



# POLICY MANUAL

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<b>Section:</b>	3.0 Operational
<b>Topic Area:</b>	3.1 Staffing
<b>Sub-Sections:</b>	3.1.1 Employment Categories 3.1.2 Recruitment & Selection 3.1.3 Orientation, Training & Probationary Period 3.1.4 Supervision 3.1.5 Evaluation 3.1.6 Compensation 3.1.6.1 Salaries 3.1.6.2 Benefits 3.1.6.3 Education 3.1.7 Resignation and Termination
<b>Reference:</b>	Bylaws Alberta Employment Standards Act Staff and Volunteer Screening Policy Executive Coordinator Position Description Program Director Position Description

## Policy Statement:

CADS-Alberta is responsible for recruitment, selection, orientation, training and supervision of individuals that best meet the needs of the organization. The Association may employ permanent employees or individuals on contract based on its strategic plan.

CADS-AB will ensure that Human Resources policies comply, at minimum, with employment, health and safety and other applicable legislation.

### 3.1.1 Employment Categories

The Association has three employment categories:

1. **Permanent full-time employees** who work a regular 35-hour workweek and maintain continuous regular employment, they are entitled to all employee benefits offered by the Association.
2. **Permanent part-time** employees who work less than 35 hours per week but maintain continuous regular employment. Benefits are offered in a modified package and are negotiated annually.
3. **Contract.** The Association may choose to contract an individual to perform specific duties or a specific function outside the Association environment. This person is not

to be construed as an employee of the Association, and the Association will make no deductions whatsoever on his/her behalf. The individual must invoice the Association for professional services rendered as per the terms of the contact agreement.

The individual must also supply all of their own equipment and tools and cover costs related to their use.

Signing authority for such contracts is held by the Executive Committee.

### **3.1.2 Recruitment and Selection**

The Board of Directors is responsible for the recruitment and selection of the Executive Coordinator and Program Director. Recruitment and selection of additional, for example Coaches, CADS Course Facilitators, Instructors, additional part-time staff, is the responsibility of the President in consultation with the Program Director and/or Executive Coordinator, with assistance from the Board.

Specific minimal certifications may be required for specific roles.

Screening policies will be applied during the selection process, including references and police record checks.

Staff are recruited and selected through an objective, consistent process that complies, at minimum, with human rights legislation.

*Terms of all contracts, including but not limited to: vacation, leave of absence, jury duty, resignation and termination shall meet the requirements laid out in the Alberta Employment Standards.*

### **3.1.3 Orientation, Training and Probationary Period**

All office staff and contract personnel shall be provided with the appropriate orientation and training. The training period may vary depending upon the nature of the position. Guidelines for training and probationary periods are as follows:

Executive Coordinator - 6 months  
Program Director – 6 months  
Coach - 3 months  
Part-time Staff - 3 months

All paid staff shall conduct the business of the Association under the guidance of a written job description. A copy of the job description will be kept on file in the Provincial Office and with the Association's President.

### **3.1.4 Supervision**

The President, with the assistance from the Board of Directors, is responsible to provide employees with a concise indication of supervisory responsibilities and who they are to report to.

### **3.1.5 Evaluation**

The Board of Directors will conduct an annual performance evaluation paid staff. The Chair Person will provide a written summary of that evaluation to the Program Director and Executive Coordinator.

The Program Director, in consultation with the President or assigned Board Members, will conduct performance reviews of Coaches, CADS Course Facilitators, Instructors, and additional part-time staff. These evaluations should be completed 21 days prior to the AGM.

### **3.1.6 Compensation**

Total compensation may be comprised of rewards such as salaries, vacation & holidays, benefits, training, and flexible working arrangements. Compensation must adhere to Alberta Employment Standards.

#### **3.1.6.1 Salaries**

Salaries should be reflective of current market conditions. Recent surveys and ALIS should be used as reference points to determine salary range. The skills, knowledge and experience of the individual in relation to the job requirements and the anticipated level of performance should also be considered in finalizing the salary for each specific role.

#### **3.1.6.2 Benefits**

CADS-Alberta may offer part or full benefits to any permanent employee based on mutual agreement of both parties.

#### **3.1.6.3 Education**

At the Board's discretion, staff members may be eligible for full or partial funding and/or time off for educational opportunities for the purposes of job performance enhancement and personal growth. Such opportunities may be defined as part of an employment contract or discussed on a case-by-case basis at the recommendation of either party.

### **3.1.7 Resignation and Termination**

Resignations and terminations will be conducted in accordance with Alberta Employment Standards and the specifics in the employment contract.

Termination and/resignation may occur at any time without advance notification during an employee's probationary period.