



EMPLOYEE POLICIES

Approved 2018-04-12

TABLE OF CONTENTS

| | |
|--|-----------|
| 1. EMPLOYEE MANUAL PURPOSE | 2 |
| 2. STRUCTURE | 2 |
| 3. COMPENSATION | 2 |
| 4. CONSENT FOR CRIMINAL RECORD SEARCH | 5 |
| 5. EMPLOYEE PRIVACY POLICY | 5 |
| 6. FINANCE POLICY | 5 |
| 7. HARASSMENT POLICY | 6 |
| 8. HIRING | 6 |
| 9. HOURS OF WORK | 8 |
| 10. JOB DESCRIPTIONS | 9 |
| 11. OFFICE OPERATIONS POLICIES | 9 |
| 12. PERFORMANCE EVALUATIONS | 12 |

| | |
|---|-----------|
| 13. PROFESSIONAL DEVELOPMENT POLICY | 12 |
| 14. PROMOTIONAL ITEMS | 12 |
| 15. RECORDS MANAGEMENT | 12 |
| 16. TIME OFF | 13 |
| 17. STATUTORY HOLIDAYS | 14 |
| 18. TRAVEL POLICY | 16 |
| 19. APPENDIX A PROCEDURES FOR CRIMINAL RECORD SEARCH | 17 |
| 20. APPENDIX B EMPLOYEE PRIVACY POLICY | 18 |

1. EMPLOYEE MANUAL PURPOSE

- 1.1 This statement of employee policies and procedures (the “Statement”) has been adopted to provide broad guidelines to the employees of the Ontario Hockey Federation.
- 1.2 The Statement and actions of the Ontario Hockey Federation is subject to change in the sole discretion of the Ontario Hockey Federation and is intended to comply with the applicable Provincial Statutes.

2. STRUCTURE

2.1 ORGANIZATIONAL CHART

- 2.1.1 The organizational chart is located within the Human Resources Document Library on the OHF TEAMSITE.

3. COMPENSATION

3.1 SALARIES

- 3.1.1 Subject to a written employment agreement that the Ontario Hockey Federation may enter into with an employee, employees shall be paid in accordance with salary guidelines determined by the Executive Director, in conjunction with the Ontario Hockey Federation Personnel Committee. Salaries will vary with experience, education, performance and level of responsibility. The Executive Director shall review salaries prior to budget approval and any adjustments will be made accordingly at the end of each fiscal year.
- 3.1.2 Employees are paid every second Thursday or as further determined by the Ontario Hockey Federation. Pay cheques are deposited directly into each employee’s bank account through the Ceridian automated payroll system.
- 3.1.3 Employees commencing employment with the Ontario Hockey Federation will be required to complete the appropriate payroll/benefit forms.

3.2 GROUP INSURANCE PLAN

- 3.2.1 All full-time employees are eligible for benefits under the Group Insurance Plan that the Ontario Hockey Federation purchases. The Ontario Hockey Federation will pay 100% of these premiums, unless otherwise promulgated by the Ontario Hockey Federation. Part-time employees will not be eligible for the Group Insurance Plan unless the Ontario Hockey Federation agrees in writing otherwise. All plans are governed and will be interpreted by their written terms.
- 3.2.2 The employee is responsible to consult the Insurance Carrier for details regarding the following coverage:
 - 3.2.2.1 Life Insurance
 - 3.2.2.2 Accidental Death and Dismemberment
 - 3.2.2.3 Long-Term Disability (Periods of more than 119 days)
 - 3.2.2.4 Extended Health Care (Single or Family)

- 3.2.2.5. Optional Life insurance (available at an additional cost to the employee and spouse)
- 3.2.2.6. Optional AD&D Insurance (available at an additional cost to the employee and dependents) Dental Plan

3.3 GROUP RRSP

3.3.1 The features of the Ontario Hockey Federation's Registered Retirement Savings Plan are as follows:

- 3.3.1.1. Participation is optional for all full-time employees. Full-time employees may participate three (3) months after hiring. Part-time employees are not eligible for this plan unless the Ontario Hockey Federation agrees in writing otherwise. The Ontario Hockey Federation will match retroactively contributions for the first three months.
- 3.3.1.2. Spousal accounts are permitted.
- 3.3.1.3. The Ontario Hockey Federation will match employee contributions based on a percentage of gross income outlined in the employee agreement. Participating employees may contribute more than the agreed percentage contained in the employee agreement, however, the Ontario Hockey Federation will not match any contribution above the agreed to percentage contained in the employee agreement.

NOTE: Limits of annual contributions are established by Revenue Canada.
- 3.3.1.4. The employee contribution will be deducted from gross income before the deduction of withholdings required by Revenue Canada. Contributions will be deducted from each pay deposit.
- 3.3.1.5. Participation in the plan will cease immediately upon the termination of an employee's employment, the employee's retirement, on December 31 of the year in which the employee reaches the age of 71 or if the employee is on long-term disability.
- 3.3.1.6. Participation will continue for employees on all leaves, however, employee contributions must be submitted by post-dated cheques.
- 3.3.1.7. Employees upon hiring must provide details of their RRSP Account which both Employee and Employer's contributions will deposited into.

3.4 Termination of employment

3.4.1 Employment with the Ontario Hockey Federation may be terminated by the Ontario Hockey Federation without notice, and without money in lieu of such notice:

- 3.4.1.1. at any time during the Probationary Period (see 8.3. for Probationary Period);
- 3.4.1.2. at any time for any cause recognized by law;
- 3.4.1.3. by reason of total disability, defined as failure to perform the essential duties or requirements of employment on a full-time basis for a period of three consecutive months or failure to perform such duties for more

than three months in any single six month period or a determination that such disability by a medical physician chosen by the Ontario Hockey Federation to which physical examination employees consent to by being employed by the Ontario Hockey Federation; or

- 3.4.1.4. by mutual agreement.
- 3.4.2 Following the Probationary Period and/or in the absence of cause, total disability or mutual agreement, the Ontario Hockey Federation may terminate the employment of an employee at any time without cause upon giving the employee notice of termination, or pay in lieu thereof, in accordance with the *Employment Standards Act, 2000* (Ontario) as it may from time to time be amended. Employees are only entitled to notice of termination, or pay in lieu thereof, in accordance with the *Employment Standards Act, 2000* (Ontario).
- 3.4.3 Upon termination, howsoever so caused, employees shall surrender to a representative of the Ontario Hockey Federation in good condition all property of any kind belonging to the Ontario Hockey Federation that may be in the employee's possession at such time including, but not limited to, all confidential documents, keys, manuals, monies, supplies, equipment, operating and marketing systems and computer software.
- 3.4.4 Employees, in the course of carrying out, performing and fulfilling their duties may have access to and be entrusted with detailed confidential information regarding, or in the possession of, the Ontario Hockey Federation. Disclosure of such detailed confidential information to the general public would be highly detrimental to the interests of the Ontario Hockey Federation and those to whom the confidential information may pertain to. Employees shall abide by the Ontario Hockey Federation Privacy Policy and are bound by a duty to keep all confidential information confidential. Employees shall not disclose any secret or confidential information, or information which in good faith and good conscience ought to be treated as confidential, at any time during the continuation of their employment or at any time thereafter, except as specifically authorized by the Ontario Hockey Federation. Violation of this requirement may result in immediate dismissal for cause.
- 3.4.5 Confidential information shall include, but be not limited to, all information and documentation covered by the Ontario Hockey Federation Privacy Policy and all proprietary information of the Ontario Hockey Federation in respect of past, present and future activities and information and documentation compiled in respect of the member partners of the Ontario Hockey Federation and their respective members/associations/clubs and information and/or documentation that a reasonable person would understand as being confidential.
- 3.4.6 If any employee is indebted to the Ontario Hockey Federation on the termination of that employee's employment, howsoever caused, the Ontario Hockey Federation shall be entitled to deduct such amount from any outstanding pay, vacation or termination pay or any other sum which is then due and payable or which may subsequently become due and payable to the employee.

4. CONSENT FOR CRIMINAL RECORD SEARCH

- 4.1 All Ontario Hockey Federation Directors, full-time staff and any other individuals who will act in an official capacity on the Federation's behalf, including Hockey Canada or Ontario Hockey Federation Representatives at international, national, and regional events will agree to undergo Criminal Record Check. Costs to be covered by the Ontario Hockey Federation. Please see the document entitled "Procedures for Criminal Record Search" located at Appendix A.

5. EMPLOYEE PRIVACY POLICY

- 5.1 The Ontario Hockey Federation developed a Privacy Policy for implementation effective January 1, 2004. This Privacy Policy contains ten principles which are to be observed by the Ontario Hockey Federation with respect to the collection, use and disclosure of personal information about an identifiable individual who is an "Employee" or an "Independent Contractor" as defined within the document entitled "Employee Privacy Policy," located in Appendix B.
- 5.2 This Policy does not apply, however, to personal information which is collected, used or disclosed in relation to hockey programming offered by the Ontario Hockey Federation to Employees or to Independent Contractors in their capacity as customers of the Ontario Hockey Federation or its Members. This information is governed by the Ontario Hockey Federation Privacy Policy. For more information on this policy, please see the document entitled "OHF Privacy Policy".

6. FINANCE POLICY

- 6.1 Employees shall be reimbursed for 100% of all reasonable expenses incurred (at the rates prescribed from time to time by the Ontario Hockey Federation) while carrying out the business of the Federation. Pre-approval by the Executive Director is required for certain expenses.
- 6.2 The following process shall be completed when submitting an expense claim:
- 6.2.1 Employee completes Ontario Hockey Federation Expense Claim Form and attaches all receipts, white portion of airline ticket/electronic copy and meal expense claims. All receipts must be clearly explained.
- 6.2.2 Employee submits completed expense claim form, to Executive Director for approval. Please note that employees must submit expense claims within three (3) months upon return from an event in order to accommodate accounting of all expenses or within two (2) weeks of the Ontario Hockey Federation year end April 30, whichever is earlier.
- 6.2.3 The Executive Director will either approve or disapprove the expense claim and return it to employee. The Employee will then submit the approved claim to accounting for processing.
- 6.3 For more details on expenses please see the OHF Financial Policies.

7. HARASSMENT POLICY

- 7.1 All Ontario Hockey Federation employees are subject to, and expected to adhere to the Ontario Hockey Federation's Policies on Harassment which include:
 - 7.1.1 Harassment, Abuse, Misconduct and Bullying Policy;
 - 7.1.2 OHF Office Anti-Harassment Policy;
 - 7.1.3 OHF Office Dealing with Harassment Procedures;
 - 7.1.4 OHF Office Workplace Violence Prevention Program; and
 - 7.1.5 Customers Service Policy – Providing Goods and Services to People with Disabilities.

8. HIRING

8.1 HIRING PROCEDURES

- 8.1.1 The Ontario Hockey Federation Personnel Committee, as required, shall approve the formal hiring process for the position of Executive Director.
- 8.1.2 The Chair of the Board is responsible for ensuring that proper hiring procedures are followed in filling all positions.
- 8.1.3 The Ontario Hockey Federation Chair of the Board, Executive Director and the permanent Director on the Personnel Committee, shall form the hiring committee for the filling of all positions. The Chair of the Board or designate may add or eliminate personnel from this committee at their discretion. The hiring committee has full authority and is ultimately responsible for the hiring of the applicable position.
- 8.1.4 Interviews may consist of the following components:
 - 8.1.4.1. Practical interview (case studies)
 - 8.1.4.2. Formal, oral interview
 - 8.1.4.3. Second interview, if necessary
- 8.1.5 Any person undertaking a role on a hiring committee shall divulge fully all conflicts of interest with respect to any prospective employee. The conflict will be reported to the Executive Director (or the Chair of the Board) and any adjustments to the committee and/or process shall be determined by the Chair of the Board or designate.

8.2 CONTRACT EMPLOYEES

- 8.2.1 The Executive Director, in consultation with the Personnel Committee, shall identify contract positions and fill such positions at their discretion. Contract employees will not be eligible for the Group Insurance Plan or the group RRSP unless otherwise stipulated by the Personnel Committee.

8.3 PROBATIONARY PERIOD

- 8.3.1 All employees, upon hiring, will be subject to a three (3) month Probationary Period. During this period, the employer and employee shall decide if the employment relationship is mutually satisfactory. After three (3) months of this Probationary

Period, employees shall be entitled to any vacation leave accumulated up to that time.

8.4 FULL-TIME/PART-TIME/CASUAL EMPLOYEES

8.4.1 Full-time employees shall be those Ontario Hockey Federation employees who work a minimum of 37.5 hours per week. Part-Time employees shall be those Ontario Hockey Federation employees who work less than 37.5 hours per work, but more than 17.5 hours per week. Casual employees shall be those employees who work for periods of time specified by the Ontario Hockey Federation's Personnel Committee.

8.4.2 As per the policy on all positions, Part Time/ Casual Positions must be approved by the Personnel Committee. A job description must be submitted along with details of the nature and duration of the position.

8.5 STUDENT INTERNSHIPS

8.5.1 All staff requests for student assistance must be done through the Executive Director and include such details as length of internship, responsibilities of student, and cost to the Ontario Hockey Federation. Once the approval is granted, the employee will work with the Executive Director regarding the placement of a student.

8.5.2 Internship Availability

8.5.2.1. The OHF Internship Program is intended for university or college students in Sport Administration, Sport Management or other similar programs. Limited consideration will be given to exceptional students in Grade 11 or 12. Office space and staff resources will limit the number of internship opportunities available each year/semester.

8.5.3 Internship Streams

8.5.3.1. Thesis

- a. The thesis stream offers students the opportunity to work with the OHF to answer significant questions about amateur sport operation (specifically hockey), future development, concepts, strategies, and the like. Whether a student has a specific question in mind that they would like to explore or, would prefer to address a specific current OHF question this stream is flexible enough to accommodate a variety of student interests.
- b. This stream does not require the student to participate in the office environment on a regular basis. The student will be paired with the staff person in which that area of study falls and will be expected to communicate at regular intervals with that employee throughout the project.

8.5.3.2. Field Work Placement

- a. The field work placement provides an opportunity for students to experience the inside operations of amateur sport in a high-paced office environment. The OHF believes that a student placement should provide more than just clerical work or answering telephones.

As such, we have developed specific short-term and long-term projects that a student can take a leadership role in completing during their placement.

- b. Each placement will provide a student the opportunity to work with the staff as a whole to interact and learn about the dynamics of amateur sport in a non-profit operation. One employee, or “mentor”, will oversee their school communication, evaluation and work directly with them on the projects and assignments.
- c. A student who is selected to participate in our program will be provided a job title that will be more meaningful than “Intern”. The specific title will be considered based on the area in which the student wishes to participate, or the project the student selects to work on.
- d. A typical student experience will include but is not limited to a specific on-going project, assistance with day-to-day administrative operations, assistance with other staff member’s key projects or assignments, opportunity to observe Committee, Council or Board of Directors meeting.

8.5.4 Compensation

8.5.4.1. The OHF Student Internship Program will provide:

- a. Job title
- b. Hands on experience in high-energy, fast paced, fun and friendly work environment
- c. Desk area with computer and telephone
- d. Appreciation for amateur sport system and non-profit environment

8.5.5 Upon successful completion of the program, the student may be provided with a letter of reference and depending on stream and experience; a student may have an opportunity to make a project-based presentation to the Board of Directors.

9. HOURS OF WORK

9.1 REGULAR HOURS OF WORK

9.1.1 Although the demands of a volunteer organization require additional and/or flexible hours of work, the regular working hours of the Ontario Hockey Federation office shall be 8:30 a.m. to 4:30 p.m., unless otherwise approved by the Executive Director in consultation with the Personnel Committee. All employees are entitled to a one (1) hour lunch break each day.

9.1.2 Employees are encouraged to arrange medical, dental and other personal appointments on days off or at times at which they will cause minimal disruption to the regular work hours.

9.2 OVERTIME

- 9.2.1 The Ontario Hockey Federation is a volunteer, non-profit organization, and as such, a large portion of Ontario Hockey Federation business requires employees to work and travel on weekends and evenings. The work outside of regular office hours is considered a regular part of the employee's responsibilities. While full time staff will not be compensated with overtime for these hours, personal time is available at the discretion of the Executive Director. Please see the section of the Policy Manual indicating Personal Time, for more details.

10. JOB DESCRIPTIONS

- 10.1 Job descriptions are located within the "Human Resources" folder on the OHF TEAMSITE updated annually.
- 10.2 Job descriptions are reviewed and revised on a regular basis and/or as required.
- 10.3 A job description must be written for any proposed new position.

11. OFFICE OPERATIONS POLICIES

11.1 ADMINISTRATIVE STAFF

- 11.1.1 Administrative staff shall be assigned to work with staff according to the OHF organizational chart. Assignments may be altered from time to time due to operational and staffing requirements.
- 11.1.2 Staff Members who wish to utilize administrative staff assigned to another staff must secure the permission of the person's immediate supervisor before assigning any work to the administrative staff member. The Executive Director may also approve the temporary pre-assignment of staff.

11.2 BUSINESS ETHICS

- 11.2.1 In addition to complying with the laws of Ontario and Canada, the Ontario Hockey Federation employees are expected to act in accordance with the OHF Code of Conduct, in an ethical manner and to avoid situations where conflicts of interest could arise. All financial reports, billings and settlements must correctly reflect transactions between the Ontario Hockey Federation and its associates.
- 11.2.2 Ontario Hockey Federation employees are also discouraged from either giving or receiving gifts. However, if and when gifts are appropriate, they must be of nominal value, infrequent and unsolicited. Ontario Hockey Federation employees are also discouraged from either providing or receiving entertainment without a valid business purpose. Where entertainment is appropriate, it should be reasonable and within the limits of being reciprocated by an Ontario Hockey Federation employee.

11.3 CELL PHONES

- 11.3.1 Cell phones will be distributed to various staff members based on necessity. All expenses related to cells phones are outlined in the OHF Financial Policies.

11.4 CONFERENCE CALLS

- 11.4.1 In order to reduce travel costs, staff should, where possible, hold meetings by conference call. Some offices may have telephones that allow staff to dial their own conference calls when only two (2) outside lines are involved.

11.5 CONTACT SYSTEM

- 11.5.1 Ontario Hockey Federation Member and business contact numbers and addresses will be updated in the Global Address List on the Outlook Server. In order to maintain the accuracy of the data, only designated employees will have update capabilities within the system.
- 11.5.2 Additions to the contact system may be made by providing the information to the designated employee.

11.6 COMPUTER FILING

- 11.6.1 Unless documents contain extremely confidential information, all documents should be stored on the OHF TEAMSITE to ensure they are included in the daily back-ups. In addition, the location of the stored document should be printed either on the bottom of the title page or at the end of the entire document. If this location is a home directory, the network name should also be included in the location descriptor.

11.7 COMPUTER SECURITY/BACK-UP PROCEDURES

- 11.7.1 All data is backed-up through Microsoft, Data City and Megawire as part of the virtual environment. On a monthly basis it will be verified with all three partners that we have all information backed up.
- 11.7.2 Each staff will be provided a personal back-up for their laptop computer and should back up data on a weekly basis.

11.8 DRESS CODE

- 11.8.1 The Ontario Hockey Federation follows a full-time, casual business dress initiative. The guidelines for casual dress are as follows:
 - 11.8.1.1. Participation is optional (ie. staff may wear business attire if they are more comfortable)
 - 11.8.1.2. It is still a priority to maintain the Ontario Hockey Federation image as a professional, customer-oriented organization
 - 11.8.1.3. Employees who are holding or attending meetings with external guests (ie. potential customers, media, sponsors, etc) are expected to dress in proper business attire.
- 11.8.2 Examples of Appropriate Casual Dress
 - 11.8.2.1. Slacks, khakis or dress pants, golf and dress shirts in good condition and casual or dress shoes during the months of September through May.
 - 11.8.2.2. Long or dress shorts, golf shirts in good condition, open-toed shoes or sandals will be allowed during the months June through August.
 - 11.8.2.3. Please note that Fridays are designated as "Casual Fridays," where jeans and casual t-shirts are permitted.
- 11.8.3 Examples of Inappropriate Casual Dress

11.8.3.1. Pants which are worn or torn, cut-offs or casual shorts, denim or sports shorts, beachwear, spandex, sporting gear, sloppy or revealing clothing, thongs or sloppy sandals.

11.8.3.2. Please remember that it is a priority for all of us to maintain the Ontario Hockey Federation's image as a professional, customer-oriented organization.

11.9 E-MAIL/INTERNET USAGE

11.9.1 In light of emerging laws regarding Employer responsibility for Internet and e-mail communication at the office, the Ontario Hockey Federation policy provides guidelines as to the acceptable use of this medium. Employees will be required to sign the document entitled "Email and Internet Policy" as part of their employment agreement.

11.10 EXPENSE CLAIMS

11.10.1 Ontario Hockey Federation employees shall adhere to the "Expense Claim Procedures" outlined in the OHF Financial Policies.

11.11 MAIL

11.11.1 All incoming mail must be date stamped by the designated staff person and distributed to staff members as necessary. All invoices must be stamped for approval and date stamped.

11.11.2 All staff is encouraged to utilize regular mail for all mailings. Mailings to Member offices should be mailed together when possible.

11.11.3 Ontario Hockey Federation business mail is for the Federation only. Any mail other than Ontario Hockey Federation mail must have proper postage affixed prior to placing it with the business mail.

11.11.4 When using couriers or express mail services the most economical form of delivery should be used.

11.12 MONITORING OF TELEPHONES

11.12.1 It is the responsibility of each staff person to monitor their individual line during business hours and provide clear direction on their voicemail during absences from the Office.

11.13 OFFICE SUPPLIES

11.13.1 One (1) staff member shall be designated to order and control all office supplies. All orders and requests must be made through the designated employee.

11.14 STAFF SCHEDULE

11.14.1 A staff schedule will be completed every Friday afternoon, where possible. The completed schedule for the upcoming week will be sent by e-mail to all Staff.

11.15 CREDIT CARDS

11.15.1 Corporate credit cards will be issued to the following people:

11.15.1.1. Chair of the Board

- 11.15.1.2. Executive Director
- 11.15.1.3. Secretary Treasurer

12. PERFORMANCE EVALUATIONS

- 12.1 The Annual Performance evaluations shall be completed in accordance with the following procedures:
 - 12.1.1 Staff and Executive Director independently complete the performance evaluation form.
 - 12.1.2 Staff and Executive Director shall meet to discuss the comments. If required, a third party person will be present.
 - 12.1.3 Personnel Committee complete "additional comments" portion of performance evaluation form and both staff and Executive Director sign the form.
 - 12.1.4 A completed form is retained by the Executive Director and a copy is provided to the staff member.
- 12.2 The Chair of the Board and designates will conduct a performance review of the Executive Director on an annual basis. The performance review will consist of interviews of staff members and a one on one interview with the Executive Director. The finalized evaluation will be placed in the Executive Directors file.

13. PROFESSIONAL DEVELOPMENT POLICY

- 13.1 Professional development opportunities will be awarded at the discretion of the Executive Director, in conjunction with the Chair of the Board. Professional development opportunities will be formally discussed during the performance evaluation process.
- 13.2 A Professional Development Request form must be completed and submitted to the Executive Director. Please see the form located in the OHF TEAMSITE within the "Human Resources" folder.

14. PROMOTIONAL ITEMS

- 14.1 REQUESTS
 - 14.1.1 All requests for promotional items must be made to the Manager, Membership Services and Events.
- 14.2 APPROVAL
 - 14.2.1 The Manager, Membership Services and Events and the Executive Director will approve requests for promotional items within budget. Any requests above and beyond budget will be approved through the Board and Finance Committee. The Chair of the Board may, at their discretion, provide to all staff a graduated approval scale.

15. RECORDS MANAGEMENT

- 15.1 FILING

- 15.1.1 Ontario Hockey Federation files (both individual and corporate) should be organized efficiently and following established guidelines. Please see the document entitled “Records Management Guide”.

15.2 RECORDS RETENTION

- 15.2.1 The Retention Schedule lists the common documents created by the OHF and gives a length of time for each to be kept. The purpose of the records retention schedule is to:
 - 15.2.1.1. Avoid losing important information by accidentally destroying files too early;
 - 15.2.1.2. Act as a guide for deciding when records should be sent to storage, reducing the number of old files in the office;
 - 15.2.1.3. List when records should be destroyed, which will reduce the number of old files in storage and make it easier to retrieve boxes from storage.
- 15.2.2 Please see the document entitled “Records Management Guide”.

16. TIME OFF

16.1 VACATION TIME

- 16.1.1 At the successful conclusion of an employee’s probationary period, the employee shall be eligible for vacation time in accordance with the following guidelines unless otherwise stated in their employment agreement:
 - 16.1.1.1. Years One (1) Through Three (3): 10 days
 - 16.1.1.2. Years Four (4) Through Five (5): 15 days
 - 16.1.1.3. Years Six (6) Through Ten (10): 20 days
 - 16.1.1.4. Year Eleven (11) and subsequent years: 25 days
- 16.1.2 Vacation time is computed from April 30, therefore the proration of vacation time will be required in the first year of employment, in year 4, year 6, year 11 and in the final year of employment with the Ontario Hockey Federation. (Example: If an employee is hired on July 1, they would be entitled to 10/12 of 10 days in their first year of employment.) Similar computations would be made in years 4, 6, 11 and in one’s final year of employment.
- 16.1.3 Employees must file requests, in writing, a reasonable amount of time prior to the desired vacation time, with the Executive Director who will notify the Officers. The Executive Director will monitor vacation time and provide approval for specific times based on staffing needs and shortages. Please see the Vacation Request form in the Ontario Hockey Federation Common Drive within the “Human Resources” folder.
- 16.1.4 The Executive Director has final approval on all vacation times. While the majority of employee vacation requests will be accommodated, operational demands and shortages will take precedent, therefore, all requests may not be satisfied. Employees are encouraged to file requests for vacation time as early as possible

- 16.1.5 Employees may not carry forward more than one (1) year of earned vacation time in a given year (e.g. The amount carried forward may not exceed 10, 15 or 20 days, whichever is applicable). The carried over vacation time must be used within the first 4 months of the immediate next employment year.

17. STATUTORY HOLIDAYS

- 17.1 The following days are recognized as paid statutory holidays by the Ontario Hockey Federation, and the office will be closed for formal business on these days:

- 17.1.1 New Year's Day
- 17.1.2 Family Day
- 17.1.3 Good Friday
- 17.1.4 Easter Monday
- 17.1.5 Victoria Day
- 17.1.6 Canada Day
- 17.1.7 Civic Holiday
- 17.1.8 Labour Day
- 17.1.9 Thanksgiving Day
- 17.1.10 Christmas Day
- 17.1.11 Boxing Day

17.2 PERSONAL TIME

- 17.2.1 Employees may be awarded personal time as required. Permission for personal time must be obtained from the Executive Director.

17.3 SICK LEAVE

17.3.1 REPORTING SICK LEAVE

- 17.3.1.1 All employees must inform the Executive Director on their cell phone, by 9:00 a.m., if they will be absent from work on a given day. Employees must also report the nature of their absence and the anticipated date of return. The Executive Director will monitor sick days taken, and will review potential situations of chronic absenteeism with the individual in question.

17.3.2 CASUAL SICK LEAVE

- 17.3.2.1 Casual sick leave is defined as periods of sick leave consisting of three (3) days or less and not requiring a doctor's care. Employees may take up to ten (10) working days of casual sick leave during the calendar year. Sick leave cannot be accumulated from one (1) calendar year to the following year. Employees who exceed the ten (10) day limit will be required to obtain a medical certificate acceptable to the Ontario Hockey Federation. If such a certificate is not produced, days absent

beyond the ten (10) day limit may be deducted from the employee's pay.

17.3.3 CERTIFIED SICK LEAVE

17.3.3.1. Certified sick leave is defined as periods of sick leave in excess of three (3) days and requiring a doctor's care. If the employee is absent for more than three (3) days, they will be required to produce a medical certificate within five (5) days of their return to work acceptable to the Ontario Hockey Federation. Short-term or long-term disability or sickness policies or other policies herein will also be applied. Any sick leave requiring a doctor's care will not be deducted from the employee's pay if the employee produces a medical certificate within five (5) days of returning to work.

17.3.3.2. When recurring illness causes repeated use of certified sick leave time, which subsequently affects operational requirements and/or job performance, the Executive Director, in conjunction with the Chair of the Board reserve the right to review the situation and take appropriate action.

17.4 PREGNANCY LEAVE

17.4.1 Permanent employees are entitled to pregnancy leave of 17 weeks, without pay. The Executive Director must be notified of the employee's expected date of beginning leave at least two weeks prior to such date. The Executive Director shall immediately notify the Chair of the Board.

17.4.2 During the pregnancy leave, the employee retains her privileges to benefits, as the Ontario Hockey Federation will continue to pay the benefit premium cost. As the RRSP contributions are based on employee earnings, the employer shall continue to make contributions as long as the employee continues their contributions. The employee must provide written notice if they decide to discontinue contributions.

17.4.3 The employee must notify the Executive Director, who shall advise the Chair of the Board a minimum of four (4) weeks prior to returning, or four (4) weeks prior to the termination of the 17 week period, in writing, if not returning. Employment may not be resumed before a minimum of six (6) weeks after the birth date without written permission from a doctor confirming that resumption of work will not endanger the employee's health.

17.5 PARENTAL LEAVE

17.5.1 Full-time employees are entitled to parental leave of 37 weeks, without pay. (A female employee, who is the birth mother, may take combined pregnancy and parental leave for a maximum total of 52 weeks leave.) The Executive Director must be notified of the employee's expected leave date at least two weeks prior to such date. The Executive Director shall immediately notify the Chair of the Board.

17.5.2 During the parental leave, the employee retains their privileges to benefits, as the Association will continue to pay the benefit premium cost. As the RRSP contributions are based on employee earnings, the employer shall continue to make

contributions as long as the employee continues their contributions. The employee must provide written notice if they decide to discontinue contributions.

- 17.5.3 The employee must notify the Executive Director, who shall advise the Chair of the Board a minimum of four (4) weeks prior to returning, or four (4) weeks prior to the termination of the 37 or 52 week period, in writing, if not returning.

17.6 FAMILY MEDICAL LEAVE

- 17.6.1 Permanent employees are entitled to a leave of absence without pay of up to eight weeks to provide care or support to individuals under Family Caregiver Leave of the Ontario Employment Standards Act.

17.7 SPECIAL CIRCUMSTANCES

- 17.7.1 Special Leave of Absence, may be granted by the Executive Director for the following reasons:

- 17.7.1.1. Death of a parent, parent-in-law, wife, husband, child, brother or sister.
- 17.7.1.2. Serious illness in the immediate family residing in the employee's household. One or two days will be permitted for the employee to make appropriate arrangements.
- 17.7.1.3. Court leave, to serve on a jury or as a witness. The employee is not required to return any jury pay or witness fees. Jury duty must be confirmed in writing.
- 17.7.1.4. Other special circumstances as outlined and explained by the employee.

18. TRAVEL POLICY

18.1 BOOKING TRAVEL AND ACCOMMODATIONS

- 18.1.1 All travel should be booked either on the employee's own or through the event planner. Accommodations must be booked by the staff member or the event planner. Best efforts should be extended to book travel a minimum of fourteen (14) days in advance.

18.2 MEMBER REWARDS POLICY

- 18.2.1 All Ontario Hockey Federation employees will retain all Member Rewards points which are accumulated for their travel, hotel accommodations and other expenses, while on Ontario Hockey Federation business. Points which are accumulated on the Employer's credit card statement for expenses of other volunteers and staff will be retained by the Ontario Hockey Federation.
- 18.2.2 Bookings for travel and/or accommodations by a staff member for anyone else but that staff person are to be charged to the Ontario Hockey Federation's Executive Director's credit card.

19. APPENDIX A PROCEDURES FOR CRIMINAL RECORD SEARCH

- 19.1 In order to complete this process, please obtain the approved Police Clearance Consent form and Positions of Trust Disclosure Consent form by contacting the Manager, Risk Management and Insurance:
 - 19.1.1 Phone: 226-533-9073
- 19.2 There are two forms that must be completed:
 - 19.2.1 The Police Clearance Consent Form
 - 19.2.2 The Positions of Trust Disclosure Consent form
- 19.3 You must make a copy of one photo identification (DL, Passport etc) and one piece of secondary identification (credit card, SIN, Medical card).
- 19.4 Forward a copy of both forms as well as the copy of the identification to the OHF Office attention to the Executive Director.

Ontario Hockey Federation
9-400 Sheldon Drive
Cambridge, Ontario
N1T 2H9
- 19.5 Once the check is completed all information will be forwarded directly to Ontario Hockey Federation Legal Counsel.
- 19.6 Ontario Hockey Federation Legal Counsel will address any concerns regarding staff members with the Ontario Hockey Federation Executive Director, and any concerns regarding volunteers with the Chair of the Board. Any concerns regarding the Executive Director, will be addressed with the Chair of the Board, and any concerns regarding the Chair of the Board will be addressed with the Executive Director.
- 19.7 Subsequently, the Executive Director or Chair of the Board will address any concerns with the individual who has submitted the record, and will hold all records and discussions in complete confidence. At the conclusion of this process, all records will be stored at the offices of the Ontario Hockey Federation Legal Counsel. Note that this procedure will conform to the privacy policy of the Ontario Hockey Federation.
- 19.8 All costs for completing this process will be covered by the Ontario Hockey Federation.

20. APPENDIX B EMPLOYEE PRIVACY POLICY

20.1 Type of Information and Purpose

| PERSONAL INFORMATION | PURPOSE | THIRD PARTY DISCLOSURE |
|-------------------------------------|---|------------------------------------|
| Application/resume | To evaluate the suitability of the applicant for employment | No |
| Date of birth | To process health insurance, life insurance and pension | Insurance carrier and pension plan |
| Citizenship | To prove eligibility to work in this country | CCRA |
| Marital/common law status | Benefits, insurance and pension | Insurance carrier and pension plan |
| Beneficiaries | Process benefits, insurance and pension | Insurance carrier and pension plan |
| Emergency contact | To contact in case of an emergency | No |
| Home address | To send information to the employee when not at work | No |
| Home telephone number | To contact the employee when not at work | No |
| Social Insurance Number | Employment insurance, CPP, income tax as required by law | CCRA |
| Background checks with references | To evaluate the suitability for employment | No |
| Personal credit report | To evaluate suitability for employment | No |
| Conducting a criminal record search | To evaluate suitability for employment | No |
| Vocational or psychological testing | To assess suitability for employment | No |

20.2 Supervisory Records/Performance Evaluations

- 20.2.1 These include leave applications, accident reports, employer requests, claims, complaints, attendance records, notes of meetings, correspondence and diaries.

20.3 E-mail, Internet Activity, and Intranet

- 20.3.1 Privacy considerations are set out in the Ontario Hockey Federation E-Mail/Internet Usage and Security Policy.