for ensuring that clients and visitors comply with this policy.

**EFFECTIVE DATE:**

**PART I– GENERAL POLICIES  
PAGE I4 OF I10**

**TSAL'ALH DEVELOPMENT CORPORATION  
HUMAN RESOURCE POLICY AND PROCEDURES MANUAL**

**PART I – GENERAL POLICIES**

**POLICY: I 6.0  
DRIVER'S LICENSE**

**GENERAL POLICY**

- ◆ An employee who is required to have a current and specific Driver's License to perform their assigned duties and responsibilities, will be required to maintain their Driver's License and provide proof of Driver's License to the General Manager. An employee failing to maintain their Driver's License may be subject to the suspension or termination of their employment with the Tsal'alh Development Corporation. Where it is a requirement of employment for the employee to maintain a current and specific Driver's License, the requirement will be stated in the employee's offer of employment / employment contract. In addition, the employee will provide the TDC with a yearly Driver's Abstract.

**POLICY: I 7.0  
VEHICLE BUSINESS INSURANCE**

**GENERAL POLICY**

- ◆ An employee required by the TDC to continually drive their personal vehicle in the performance of their assigned duties and responsibilities, will have the cost of the vehicle business insurance only, reimbursed by the Tsal'alh Development Corporation upon submission of their vehicle insurance statement, and as approved by the General Manager.

**TSAL'ALH DEVELOPMENT CORPORATION  
HUMAN RESOURCE POLICY AND PROCEDURES MANUAL**

**POLICY: I 8.0**

**TRAVEL AND TRAVEL INSURANCE**

**GENERAL POLICY**

Employees required to travel on TDC business, outside of the community and region will obtain preauthorization from the General Manager, or the Board of Directors as applicable. Where travel is preauthorized, the employee will be reimbursed in accordance with the Tsal'alh Development Corporation Travel Policy and consistent with current Provincial Travel Rates. The TDC will make all employee travel arrangements. Where travel is by personal vehicle, the employee will carry an appropriate level of vehicle insurance.

**TSAL'ALH DEVELOPMENT CORPORATION**  
**HUMAN RESOURCE POLICY AND PROCEDURES MANUAL**

**PART I – GENERAL POLICIES**

**POLICY: I 9.0**

**EMPLOYER INTERNET AND ELECTRONIC MAIL**

**GENERAL POLICIES**

1. Personal use of the TDC's internet and electronic mail during scheduled working hours is prohibited. Personal e-mail may be received and responded to after the employee's scheduled work day, and during the employee's own time. Under no circumstances will an employee access inappropriate internet sites during work hours. (Example: Facebook, MSN, My Space, Twitter, and LinkedIn).
2. All e-mails, personal or professional, sent to or from the Tsal'alh Development Corporation (TDC) computers are the property of the TDC. The TDC reserves the right to inspect all e-mail messages at their discretion.
3. Employees may use the Internet and e-mail for personal purposes during TDC non-scheduled working hours, provided that such use is consistent with professional conduct, does not detract from the performance of the individual's employment or contractual responsibilities and is not for personal financial gain.
4. Employees must observe and honor all applicable intellectual property rights (i.e. copyright, patent, trademark, license agreement) governing the downloading, distribution or use of items such as text, graphics, music, or software accessible via the Internet or e-mail.
5. Employees will be held responsible for their actions on the Internet or e-mail taken under their assigned user account and for the actions of any client or visitor permitted to use these TDC services.
6. Employees must not use TDC Internet, e-mail or other communication services (e.g. instant messaging) to express personal views in the public domain, especially in open forums such as chat rooms.
7. Employees must not attempt to mask or otherwise obscure or falsify their identity or actions while using the Internet or e-mail.
8. Employees must ensure that any protected information they convey via the Internet or e-mail is appropriately secured by using encryptions, password protected attachments, or other effective measures.
9. The General Manager reserves the right to monitor and investigate an individual User's Internet or e-mail activity and related files and delete those files as warranted.
10. The General Manager or the Board of Directors as applicable, will review allegations regarding inappropriate use of the Internet or e-mail brought to their attention by employees or others.

**TSAL'ALH DEVELOPMENT CORPORATION  
HUMAN RESOURCE POLICY AND PROCEDURES MANUAL**

**PART I – GENERAL POLICIES**

**POLICY: I 9.0**

**EMPLOYER INTERNET AND ELECTRONIC MAIL - *Continued***

**SPECIFIC POLICIES - *CONTINUED***

11. Inappropriate use of the Internet or e-mail by employees may lead to restricted access to these services and / or disciplinary action up to and including dismissal.
12. All employees' computer passwords must be provided to their immediate supervisor; to include all updated passwords.

**TSAL'ALH DEVELOPMENT CORPORATION  
HUMAN RESOURCE POLICY AND PROCEDURES MANUAL**

**PART I – GENERAL POLICIES**

**POLICY: I 10.0**

**ENTRY INTO THE TSAL'ALH DEVELOPMENT CORPORATION OFFICES AND FACILITIES**

**GENERAL POLICIES**

1. Unauthorized persons are not permitted entry into the offices and other facilities of the TDC during and after office hours. The General Manager will designate an employee to be responsible for managing the distribution and return of building keys.
2. For safety reasons, employees are required to inform the General Manager before entering the TDC's office after regularly scheduled hours.

**POLICY: I 11.0**

**PERSONAL USE OF THE TELEPHONE AND FACSIMILE EQUIPMENT OF THE EMPLOYER**

**GENERAL POLICY**

- ◆ Tsal'alh Development Corporation employees are prohibited at all times from using telephones or TDC's cell phones for the purpose of making personal telephone calls during TDC's scheduled working hours, unless for an emergency, and where the related costs are charged to the TDC. Transmitting personal facsimiles are also prohibited during working hours unless in case of an emergency or preauthorized by the General Manager.

**POLICY: I 12.0**

**CELL PHONE USE AND COMMUNICATIONS EQUIPMENT**

**GENERAL POLICIES**

1. Where employees are required to have a cell phone for the performance of their duties and responsibilities, the TDC will provide a cell phone or pay the employee a cell phone subsidy as approved by the General Manager. Board of Directors will have the authority to approve a cell phone or a cell phone subsidy for the General Manager.
2. Where the TDC determines that an employee requires communications equipment, the TDC will provide it to the employee at no cost. Such equipment will remain the property of the Tsal'alh Development Corporation.
3. During the attendance at all TDC meetings employees will ensure that cell phone sounds are turned off (no ringers, chirps, or other sounds) and phones will only be answered if

**TSAL'ALH DEVELOPMENT CORPORATION**  
**HUMAN RESOURCE POLICY AND PROCEDURES MANUAL**

the call may be an emergency call. The call must be taken outside of the meeting room and kept to a minimum.

4. Under no circumstances will an employee access inappropriate internet sites during work hours using the cell phone. (Example: Facebook, MSN, My Space, Twitter, Messenger and LinkedIn).

**TSAL'ALH DEVELOPMENT CORPORATION**  
**HUMAN RESOURCE POLICY AND PROCEDURES MANUAL**

**PART I – GENERAL POLICIES**

**POLICY: I 13.0**

**USE AND RETURN OF TSAL'ALH DEVELOPMENT CORPORATION PROPERTY**

**GENERAL POLICY**

- ◆ The Tsal'alh Development Corporation (TDC) property assigned to or utilized by an employee, including computers, cameras, policy manuals, program materials, keys and vehicles, is the sole property of the TDC to be used by the employee only, and just for TDC business. The General Manager or the Board of Directors, as applicable, will ensure that all TDC property assigned to an employee is recorded and signed for by the employee upon issuing, and upon return to the TDC.

**POLICY: I 14.0**

**COMPUTER SOFTWARE**

**GENERAL POLICY**

- ◆ No unauthorized software will be loaded into Tsal'alh Development Corporation (TDC) computers, and no TDC owned software will be downloaded by an employee. Software is the property of the TDC. An employee wishing to change and / or alter any system configuration must have written pre-authorization from the General Manager. At no time is TDC computer software to be removed from the TDC Offices.

**POLICY: I 15.0**

**ACCEPTANCE OF GIFTS**

**GENERAL POLICY**

1. Tsal'alh Development Corporation (TDC) Employees may accept a personal gift that is not directly related to their position. (Example of Acceptable Gifts: Birthday, Graduation, Retirement).
2. Employees will not personally accept a gift that is directly related to the duties and responsibilities of their position or employment with the TDC (Example: Gifts from clients, vendors, consultants, other organizations) without the preauthorization of the General Manager. Such a related gift may be accepted on behalf of the TDC and displayed in the Office of the TDC Administration, as approved by the General Manager.

**TSAL'ALH DEVELOPMENT CORPORATION  
HUMAN RESOURCE POLICY AND PROCEDURES MANUAL**

**PART I – GENERAL POLICIES**

**POLICY: I 16.0**

**VOTING**

**GENERAL POLICY**

- ◆ The Tsal'alh Development Corporation respects the right of all employees to vote in Federal, Provincial, Civil and Tsal'alh Government Elections and Referendums. On voting days, the TDC will ensure that employees have the opportunity to leave work to vote, four (4) hours before the close of BC (Provincial) Election polls and three (3) hours before the close of Canada (Federal) Election polls.

**EFFECTIVE DATE:**

**PART I– GENERAL POLICIES  
PAGE I10 OF I10**

**TSAL'ALH DEVELOPMENT CORPORATION  
HUMAN RESOURCE POLICY AND PROCEDURES MANUAL**

**PART J – APPENDICES**

**POLICY: J 1.0  
APPENDICES**

The following Appendices follow this page.

- Appendix A – Employment Exit Questionnaire for Senior Management
- Appendix B – Employment Exit Questionnaire for TDC Employees
- Appendix C – Wage Employee Timesheet
- Appendix D – Salary Employee Timesheet
- Appendix E – Wage and Salary Grid