

Staff Hiring Policy

Policies and Procedures
2022



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Nordiq Alberta Staff Hiring Policy

Additional staff may be hired as needed and as allowed for in the budget (taking full advantage of possible summer student employment grants) to help the Senior Staff person in his duties. (Feb 2021)

PROCEDURE:

The decision to hire additional staff must be approved by the Board of Directors.

Any positions must be properly advertised.

RECRUITMENT AND SELECTION:

After the deadline for applications, the Senior Staff Person, the Chair, and Vice Chair must review applications and interview successful applicants. If necessary, a Human Resources consultant may also assist and be part of the process.

TERMS AND CONDITIONS OF EMPLOYMENT:

The terms and conditions of employment will vary for each position, but these conditions must be clearly outlined in the offer of employment, which must be signed by the new employee.

ORIENTATION AND TRAINING:

The new staff person will have an orientation by the Senior Staff Person, which includes the use of the Percy Page Centre's available resources (photocopier, mailroom, etc.) as well as the use of the Database and anything else relevant to the performance of their duties.

TIMESHEETS:

Each employee will keep accurate records of where their time was spent and hours worked prior to receiving their pay cheque.

EMPLOYMENT BENEFITS:

Employment benefits will be outlined in the offer of employment.

TELECOMS ALLOWANCE:

The Association shall ensure that all personnel are paid for their business use of personal assets, specifically cell phones, home internet and personal computers when used to carry out their duties.

The Association does not provide all of its personnel with Association owned cell phones for their use. Personnel whose job duties require them to regularly use or be available by personal cell phone shall receive a cell phone allowance to compensate for the business use of their personal device.

The Association provides owned computers to its personnel. In the situation where an Association owned computer is not provided, and the personnel's job duties require them to regularly use their personal computer to perform their job duties, they shall receive a computer allowance to compensate for the business use of their personal device.

The Association does provide internet access to its personnel in its office. In the situation where personnel work remotely or hybrid (home and office), the personnel shall receive an internet allowance to compensate for the business use of their personal internet.

Telecoms Allowance Procedure

Establishment and Payment of Allowance

A cell phone, internet and computer allowance are available either on an ongoing or short-term basis. Receipt of a cell phone, internet and computer allowance shall be based upon job duties.

The Personnel's supervisor and the Governance Committee, or Treasurer must confirm, in writing, that a Personnel meets the criteria for receiving the allowance and must write in the employment agreement that the Personnel should receive a cell phone, internet and computer allowance to compensate for business use of a personal asset.

A request for a cell phone, internet and computer allowance may be made at the time of employment and may be changed any time during the fiscal year based on their job duties.

A cell phone, internet and computer allowance does not constitute an increase to base pay and will not be included in the calculation of percentage increases to base pay for purposes of calculating pay raises.

Determination of Dollar Amount of Allowance

The dollar amount of the cell phone, internet and computer allowance is intended to compensate for only a portion of the expense of maintaining a personal cell phone, internet and computer and is determined based on expected use related to job duties. Tax considerations have been considered when determining allowance levels.

An employee will be assigned to their level based on their work function and as indicated in their employment agreement.

- A cell phone allowance shall be in one of the following amounts based on job duties and requirements as determined by the:

Level 1 \$65/month (split over 2 monthly payrolls)

Level 2 \$100/month (split over 2 monthly payrolls)

- An internet allowance shall be of the following amounts based on job duties and requirements as determined by the:

Level 1 \$30/month (split over 2 monthly payrolls)

Level 2 \$50/month (split over 2 monthly payrolls)

- A computer allowance shall be of the following amounts based on job duties and requirements as determined by the:

Level 1 \$25/month (split over 2 monthly payrolls)

Documentation and Review Requirements

The Governance and Finance committee are responsible for an annual review of the list of Personnel receiving the cell phone, internet, and computer allowance, to determine if existing allowances should be continued as is, changed, or discontinued, and to determine if any new allowances should be established.

PERFORMANCE EVALUATION:

A semi-annual and annual review of all employees will occur at the fiscal year end. Contract negotiation and benefits will be considered at that time. The Senior Staff person will be responsible for monitoring and evaluating any staff members.

RESIGNATION AND TERMINATION:

The employee must give 2 weeks notice before resigning. The employee must be given adequate notice prior to termination of their employment (per AB Labour Standards).

APPROVAL AND REVISIONS:

Revised by the Finance and Audit Committee.

Vetted by the Governance Committee and Board Chair: Stephanie Chretien Lemyre.

Approved By the Board of Directors.

DATE: 19 December 2022