

Taché Early Learning Centre Inc.

Employee Policy Manual

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1. WELCOME

...TO THE EDUCATORS OF TACHÉ EARLY LEARNING CENTRE INC.

Employees of Taché Early Learning Centre INC are of vital importance to the optimal functioning of the Centre. The family focused, child-centered service that we provide is diverse in nature, flexible and innovative. We are committed to providing nurturing care and life-long learning experiences to the children who attend the Centre.

You have a significant role to fill and no task is too small that it does not require your undivided attention. Employees are accountable for all their actions. Your behaviours and attitude must reflect the Centre's philosophy and must value dignity and respect for all. Your conduct and professional manner will complement the Centre and the community we serve. The policies outlined herein will pertain to all employees. The Board of Directors of Taché Early Learning Centre Inc. will review them annually.

Please read and familiarize yourself with the policies and protocols contained in this document, the Parent Policy and the Centre Orientation manuals. As part of your work here at Taché Early Learning Centre INC you will need to understand the duties of your job description, commit to regular professional development and strive to achieve excellence in the performance of your job.

The Board of Directors is interested in your welfare and believes that your skills and knowledge will assist in the development of a progressive Centre in which you will thrive professionally.

1.1. Taché Early Learning Centre's Philosophy

Each child is a unique individual with the right to have love, respect and quality childcare in a warm and nurturing environment. We believe that children learn through play and self-exploration. Children are provided with opportunities to grow socially, emotionally, physically and intellectually. Children are encouraged to develop self-confidence, independence, creativity and appropriate social skills. They will have the opportunity to learn how to solve their own problems, become independent thinkers and develop empathy and respect for their environment. Our team of professional educators try to ensure quality care is provided to all children by providing a safe and nurturing environment. Since parents play the most important role in their child's life, it is of utmost importance that parents/guardians and the educators develop a trusting relationship and share information regarding their child/children with each other. This combined effort will enhance each child's development.

TACHÉ EARLY LEARNING CENTRE
BOARD OF DIRECTORS

Effective date: October 1, 1997

2. INTRODUCTION

2.1. Statement of Principles

The Employee Policy Manual contains policies and procedures upon which to base decisions pertaining to the employees. The underlying purpose of this document is to outline the policies and procedures which will apply to all employees with respect to the terms and conditions of their employment.

Tache Early Learning Centre Employee Policy Manual makes every effort to coincide with laws and regulations of the Province of Manitoba as it applies to the conditions of employment or human rights. In the event a conflict arises, the laws of the Province of Manitoba will be deemed to take precedence over any of the centre policies and regulations.

Consistent and uniform application of policies is essential to maintaining good employee relationships.

The employer considers itself an Equal Opportunity Employer: the principle whereby employment is based on the qualifications of the applicant rather than upon gender, race or other factors not related to ability or performance.

Authority to establish employee policies rests with the Board of Directors in cooperation with the centre Director and with input from employees. The Director and employees may make suggestions for change to the Board. Final decisions and amendments rest with the Director and Board.

2.2. Goals and Objectives

The purpose of writing the Employee Policy Manual has been to facilitate effective and transparent management of the centre by setting forth policies for the guidance of the Board of Directors, the management team, and its educators.

Many of the employee policies are fairly general, but the details should be sufficient for the Director to carry out the spirit and intent of the guidelines set forth.

An attempt has been made to be mindful of the basic principles governing the introduction of any centre policies; namely that they be:

- Fair and transparent
- Not in conflict with appropriate laws and regulations
- Made known to all employees and volunteers
- That they are applied consistently and uniformly thereafter

2.3. Administration Policy

The administration of employee policies is the responsibility of the Director, who will consult with the Board as necessary.

The Director and/or Supervisor will be responsible for the work performance and supervision of all employees.

The organization and delegation of responsibility charts are appended (in the job descriptions)

3. DEFINITIONS

Program: Refers to programs within Taché Early Learning Centre Inc., including infant, preschool and school-age programs.

Board of Directors: Volunteers comprised of family and community members.

Director: Most senior ECE responsible for the daily operations and management of the Centre.

Supervisor: Second most senior ECE responsible for the daily management of the programs. He/she acts as a designate on behalf of the Executive Director.

Team Leader: ECE designated as the person responsible for the daily operations of their program.

Inclusion Support: Educator specifically trained to care for children with specific learning and developmental needs.

4. EMPLOYMENT CATEGORIES

4.1. Permanent Full Time

Any permanent full time employee is one whom:

- Is scheduled for a minimum of 35 hours per week
- Successfully completes the probationary period
- Is paid bi-weekly as an hourly employee
- Is eligible for all benefits detailed within the Employee Policy Manual, as agreed to within the employment contract, including the Group Benefits Plan.

4.2. Permanent Part Time

Any permanent part time employee is one whom:

- Is scheduled less than 35 hours per week
- Successfully completes the probationary period
- Is paid bi-weekly as an hourly employee
- Any employee who works over 20 hours per week is eligible for all benefits detailed within the Employee Policy Manual, as agreed to within the employment contract Group Benefits Plan

4.3. Casual

A casual employee is one whom:

- Is used in an on-call or short term position and has the ability to accept or decline the offered shift(s) without penalty
- Receives vacation pay as required by the Employment Standards Code
- Is not eligible for benefits

4.4. Term

A term employee is one whom:

- Is engaged for a defined period of time either to replace a permanent employee or to complete a specific project
- Is paid on an hourly rate on the salary payment schedule
- Receives vacation pay as required by the Employment Standards Code
- Is not eligible for benefits

3.5. Management

- Management is defined as the Director and or Supervisor

5. EMPLOYMENT PROCEDURES

5.1. Authority to Employ

The Board of Directors will hire the Director, approve the terms of employment agreed upon with the person selected; and ensure all employment contracts are duly signed and dated.

The Director works with the Board to develop and implement the employment practices. Although the Board delegates authority on daily decisions (including the hiring, employment and termination of employees) to the Director, the Director will consult with the Board on the following items:

- a) Hiring – the Director will provide the Board with information regarding any new hires that will include, but is not limited to: (1) The name of the employee the new hire is replacing; (4) If there is a difference in hours or wage that is different than the approved budget and, the plan to allot the

additional hours.

If the Director wishes to create a new position, they will require approval from the Board prior to posting the position either internally or externally. As part of the approval, they will be required to provide a budgetary breakdown of availability of salary dollars to fund the new position.

- b) Termination – the Director will ensure that they provide the Board with all documentation related to the issue including, but not limited to, verbal and written reprimands including notes on future expectations, corrective actions taken, etc. prior to employee notification of termination. Discussions on challenges with employees should be brought to the Board’s attention as soon as possible to ensure that no unforeseen circumstances occur.

5.2. Job Descriptions

The Director or designate will be responsible for the preparation and/or approval of written job descriptions that outline the responsibilities of each position.

Each position will be fully described in the form of a job description. The purpose of the job description is to inform both employer and employee of the core duties of each position.

Every employee will have a copy of his/her job description detailing the type of work required by the position.

Individual job descriptions will be one of the tools for the evaluation of the employee’s performance and will be reviewed for accuracy by the Director and employee during the performance evaluation and the Professional Development meetings.

Job descriptions and the employee’s qualifications will be used for determining salary ranges, planning employee needs and recruiting new employees.

To ensure that the job descriptions are up-to-date, each year the Director will review and revise all employees’ job descriptions as necessary. The Board will review the director's job description annually and will revise it as is deemed necessary.

5.3. Qualifications

Opportunity for employment will be open to persons who, on the basis of their training, experience, general knowledge and merit can demonstrate adequate qualifications for the position to be filled.

Qualifications required of a person applying for each position will be clearly written and made available to all candidates.

Candidates are required to be accurate and comprehensive in listing their qualifications. Candidates hired under false credentials are subject to immediate termination without notice.

5.4. Recruitment

Executive Director

- The Executive Director shall be hired by the Board of Directors.

Supervisors

- The Director will be responsible for selecting and interviewing supervisors. The Board of Director will be provided the opportunity to participate in the interviews and hiring of supervisors.

ECEs and ECAs

- The Director will be responsible for selecting, interviewing, and hiring new employees. Upon the request of the Board or Director, a Board member may be designated to help with the hiring of new employees.

Employees shall be made aware of all vacancies and new positions shall be posted for all programs within the centre. Qualified internal candidates will be considered upon official submission of application by the employee. External postings advertising the position may occur simultaneously.

Resumes are to be submitted by the applicant and screened by the Director. Assistance with resume screening may be provided by the Supervisors as needed.

Interviews of a reasonable number of candidates are to be done before selection of the successful applicant. References may be checked.

An offer of employment will be made independently to each employee reflecting, but not limited to, a job description, employee status, and hours of work, benefits, pension, probationary period, and salary range.

All new employees will be provided with the Employee Policy Manual.

An employee file containing employee information will be opened and will be made available to the employee upon request. This file should include the employee's resume, copies of the letter of employment, notification of probation, classification certificates, First Aid certificates, all written correspondence between the employee and Employer, performance appraisals, documentation, etc.

5.4.1. Reference Checks

Standard employment practice recommends reference checks to be conducted prior to an official offer of employment. Applicants must give written permission to contact their references.

Before making an offer of employment reference checks may be made from a prepared list of questions and responses must be recorded. All references should provide satisfactory information, or should have reasons recorded where there are concerns.

Reference checks may be conducted with former employers unless the applicant has in writing requested otherwise.

5.4.2. Child Abuse and Criminal Records Check

In accordance with Best Practices Licensing Manual for Early Learning and Child Care Centre's section 7(12) new employees are required to complete a criminal record check and child abuse record check within one week of the hiring date. If a criminal record or inclusion on a child abuse registry is found, the Director will interview the employee and gather all the information. The Director will confirm the information given by the employee with the Manager of Compliance, Program Development and Qualifications or their designate, who will help the Director determine the correct course of action.

A new employee will not be permitted to be left alone with children until the centre receives confirmation that the information about the person from the criminal record and child abuse registry is satisfactory to the Director.

5.4.3. Child Care Classification

All employees at the Centre must be classified as an early childhood educator or early childhood assistant. An application for classification must be completed when the person begins employment at the centre. Applications may be submitted at www.manitoba.ca/childcare. Transcripts and other necessary identification to support the application will need to be mailed.

5.4.4. First Aid and CPR

All employees must carry a valid infant and child First Aid/CPR. New employees are required to become certified within the first month of employment. A new employee will not be permitted to be left alone with children until such time as they

provide proof of certification. Employees are responsible for maintaining current certification. A copy of their First Aid and CPR certificate must be provided upon employment and upon recertification. Failure to maintain current certification will result in termination of employment.

5.4.5. Professional Development

All employees will be encouraged for achieving a minimum of 24 hours of professional development on a yearly basis. All Professional Development opportunities must be approved by the director and or supervisor. All Professional Development opportunities will be paid by the centre.

5.4.6. Credentials

Potential candidates and employees are responsible for providing the Director with the appropriate credentials prior to receiving a letter of offer or upon the request of the Director. Credentials will be photocopied and placed in the individual's file. All employees are responsible for providing the Director with credentials upon request. Failure to provide credentials will result in termination of employment.

5.4.7. Letter of Employment

An official offer of employment will be provided to the successful candidate. The letter of employment will name parties, the title of the position hired for, the rate of pay, the working hours, the available benefits, the term of probation, the effective date and any other matters agreed to in the employment negotiations.

A statement of relevant policies and practices and a job description will be attached to the letter.

Two copies of the Employment Contract will be provided to the new employee. The new employee will sign both copies agreeing to the terms of employment and return one signed copy to the Director for the employee's file.

5.4.8. Orientation

All new employees will participate in an orientation program in the first week of employment.

The Director is responsible for the development of the orientation program.

5.4.9. Probationary Work Period

All new employees will be subject to a probationary period for the first 3 months of continuous service during which period they will receive orientation and instruction to familiarize them with the work expectations and environment. The probationary period may be extended for another 3 months if the director deems it necessary. The Director and Supervisors will be subject to a probationary period of 6 months.

Employee performance will be assessed regularly during this period, with a formal evaluation at the end of 3 months and at 6 months. The employee's performance will be assessed by the Director and/or Supervisor, and the Director will be assessed by the Board. A decision must be reached to either: 1) hire permanently, 2) dismiss, or 3) continue probation.

The Director may become eligible for enrolment in the benefit Plan at the discretion of the Board at any time during the six-month probation period.

During the first thirty days of the probationary period, the employer and employee can terminate employment without notice. After 30 days the employer or employee must provide one week's notice of the last day of work.

Following a contract of permanent status, permanent full-time and permanent part-time employees who work a minimum of 20 hours per week will be required to join the benefit plan.

5.4.10. Performance Review

New employees will receive a formal evaluation by the Director -/or Supervisor and the lead ECE before the end of the probation period. Subsequently, employees will be informally evaluated 5 times per year through professional development meetings. Professional Development meetings are discussions to examine goals and objectives in contrast to current performance.

Director Performance Review: Will be initiated and carried out by the Board informally as needed and formally at least once per year.

Employee Performance Review: During Professional Development Meetings, each employee will self evaluate and discuss current strengths and goals. This will be reviewed by the Director and/or Supervisor and a written performance review will be prepared by the Director and/or Supervisor. Once the discussion occurs with the employee, this review will be finalized. These reviews will involve:

- Goal Planning- to mutually establish short-range and long-range goals and standards of performance and work deadlines.
- Performance Review: To review performance, with results compared to

the goals and standards previously established.

The final performance review will be signed and dated by the employee and the Director and/or Supervisor. (Director can meet with an individual nominated by the Board).

Results and recommendations of performance reviews will be reported within the Director's report to the Board and will be added to each employee's file.

5.4.11. Policies and Procedures

Employees are to become familiar with the Employee Policy Manual, the Parent Manual, their job description and MCCA Code of Ethics.

Employees will also need to be familiar with the rules and regulations which pertain to Taché Early Learning Centre.

Employees are responsible to become familiar with the Best Practices Licensing Manual for Early Learning and Child Care Centres.

Employees are expected to arrive on time and carry out the functions of the job to the satisfaction of the Director and/or Board. Evaluation of performance is ongoing.

5.4.12. Promotions

The policy of the employer is that vacant positions should, when possible, be filled by promoting employees qualified for the positions.

Employees are to be encouraged and are entitled to apply for vacant positions, as well as to request opportunities for professional development in anticipation of positions becoming available within the organization.

Promotion of employees shall be based on individual performance, efficiency and demonstrated potential following a written evaluation.

5.4.13. Termination of Employment

Notice period: As required by legislation, after thirty (30) days of employment, the employer and employee must give notice to each other to terminate the employment relationship. The notice period required differs for each.

The employer will give the following notice or may pay wages in lieu of notice equal

to what would have been earned during the notice period.

Period of Employment	Notice Period
Less than one year	One week
At least one year and less than three years	Two weeks
At least three years and less than five years	Four weeks
At least five years and less than 10 years	Six weeks
At least 10 years	Eight weeks

The employee must provide notice based on the following employment period:

- More than thirty days and less than one year one week
- More than one year two weeks

Vacation time cannot be considered as part of the notice period.

No notice is required by either party during the first thirty (30) days of employment.

Resignation is to be in writing in all cases. Although, the Legislation states that after one year of employment, employees are only required to provide two weeks' notice, it is hoped that employees will endeavor to give as much notice as possible in order to ensure the continuing effectiveness of the program.

There are some cases where employers or employees do not need to give notice of termination:

- When employment is for a specific length of time or a specific task or job
- When it is only casual employment and the employees have substantial control over whether they accept shifts or not and are not penalized by employers for choosing not to work
- Employees act in a manner that constitutes willful misconduct, disobedience or willful neglect of duty and the behavior is not condoned by the employer
- If employees act in a manner that is violent in the workplace or is dishonest in the course of employment
- When employees are placed on a temporary layoff
- Employers who want to terminate employees without notice must note that the exemptions can be complex and each case needs to be examined individually to determine if notice is required

5.4.14. Dismissal

Following the conclusion of the probationary period when the employee has become a member of the permanent employee, the employer may terminate the

employment relationship upon the decision of the Director in consultation with the Board of Directors. Reasons for dismissal can include but are not limited to:

- Psychological, sexual, physical or verbal harassment of children/a fellow employee
- Misuse of centre funds
- Insubordination
- Gross incompetence (actions which cost the centre time and money)
- Inappropriate sharing of confidential information
- Being under the influence of restricted drugs or alcohol during work hours
- Chronic absenteeism
- Contravention of the Respectful Work Environment policy

5.4.15. Layoffs

Layoffs of full-time employees due to reorganization or shortage of work and/or funds will be implemented by the Director in consultation with the Board of Directors. Job roles, skills, experience and length of service relating to Centre workforce requirements may be considered when determining which employee(s) will be laid off.

Employee(s) will be notified immediately in writing.

Notice or pay in lieu of notice will be awarded in accordance with The Employment Standards Code. Should the employer wish to provide longer notice or pay in lieu, this may be arranged.

5.4.16. Expiry of Employment for Term Employees

The centre will inform term employees of their employment status two weeks prior to the last pay period. Termination procedures, vacation pay and applicable forms and procedures required by the government and sponsoring bodies of positions will be outlined to affected employees.

5.4.17. Providing References for Former Employees

References on behalf of former employees to potential employers will be done by the Director and/or Supervisor using documented information contained in the employee's file, including information contained in performance review forms that had been signed by the employee.

5.4.18. Employee Files

A confidential file will be maintained for each employee. This file will contain:

- Employment contract
- Resume of the employee
- Any pertinent correspondence, including letters of reprimand and discipline
- performance appraisals
- Salary adjustments
- Current job description
- Correspondence related to changes in job description
- Reference checks, criminal records check and investigation authorization forms
- Copy of current First Aid and CPR
- Material related to promotions, pay and employment
- Any applicable tax forms
- Signed privacy/confidentiality policy document
- Any materials related to the Worker's Compensation, Benefit documents and time off request forms

Employee files will be maintained by and in the care of the Director and/or Supervisor

Each employee file will be kept-up-to-date

Employees will have access to their own file by request to the Director.

5.4.19. Confidentiality

Employees are expected to be respectful of the rights of children, families and other employees. Confidentiality must be maintained at all times and specifically when information pertaining to (but not limited to) names, addresses, phone numbers, personal information such as developmental and behavioral concerns, ethnic background, religious beliefs, economic status and family relationships.

Personal and confidential matters pertaining to the employer, its clients, its children, and its employees, will only be discussed during the course of duty when required. Confidentiality regarding these matters must be maintained. Employees or client home phone numbers will not be given out at any time to any source.

Any breach of confidence is considered a serious matter and will be subject to disciplinary action up to and including immediate dismissal.

All employees must read and sign a confidentiality agreement at the start of their employment and at the beginning of each new calendar year.

5.5. Conditions of Employment

5.5.1. Statement Policy

The employer believes in maintaining a positive, productive work environment for all employees.

All forms of harassment defined under the Manitoba Human Rights Codes and under the Workplace Safety and Health Act are expressly forbidden.

Employees are expected to work together collaboratively and cooperatively, and to respect the decisions of management.

Employees are expected to work with parents, volunteers and students (and vice versa), and to understand, appreciate and foster a cooperative atmosphere.

Employees are expected to read and abide by the Centre's Code of Conduct. (In appendix)

5.5.2. Wage and Salary Administration

The employer's policy is to use the Early Learning and Childcare wage grid and Manitoba Child Care Associations Wage Scale as a tool to develop an equitable salary and administration program that maintains salary ranges for positions which compare favorably with the average salary ranges for comparable positions in similar workplaces.

The employer will review salaries of positions to ensure that the positions are compensated on a comparable basis and reflective of responsibility.

The Director has the responsibility (in consultation with the Board) to determine the level on the appropriate salary scale at which a new employee will be engaged.

The centre endeavors as a matter of policy to maintain fair and appropriate salaries for all employees within the funds available to the centre.

Reclassified employees will be entitled to the salary on the scale of their re-classified position. The employee will begin at the first level after re-classification.

In preparation for the annual budget the salary scale may be indexed by a cost of living figure for the purpose of ensuring appropriate salary ranges for newly hired employees.

The Director will meet with the Board to discuss recommendations for employee salary increases prior to the June budget meeting.

5.5.3. **Pay Periods & Deductions**

Salaries are set on a salary scale and paydays will follow a bi-weekly schedule. Employees will be paid by direct deposit in accordance with the Employment Standards Code.

The employer will deduct and/or ensure the following mandatory provisions are made:

- Income Tax: by payroll deduction
- Canada Pension Plan: by payroll deduction
- Employment Insurance: by payroll deduction
- Benefit Plan: by payroll deduction
- Government Pension Plan

5.5.4. **Fob**

All permanent Full time employees may request a fob to use to enter the preschool centre located at 480 Senez St and 624 Seine Ave. The fob cannot be shared; it may only be used for the permanent full time employee who signed it out. The first fob is at no cost. Any replacement fob will be at a cost of \$25.00 per fob. We must be notified of any lost fob within 8 hours as this would breach our lock door policy and safety plan. Failure to comply may result in disciplinary actions.

5.5.5. **Hours of Work and Breaks**

The usual hours of operation of the Centre are from 6:45 a.m. until 5:45 p.m. Monday-Friday throughout the year. It is the responsibility of the Director and/or Supervisor to ensure that the Centre is adequately staffed at all times.

The Director and/or Supervisor, taking into account the enrolment, will determine hours of work and maintenance of child/staff ratios as outlined in the Day Care Standards Act to provide safe, adequate supervision. The Director will establish hours of work for permanent employees and try to give reasonable advance notice of changes in hours of work.

The Director and/or Supervisor will determine the work schedule. This may include rotation of standard shifts.

The Director and/or Supervisor is able to reassign employees to different facilities based on the needs of the centre.

The employer recognizes and encourages innovative structuring of work hours where appropriate. This includes flexibility in determining working times, job

sharing and other techniques. All such variations must be approved by the Director.

The employer also recognizes that on occasion, work hours may exceed 8 hours per day and 40 hours per week, and thereby, provides compensatory time off or overtime pay as required by Manitoba Employment Standards Code.

Lunch breaks will be determined by the Director and/or Supervisor for the appropriate time of day having regard for the need of staggered lunches to maintain child/staff ratios and group size.

Lunch time, if omitted, cannot be accumulated as overtime without prior approval by the Director and/or Supervisor.

Paid lunch breaks are as follows:

- Employees scheduled to work more than 7 hours: 1 hour paid lunch
- Employees scheduled to work over 6 hours and up to and including 7 hours: 45 minute paid lunch
- Employees scheduled to work over 5 hours and up to and including 6 hours: 30 minutes paid lunch. Employees scheduled less than 5 hours do not get a meal break as per Employment Standards.
- Employees scheduled less than 5 hours do not get a meal break as per Employment Standards.
- *Breaks are determined based on shift hours and in accordance with The Employment Standards Code

Scheduled work hours are subject to change based on the needs of the Centre.

Employees wishing to request specific days off must submit their requests on Payworks to the Director. These requests will be granted at the discretion of the Director. (Also see Leaves of Absence.) The Director will submit their request to the Board of Directors or notify the Chair and Vice Chair of the Board of the days they will be absent.

The Board will approve alterations to the regular hours and staff requirements for a specified summer or Christmas period if deemed necessary. Notice of changes will be posted for parents.

5.5.6. Attendance & Absenteeism

Attendance Overview

This policy will not be applied to any time away from work by an employee that is part of an approved, verified, 3rd party insurer claim (such as short term disability or a worker's compensation claim) or approved types of leave as outlined in the

centre's policies, such as bereavement. Management and the Board reserve the right to effectively address issues with a consistent and flexible approach when unique circumstances need to be taken into consideration.

Scope

All employees

Definitions

Culpable absenteeism is defined as absences that are within the employee's power to prevent or control and can include (but are not limited to):

- Being late or leaving early
- Failure to notify the employer
- Absence without leave

Innocent absenteeism is defined as absences that are beyond the employee's ability to control and can include (but are not limited to):

- Illness
- Injury
- Disability

Note: To qualify as innocent absenteeism, written confirmation from a medical physician or paramedical practitioner that the employee was unable to attend work due to illness, injury, or disability will be required. For the purposes of this policy, a paramedical practitioner is defined as a Nurse Practitioner, Physiotherapist, Occupational Therapist, Optometrist, Dentist, Podiatrist, Psychiatrist, or Psychologist.

Instance is defined as one continuous or uninterrupted period of absence due to illness, injury, or sickness.

Late/Leaving Early is defined as being not present in your assigned room at your scheduled start time or at the scheduled end of your shift.

Policy

To maintain ratio and service levels for the children placed in our care, employees must make every effort to be at work on time as scheduled for their shift. Excessive late instances and absenteeism negatively impact both the care that we provide and the workload of the employees that are present. All employees are expected to be at their assigned station ready to begin work as of their scheduled starting time.

It is the responsibility of all employees to demonstrate good attendance and punctuality, as defined by this policy.

Employees are to:

- Make every effort to schedule personal appointments or obligations outside of work hours and obtain prior approval from the Director or designate if they are required to be absent for a personal appointment.
- Contact the Director or Supervisor no later than 1 hour before their scheduled starting time if they will be late or unable to attend work. Refrain from contacting the director and or supervisor between the hours of 9:00 pm-5:30 am.
- Provide medical documentation to the Director to support an absence if requested.
- Request accommodation if needed and provide medical documentation to validate the need for accommodation.

A review of each employee's attendance will be conducted once per month, based on a rolling six (6) month period.

If an employee has four (4) to five (5) instances of culpable absenteeism, **or** if their culpable absenteeism percentage is greater than 4.6% , a coaching conversation will be held to discuss with the employee their current absenteeism status and identify that they are approaching the threshold to be placed on the Attendance Management Program (defined below). A letter will be provided to the employee to document that the conversation took place. A copy of the documentation will also be placed on the employee's file.

If an employee has six (6) or more instances of absenteeism, or if their absenteeism percentage is 5% or greater, they will be placed on the Attendance Management Program.

An employee who has been placed on the Attendance Management Program will be removed from the program if they improve their attendance to the point where they no longer meet or exceed the instance/percentage parameters of the Program. After removal from the Program if an employee maintains good attendance as defined by this policy for a period of one (1) year, then the documentation within the employee's file will no longer be considered if they are then placed back on the Attendance Management Program.

An employee who absents himself/herself for two consecutive working days or more, without contacting the Director will be discharged on grounds of job abandonment unless a satisfactory explanation is given for both the absence and failure to contact the Director.

The Director must contact the President or nominated individual from the Board of any absences by the Director and indicate who is acting in their position.

5.5.7. Attendance Management Program

Culpable Absenteeism

If an employee has six (6) or more instances of culpable absenteeism, or if their absenteeism percentage is 5% or greater, they will be placed on the Attendance Management Program, or if already on the Program, they will progress to the next level of the Program.

They will be provided with a Letter of Discipline that outlines their current level of instances/percentage, and the Director or Supervisor will discuss their attendance pattern with them. The Attendance Management Program will contain the following levels:

Coaching conversation

If an employee has not previously received a coaching conversation regarding their attendance within the last two (2) years and will be placed on the Program the employee will receive a coaching conversation as a first step. A letter will be provided to the employee to document that the conversation took place. A copy of the documentation will also be placed on the employee's file.

Step 1

The employee will receive a verbal warning regarding their attendance and will receive a letter to document what steps they need to take to improve their attendance, as well as the consequences of failure to improve. A copy of the documentation will also be placed on the employee's file.

Step 2

The employee will receive a written warning regarding their attendance and will receive a letter to document what steps they need to take to improve their attendance, as well as the consequences of failure to improve. A copy of the documentation will also be placed on the employee's file.

Step 3

The employee will receive a two (2) day unpaid suspension for failure to improve their attendance and will receive a letter to document what steps they need to take to improve their attendance, as well as the consequences of failure to improve. A copy of the documentation will also be placed on the employee's file.

Step 4

The employee will be terminated for cause, they will receive their final pay for all hours worked within the current pay period and an ROE will be issued. A copy of the documentation will also be placed on the employee's file.

Innocent Absenteeism

If an employee has six (6) or more instances of innocent absenteeism, or if their absenteeism percentage is 5% or greater, they will be monitored and the employer will provide the employee with a Letter of Concern that outlines their current absenteeism instances and percentage, as well as the expectations regarding attendance at work. The Director or Supervisor will also discuss any outstanding issues that are impacting the employee's ability to be at work as scheduled and possible accommodations will be discussed. A copy of the letter will be placed in the employee's file.

The Director or Supervisor will schedule a follow-up meeting with the employee within a one-week period surrounding the three-month anniversary of the date on the most recent Letter of Concern to review their absenteeism percentage with them. If their instances and absenteeism percentage are still above the threshold set out in this policy, they will receive a new Letter of Concern. This process will continue until such time as the employee is able to improve to the point that they no longer meet or exceed the instance/percentage parameters of the Program. Issues surrounding barriers to good attendance and opportunities for accommodation will be discussed at every meeting with the employee.

Notwithstanding the fact that the absenteeism rate results from innocent absenteeism, if an employee's record demonstrates undue absenteeism over a period of one (1) year, and the employer feels that the employee is incapable of regular attendance, the employer may review the situation to determine if the employment relationship should continue.

5.5.8. Meetings

Staff Meetings

Staff meetings will be held approximately 5 times per year. These meetings are considered part of the employee's job description. All employees are expected to attend for the full meeting. Additional meetings may be needed and it is the responsibility of the Director and/or Supervisor to provide notification of such additional meetings. Employees attending after-hours meetings will be given banked time.

Planning Time

All permanent full-time employees may receive 1 hour per week of planning time during work hours. Employees are expected to plan developmentally appropriate activities which are based on the principles of the emergent curriculum as well as other duties laid out by the management team. Please note that planning time is based on the daily needs of the centre. On occasion, it may be necessary for employees to give up their planning time due to unexpected situations.

5.5.9. Overtime

Scheduling of Overtime

Overtime will be scheduled as circumstances dictate, provided that such additional work is essential to the operation of the Centre. All overtime must be pre-approved by the director and or supervisor. Employees cannot work overtime without the knowledge or permission of the Director.

Compensation of Overtime

If the Director requests that any employee work overtime, the employee will be entitled to time off in lieu/banked time, at the rate of one and one-half times the regular pay calculated on an hourly basis (more than 8 hours in a day/40 hours in a week). There will be no payment of time off for overtime periods of less than 15 minutes in a day. Accumulated overtime by employees should be reported to the Board on every payroll.

Note: In calculation of overtime: full time employees get paid for an 8-hour day, which includes a one hour paid lunch. Because employees are not physically working over the lunch period, overtime is calculated after a 9-hour day or eight hours of “actual time physically worked.”

Some jobs/positions require that some responsibilities be carried out outside the normal hours of work (such as the Director/Supervisor, etc.). This overtime will be treated as banked time and must be taken as time off in lieu, and must be used within 3 months of being earned. If the time is not taken within 3 months, the employer must pay out overtime wages at one and one-half times the regular wage for each hour of overtime worked, unless arrangements are made with the director. Overtime completed by the Director must be reported to the Board on every payroll based on a formalized overtime approval system.

Time off in lieu must be prearranged with the Director and must be managed within the operational requirements of the centre. The Director must prearrange time off with the Board of Directors.

5.5.10. General Holidays

The Centre will be closed on the days listed below. Full time employees are entitled to regular pay for General Holidays. Part-time employees' pay will be prorated according to the Employment Standards Code. The Centre is not required to pay employees for non-general holidays.

Statutory Holidays	Non-General Holidays
New Year's Day	Easter Monday
Louis Riel Day	August Civic Holiday
Good Friday	Boxing Day
Victoria Day	Remembrance Day
Canada Day	
Labour Day	
Thanksgiving	
Christmas Day	
National day for Truth and Reconciliation	

And any additional General Holidays added by provincial legislation.

All permanent full time employees will be paid their regular day's pay. If the employee's hours fluctuate because of casual or inconsistent hours, the rate to be paid will be calculated at five percent of the employees' total wages during the four weeks immediately before the holiday.

Employees may not get paid for the holiday if they are absent from work without permission on their last scheduled workday before the holiday or first scheduled workday after the holiday, unless they are absent because they are ill. Proof of illness may be required.

The Board recognizes the importance of professional development of its employees and has made the decision to close on the first Friday of March and the first Friday of June to hold a professional development day. Parents will continue to be responsible for paying fees for these days. This practice has been approved by the Early Learning and Childcare Office.

The Centre will close at 1:00 p.m. Christmas Eve and New Year's Eve.

In the event that any of the above holidays occur on a weekend, the next regular work day becomes the holiday, or alternatively, another day determined by the Director in consultation with the employees, will be observed as the holiday.

Any statutory or proclaimed holiday which occurs during the vacation period will be added to the vacation time.

Observance of religious holidays and personal time may be granted at the discretion of the Director.

5.5.11. Vacations

Vacation Accrual

Vacation time is computed on the basis of time accumulated during the 12-month period from the employee's anniversary date. Vacation is accrued for all hours worked, excluding overtime hours.

Vacation Schedules

Employees are eligible for vacation once they have accumulated time and the employer must allow the employee to take their vacation no later than 10 months after they become entitled to it.

Employees may request vacation time for any period they choose, subject to the Director's approval. Those employees who do not request their vacation within the prescribed time will have them scheduled by the Director to ensure they are taken.

Vacation requests for summer time must be submitted on Payworks before May 1st. Requests after this date will be considered during the periods not already requested and granted to other employees.

If an employer and employee cannot agree on when the vacation will be taken, the employer decides. The employer must give the employee notice no later than 15 days before the vacation will begin, and cannot divide the vacation into periods shorter than one week. Employers can schedule their employees' vacations as part of an annual shut down.

All vacation schedules must be approved by the Director. The Director's vacation schedule must be approved by the Board of Directors.

Vacation Entitlement

The Director's vacation length is determined within the negotiations of their contract. Employees are eligible for vacation as follows, according to the recommendations made by the Manitoba Child Care Association:

Length of Employment	Annual Vacation Entitlement
Hire – 1 year	10 days
2-4 years	15 days
5- 9 years	20 days
10 + years	25 days

Casual Employees

Casual and term employees will be entitled to four percent of the regular wages earned. This will be paid out with their regular pay.

Vacation Carry Over

The vacation fiscal year end is September 30th. Employees are expected to utilize vacation leave in the vacation year. A maximum of 5 vacation days will automatically be carried over to the next vacation fiscal year end. Any requests for carry-over greater than 5 days must be approved in writing by the Board of Directors before the end of the vacation fiscal year end.

Cash-Out of Vacation Leave

Unused vacation leave entitlements can only be paid out to the employee upon termination of the employment relationship, retirement or death.

5.5.12. Leaves

5.5.12.1. Leave of Absence

A leave of absence without pay may be granted for sufficient reason if such absence does not unduly disrupt the operation of the facility.

A planned leave of absence without pay will only be approved after all accumulated vacation time and banked time have been used.

Leaves of absence cannot be used in lieu of sick days. Special consideration may be made only under extreme circumstances and pre-approval by the Director and Board of Directors is required.

Except in case of an emergency, employees wishing to obtain a leave of

absence of one week or more will present such request, in writing to the Director and Board of Directors, at least 4 weeks before the requested leave. The Director must request a leave of absence for himself/herself at the Board meeting prior to the requested leave.

The Director may authorize leaves of absence, which he or she deems to be for sufficient reason. The employee will receive a written response to the application when reasonably possible, before the intended leave.

Extended leaves of absence without pay will impact the employee's coverage under the benefit plan. Employees wishing to maintain coverage must pre-pay both the employer and employee share of the benefit premiums.

Sick Leave

All full-time employees will accumulate sick leave. Sick leave is accumulated at the rate of 4.6%. Unused sick leave may be accumulated to a maximum of 12 days, per fiscal year. A maximum of 2 sick days will be automatically carried over to the new fiscal year. Any sick days above the 2 days must be pre-approved by the Board of Directors.

Part-time employees will accrue sick leave at 4.6% of hours worked, a part-time employee will receive sick leave benefits based on the number of hours the employee was scheduled to work the day they called in sick.

In the event of termination of employment, there will be no payout of accrued sick leave benefits.

During the course of a year, a full time employee will accrue 12 sick days. Accrued sick days can be used as follows:

1. Unavoidable absences from work due to the employee's illness
2. Unavoidable absences due to an illness in the immediate family as defined below
3. Medical appointments for the employee or their immediate family provided that banked time is not available

Exceptional circumstances will be reviewed by the Board and will be considered on an individual basis.

During a pandemic- the Leaves policy may be altered

Employees must notify the Director and/or Supervisor at the earliest possible time before the Centre is opened. Failure to give a minimum of 1-hour notice may result in the loss of paid sick leave. If illness involves more than one day, the employee will notify the Centre daily.

Employees who become sick while at work must report their illness to the Director and/or Supervisor before going home, as replacements will need to be found.

A doctor's certificate may be requested:

1. At any time or for any sick leave lasting two or more days
2. At any other time where abuse is suspected and
3. Where a pattern of frequent or lengthy illness develops

Extensive use or misuse of sick time, whether accumulated or not, will be brought to the attention of the Board and corrective action may be taken.

Appointments should be arranged to ensure the least amount of impact to the operations of the Centre. Ideally, appointments can be made outside of normal working hours, but if it is necessary for an appointment to occur during a shift, the end or beginning of a shift is the easiest to accommodate. In addition, 2 weeks' notice must be provided to ensure that scheduling changes can be made without significant disruption to the Centre.

Immediate family is defined as an employee's mother or stepmother, father or stepfather, legal guardian, brother or stepbrother, sister or stepsister, child or stepchild, spouse or common law partner, mother-in-law, father-in-law, son-in-law, daughter-in-law, or individual living in the same household as the employee for a period of more than six (6) months

Bereavement Leave

On the occasion of a death in the employee's immediate family, paid bereavement leave will be granted for a period of up to three (3) days in the immediate area of residence and up to five (5) days for an employee who has to travel more than 500 kilometers from their home.

Immediate family is defined as an employee's mother or stepmother, father or stepfather, legal guardian, brother or stepbrother, sister or stepsister, child or stepchild, spouse or common law partner, mother-in-law, father-in-law, son-in-law, daughter-in-law, or individual living in the same household as the employee for a period of more than six (6) months.

On the occasion of death of other family members, the employee is entitled to one day of paid bereavement leave for funeral attendance or family support.

Other family members are defined as an employee's grandmother, grandfather, aunt, uncle, niece, nephew, brother-in-law, or sister-in-law.

Other Leaves with and Without Pay

Employees are entitled to various forms of unpaid leave under the Manitoba Employment Standards Code. As the qualifying employment periods, documentation required, and the length of leaves vary depending on the type of leave, please see the Employment Standards Code for specific details.

The types of leave that employees may be entitled to include:

- Maternity leave
- Parental leave
- Compassionate care leave
- Family leave
- Bereavement leave
- Leave for reservists
- Leave for organ donation
- Leave for citizenship ceremony
- Leave related to critical illness of a child
- Leave related to death or disappearance of a child
- Long-term leave for serious injury or illness
- Leave for victims of domestic violence

Personal leave for employees who find it necessary to attend to personal issues or situations. Requests for such leaves must be submitted to the Director for approval.

Employees may request unpaid education to attend educational institutions, courses, workshops, seminars and conferences in the course of their professional development activities. Approval must be given by the Director, or in the case of the Director, the Board. Consideration may also be given to pay salary costs and the costs of courses and other professional development activities for education leave with the approval of the Director and/or Board. However, in this scenario, the employee may be required to sign a contract which guarantees that they will return to Taché Early Learning Centre for a specified amount of time.

Employees may request Civic Duty Leave if called for Jury Duty or as a witness in court. Time off is allowed with pay during the period of his/her duty. The employee's remuneration for such duty from the courts shall be payable to the centre by the employee.

Requests for leave should be in writing to the Director, as far in advance as practical. Supporting medical or other confirming documentation may be required.

The following factors will be considered before a leave of absence is recommended:

- Leave will only be granted during the first year of employment under special circumstances.
- Leave of absence should be granted as an extension of vacation only if it does not jeopardize the work of the centre or the holiday schedule of other employees.
- Except in emergency situations, all requests for leaves of absence must be made in writing specifying the reason for the leave and the proposed dates of departure and return.
- If an employee who has been granted a leave of absence does not return to work on the day agreed, this will be considered sufficient reason for termination of employment.
Employees granted leave of absence without pay will be required to prepay all monthly payroll deductions which will come during the absence.

4.5.12 Bonus Days

An employee may accumulate **1 BONUS day** after 2 months of consecutive work days of perfect attendance. An employee must not be absent or late during this period to accumulate a bonus day. Using banked time and vacation time does not count as an absence. All bonus days are subject to operational requirements.

Management may accumulate **1 BONUS day** after 3 months of consecutive work days of perfect attendance.

4.5.13 Unauthorized Use of Centre Property

No employee will utilize any centre office, equipment or supplies in the performance of non-centre employment without the written authorization from the Director. Removal of centre property from the premises for non-

employment related work requires written permission from the Director.

4.5.14 Change of Status

Employees are responsible for notifying the Director/Supervisor of any change to their personal circumstances relative to their employment as soon after the change as is practical (e.g. change of address, phone number, number of dependents, next of kin, marital status, beneficiaries, change of name, etc.).

4.5.15 Dress Code

- Our centre strives to promote a professional image to our families and to the public. Employees are expected to be dressed appropriately during work hours.
- Shirts need to be long enough to cover the tops of pants so that when bending, sitting or reaching bare skin is not visible.
- Low rise jeans/pants should not reveal underwear or bare skin.

- Short shorts and skirts are not acceptable. A 5" in-seam length or longer is typically acceptable for shorts.
- Footwear should be flat or low heeled to allow for safe and comfortable movement during daily child related activities such as running. Proper footwear with a back must be worn when leaving the centre grounds.
- Slogans and inappropriate innuendos must not be worn on any clothing.
- Low cut shirts exposing cleavage are inappropriate and must not be worn.
- Excessive jewelry is considered unsafe.
- Halter tops, tube tops, spaghetti straps and going braless are unacceptable.
- Clothing must cover controversial or offensive tattoos.
- Clothing must be suitable to the temperature for both indoors and outdoors

4.5.16 Zero Tolerance of Alcohol and Drugs

The use of drugs and alcohol and misuse of prescribed and over the counter drugs subjects employees, children, and visitors to unacceptable safety risks that undermine the ability to operate safely, effectively and efficiently. Under no circumstances is any employee to show up for work under the influence of alcohol or drugs. Nor is it acceptable for them to consume, use, or misuse alcohol or drugs while on duty, whether with

children or on breaks. While at work, employee must:

- be fit for work and able to perform the duties and tasks assigned to them in a productive, safe and healthy manner

- be presentable, including not smelling of alcohol or cannabis and conduct themselves in a manner that is consistent with established ethical standards,

- advise their director and or supervisor of any possible impairment as a side effect of medication which could affect their judgement, performance or ability to work in a safe and healthy manner. Any breach of this policy is considered a serious matter and will be subject to disciplinary action up to and including dismissal and potential further investigative actions by the proper authorities. Should an employee voluntarily seek help and declare an addiction to alcohol or drugs, the employer will aid the employee to apply for short term disability and work with them to resolve their addiction issue, to the point of undue hardship, as per the Manitoba Human Rights Code.

4.5.17 Personal Medical Information

All employees will be required to provide the Director with current medical emergency information. While the employer is not entitled to know diagnosis, they are entitled to know of anything that will affect the performance of job duties. This will include a listing of any side effects of prescribed medication that may affect the performance of job duties, and current emergency contact information. If the employee has a medical condition that may flare up unexpectedly while in the workplace (for example, including but not limited to diabetes or epilepsy) they may voluntarily disclose the information if they feel comfortable doing so. This information will be reviewed annually to maintain accuracy. This information will remain confidential and be used only in the case of a medical emergency.

6. EXPENSE REIMBURSEMENT

6.1. Working Outside Regular Centre Hours

Employees who do work in the evening for the employer (e.g. The Annual General Meeting or other similar functions within their capacity as employees) either within or outside the centre may have related expenses reimbursed, on prior agreement by the Director.

6.2. Meals

Employees are expected to provide their own lunches during the regular work hours, with

the possible exception of situations which necessitate being out of the office. Employees whose work takes them away from the office during normal lunch hours are expected to provide their own lunches, unless otherwise authorized by the Director. Where authorized, the Civil Service Reimbursement (see appendix) shall be the guideline. Expenses must be pre-approved by the Director and receipts for the expenses should be submitted to the Director for reimbursement.

6.3. Auto Allowance and Travel

Employees will be reimbursed for the business use of their personal cars on a kilometer basis at the rate of \$.61. This amount shall be increased consistent with the kilometer rate paid by the Province of Manitoba to its employees. Employees must submit a travel reimbursement form within two (2) weeks of said use.

The distance driven between the employee's residence and the centre is not eligible for remuneration.

The employee's home may be used as the point of departure and return when the employee lives outside of town and is expected to travel outside of usual work hours from home to centre activities such as a meeting.

When parking costs are incurred in the performance of the employee's duties outside of the centre, these will be reimbursed by the Director upon presentation of a receipt proving alternate parking was unavailable.

The costs associated with attending conferences may be covered with prior authorization of the Director. The approval will include the identification of the expected expenses for the conference/workshop registration where applicable; travel, lodging, and daily per diem rate (see Reimbursement Schedule in the appendix). Receipts must be provided by the employee for reimbursement.

7. EMPLOYEE BENEFITS

7.1. Benefit Plan

After three-months, employees who work twenty (20) hours a week or more must join the benefit plan offered by the Centre and carry a minimum of Disability and Life Insurance. The Plan offers Basic Life Insurance, Optional Life Insurance, Principal Sum Insurance, Weekly Income Insurance, Long-Term Disability Insurance, and Optional Spouse Life Insurance. Please refer to the Group Insurance Plan pamphlet for further information about the Plan. A copy of the pamphlet is available from the Director.

Membership and a minimum of Disability and Life insurance is a condition of employment. The centre will pay fifty (50) percent of the insurance premium from the date of eligibility. The employee's share of the premium will be deducted from his/her pay and submitted to

Independent Child Care Association.

Employees wishing a continuation of benefit coverage during unpaid leaves of absence or during short/long term disability must pay both the employer and the employee portions of the premiums. If an employee misses 2 payments, the centre will terminate the benefits. In some cases, pending Board approval, the center may continue to pay the employer portion of the benefits premiums conditional upon the employee arranging payment of his/her portion in advance of the leave.

7.2. Group Registered Retirement Saving Plan

All full-time and part time employees are eligible to join the plan immediately upon hire and must join the plan after 2 years of employment

7.3. Years of Service Recognition

The Board of Directors of Taché Early Learning Centre recognizes employees who have made a commitment to long term employment at the centre. Employees are honoured at the Annual General Meeting during/after 5, 10, 15 and 20 years of service at the Centre. Employees will receive a Gift Card valued at \$10.00 per year of service.

8. TRAINING and DEVELOPMENT

8.1. Professional Development

Employees are encouraged to participate in various courses, seminars, conferences and workshops, where these will assist in the employees' development and improve performance and be beneficial to the centre.

All employees are encouraged to keep abreast of the latest developments and trends in their field of work. Some literature will be paid for by the employer if provision has been made within a designated budget category.

Selection for attendance and financial assistance to the employee will be made at the discretion of the Director, based on outcomes of performance appraisal interviews and subject to the budget capacity.

In order to ensure child care practitioners competently support and encourage children's development and learning throughout their career, all employees should complete a minimum of 24 hours of professional development training each year. This includes training in inclusion.

8.2. Education Fees

The provincial government has put forth some great financial incentives for childcare assistants to obtain their Early Childhood Educator II classification. In addition, Early Childhood Assistants and Early Childhood Educators can upgrade their classification to an and be eligible to receive a training grant of \$400.00 per year. Please see the Director for more information.

The cost of some training and development courses sought by employees may be covered by the centre, with prior approval by the Director. The books would become the property of the centre resource library. Employees may request payment for the approved course prior to registration; however, this cost would have to be repaid to the centre if the employee were unsuccessful or did not attend the event.

If the employee voluntarily leaves their position less than 12 months following the completion of the training or development course which were in excess of \$100.00, all fees which had been reimbursed to the employee must be repaid in full to the centre.

Permanent part time employees may be allotted training time on a pro-rated basis.

Employees may be expected to present the information learned at the training event to co-workers at the staff meeting.

8.3. Staff Meetings

Staff meetings may be held 5 times per year. These meetings are considered part of the employee's job. All employees are expected to attend for the full meeting. Additional meetings may be needed and it is the responsibility of the Director and/or Supervisor to provide notification of such additional meetings.

Employees attending after-hours meetings will be given banked time.

Employees are encouraged to raise matters of interest and/or concern at the regular staff meetings. If there is a topic of interest, please inform the Director at least 3 days prior to the upcoming staff meeting so as it can be placed on the agenda. Minutes will be taken to be available to staff and kept on file.

8.4. Professionalism

Standards of Practice: is a commitment from each employee to provide a high level of practice in their daily work.

Employees must refrain from inappropriate discussions with coworkers, parents or any other adult or child

All employees must disclose any personal relationships with any immediate family

member of a child enrolled. These relationships include but are not limited to babysitting and romantic relationships.

8.5. Code of Ethics and Accountability

A shared code of ethics that helps guide ethical decision making is a defining feature of a profession. It means that everyone is committed to conducting themselves in a certain way and to making the best choice possible when faced with ethical dilemmas.

The Code of Ethics is made up of eight principles which are intended to guide ECEs in deciding on correct conduct. The principles are as follows:

- Early childhood educators promote the health and well-being of all children.
 - Early childhood educators use developmentally appropriate practices when working with all children.
 - Early childhood educators demonstrate caring for all children in all aspects of their practice.
 - Early childhood educators work in partnership with parents, supporting them in meeting their responsibilities to their children.
 - Early childhood educators work in partnership with colleagues and other service providers in the community to support the well-being of families.
 - Early childhood educators work in ways to enhance human dignity.
 - Early childhood educators pursue, on an ongoing basis, the knowledge, skills and self-awareness needed to be professionally competent.
 - Early childhood educators demonstrate integrity in all of their professional relationships.
-
- The importance of understanding the Code of Ethics and making a commitment to ethical decision making, is a key factor towards the professionalization of the field.

8.6. Child Abuse Reporting Protocol

Regulations under the Community Child Care Standards Act indicates that every licensee (including director, supervisors and employees) must report, or cause to be reported any case of suspected child abuse relating to a child attending the child care facility to a CFS agency and shall maintain a written record of every incident which affects the health, safety or well-being of children and employees. This information must be kept in a child's file and be available to the parents and or guardians unless the alleged offender is a member of the family or has a relationship with a member of the family or the offender is unknown. However, the record of the child abuse should be kept confidential and not be included in the daily record/ incident report. This includes not disclosing names of victims at staff and Board meetings. The employee and the Board of Directors should only be aware that a report was made. Only people directly involved should be aware of the specifics. If an ECE fails to report suspected abuse, he/ she can be charged and punished

on summary conviction. If you are unsure whether a particular situation warrants a child abuse report, he/ she should consult with a CFS agency.

Abuse means:

- An act or omission of any person, where the act or omission results in physical injury of the child
- Emotional disability of a permanent nature in the child or is likely to result in such disability or
- Sexual exploitation of the child with or without the child's consent

The abuse also applies to allegations of past abuse, even if the child is no longer in danger.

Documenting the abuse:

- Date and time of entry
- Full name, age, gender, and address of the child and parent's guardians
- Your relationship to the child
- Any immediate concerns about a child's safety
- A description of the suspected abuse
- Record how the child looks and other indicators of abuse or neglect you have observed. Include a description of the length, size, color, form and location of any physical injury that may be observed. Use open ended questions. Keep in mind that it is not our responsibility to probe or investigate the child for further details
- Date and time of the disclosure, as well as direct quotes of the disclosure
- A description of the family, including names and ages of the other children in the family
- Visits and telephone calls to and from the parents/guardians
- Printed name and signature of person making the entry

Reporting the abuse:

- It is the primary responsibility of the employees who suspects that abuse is taking place to report to a CFS agency. It is the responsibility of CFS to contact the parents/ guardians.
- Contact our local CFS agency. Document the date, time and agency workers name.
- Communicate the incident/ suspicion with the immediate employees involved as well as the management team.
- A CFS agency worker or police office may need to interview the child at the child care setting. The ECE and agency worker should ensure that interviews by investigating workers are planned as much as possible and that there is a quiet

and private place for such interviews. The child may be left unsupervised with the agency worker. The employee is responsible to ask for the agency workers ID and document accordingly.

- For more information- see Reporting of Child Protection and Child Abuse – Handbook and Protocol for Manitoba Service Providers.

9. DISCIPLINE PROCEDURES

9.1. Definitions

Matters requiring disciplinary action will normally follow the definitions below. However, we reserve the right to skip or add steps to the progressive discipline process, depending on the seriousness of the event.

- 1) **Coaching** – A conversation between the supervisor and the employee that identifies an issue with the employee’s performance or behavior and provides suggestions to correct the behavior in the early stages.
- 2) **Verbal Warning** – A verbal discussion between the supervisor and employee that identifies an issue with the employee’s performance or behavior and that the employee's actions are inappropriate and/or unacceptable and need to be corrected immediately. The reason for the warning and deliverables agreed to will be recorded and kept in the employee’s file.
- 3) **Written Warning** – This will describe the reason for the warning, corrective measures to be taken and the time frame for said measures.
- 4) **Suspension** – An unpaid suspension of up to 3 weeks may be issued because of conduct potentially or actually harmful to a child, co-worker, or Board member; disruption of the function of the centre; repeated tardiness; unjustified absence; and/or drug or alcohol related offences. During this period, the employee will have the opportunity to approach the Director, or in the case of the Director, the Board, to discuss the problem. The Director/Board will review the details of the situation to arrive at a recommendation to reinstate or terminate the employee.

9.2. Termination of Employment

Depending on the severity of the problem, termination of employment for just cause could result.

Employers who want to terminate employees without notice must note that the exemptions can be complex and each case needs to be examined individually to determine if notice is required.

9.3. Director

When the Board believes that disciplinary action with respect to the Director is necessary, the following process will take place:

- 1) Documentation of the misconduct or poor work performance will be gathered, verified, and presented to the Director, who will have an opportunity to respond.
- 2) Depending upon the facts and the seriousness of the misconduct, a verbal warning may be issued and noted in writing in the Director's employee file.
- 3) Should misconduct or poor performance continue, a written warning will be issued and retained in the file.
- 4) Should further misconduct or poor work performance take place, the Board would have the following options:
 - a) A second warning and a probationary period wherein dismissal may result with cause, or be resolved by satisfactory performance; or
 - b) Suspension; or
 - c) Immediate dismissal with cause.

Employees

Where the Director believes that disciplinary action with respect to the employee is warranted, the following process will take place:

- 1) The facts of the misconduct or poor work performance will be gathered, verified, and presented to the employee who will have the opportunity to respond.
- 2) Depending on the facts and the seriousness of the misconduct or poor work performance a verbal warning may be issued and will be noted in the employee's personnel file.
- 3) Should the misconduct or poor work performance continue, a written warning will be issued and noted in the employee's file. At this time, the employee may write and attach to the warning an appropriate response.
- 4) Should further misconduct or poor work performance take place, the Director would have the following options:
 - a) A second written warning and probation period, wherein dismissal may result with cause, or be resolved by satisfactory performance; or
 - b) Suspension; or
 - c) Immediate dismissal with cause.

There are some cases where employers or employees do not need to give notice of termination:

- When employment is for a specific length of time or a specific task or job
- When it is only casual employment and the employees have substantial control over whether they accept shifts or not and are not penalized by employers for choosing not to work
- Employees act in a manner that constitutes willful misconduct, disobedience or willful neglect of duty and the behavior is not condoned by the employer
- If employees act in a manner that is violent in the workplace or is dishonest in the course of employment
- When employees are placed on a temporary layoff

10. GRIEVANCE PROCEDURE (COMPLAINTS/APPEALS)

From time to time, matters arise which do not seem equitable to an employee. It is the responsibility of the employee to discuss the grievance with his or her next organizational level. In the case of fellow employees, he/she would contact the Director. If the grievance cannot be resolved, the matter should go to the next level (i.e., the Board).

It is recognized that an effective procedure for settling employee grievances is essential for sound employment relations.

Where the Director feels there has been a violation in the implementation of employment practices of the Centre, he or she may present a written grievance to the Board. In all cases, the response to the grievance is the responsibility of the Board.

When the employee feels there has been a violation in the implementation of employment practices of the Centre, he or she is entitled to use the Grievance Procedure. This procedure is as follows:

Step 1: Preliminary Discussion – The aggrieved employee discusses the complaint with the Director. All employees are encouraged to present and discuss with the Director any unresolved issues related to work, working conditions, human resource policies or procedures and attempt to resolve it within 5 working days.

Step 2: If a grievance is not satisfactory resolved through the initial discussion, the employee may submit such grievance in writing to the Director requesting a response in writing within five business days.

Step 3: Failing a satisfactory written response from the Director, the employee may submit the grievance in writing to the Board along with a copy of the first letter written to the Director and the Director's written response. The Board will provide a written response within 10 business days.

Step 4: The Board representative may request a personal interview with the employee at their discretion. A separate interview will be held with the Director.

Step 5: The Board representative will write a formal report on their investigation of the grievance and their suggested resolution for the issue. The Board will discuss possible resolutions “in camera” and hold a formal vote at the next scheduled Board meeting, with the investigating Board member abstaining from the vote. Once the vote is held and a decision is made, all involved parties will be informed of the decision.

11. SAFETY AND HEALTH

10.1 Fire and Emergency Plans

Employees are required to read and become completely aware of and familiar with their duties in the event of a fire, an emergency or a disaster. Fire drills are held once a month to ensure preparedness.

10.2 Unsafe Areas/Hazardous Conditions

All unsafe areas or hazardous conditions are to be immediately reported to the Director, Supervisor, or Workplace Health and Safety Representative.

10.3 Incident/ Accident Reports

Child incident reports must be completed and signed by the employee, Director and or Supervisor then given to parents by the end of the day, to obtain their signature. Signed incident reports then must be submitted to the office for review and filing. The Director and or Supervisor is expected to track the number of incident reports, complete analysis to determine any trends occurring

10.4 Serious Incident Reports

A serious incident is considered any incident that they sought medical attention (Doctor, hospital, dentist, health practitioner ect) All Serious incidents must be reported immediately by the employee to the Director or Supervisor to ensure adequate attention is given to the matter including: review of the circumstances leading up to the accident, medical attention required and completion of the Accident Report Form. The form must include the date and time; an explanation of the accident; treatment of injury; when parents were called; was medical attention referred; names and signatures of adult witnesses. This form must be submitted to ELCC via the online form within 24 hours of the accident occurrence. The Serious

incident must be reported to the Board of Directors within 24 hours.

10.5 Accident Reports relating to Head Injuries

All accidents must be reported immediately by the employee to the Director to ensure adequate attention is given to the medical attention required and calling the parents to determine if any other medical attention is required. Later in the day, a review of the circumstances leading up to the accident can occur and future correction action may be taken. An Accident Report Form must be filled out that contains the date and time; an explanation of the accident; treatment of injury; when parents were called; was medical attention referred; names and signatures of adult witnesses.

10.6 Worker's Compensation

Although the employer pays workers compensation on behalf of its employees, it encourages employees to work safely and to take responsibility for their own safe work environment.

10.7 Safe Work

The employer promotes safe work and health practices as legislated by the *Workplace Safety and Health Act*. In addition, the employer encourages work strategies that reduce stressors in the workplace by encouraging employees to:

- Review the Workplace Health and Safety Committee and Policies
- Take their scheduled lunch breaks
- Discuss their concerns and problems openly with the Director
- Work cooperatively with all team members to share duties and responsibilities where appropriate

10.8 Workplace Hazardous Materials Information System

Childcare settings must follow the Workplace Hazardous Materials Information System (WHMIS). There are four parts to WHMIS:

1. Controlled Products Inventory
2. Material Safety Data Sheets
3. Labeling
4. Worker Training and Education

All employees should be trained in proper procedures for using and storing hazardous materials. The training ensures that the other parts to WHMIS are understood and followed by every employee. The training manual is in the janitors/mechanical closet at both centers.

10.9 Workplace Safety and Health Committee/Representative

Where there are 20 or more employees in a workplace, there must be a Workplace Safety and Health Committee in place. The committee must consist of no less than 4 and no more than 12 members, at least half of which are workers.

Where there are less than 20 workers but 5 or more workers, there must be a Workplace Safety and Health Representative appointed/elected who is not a member of management. Duties of the committee/representative can be obtained from the Director.

10.10 Respectful Work Environment

All employees are entitled to work in an environment that is free from harassment, bullying, discrimination and violence. Taché Early Learning Centre is committed to providing a safe and productive workplace where employees feel comfortable. The organization will make every reasonable effort to ensure that all employees are treated with dignity and respect.

This policy outlines general guidelines for expected employee conduct, provides examples of disrespectful behaviours that will not be tolerated, and identifies the procedures to be followed should disrespectful behaviour occur or be perceived to have occurred in the workplace. This policy does not limit or prohibit an employee in any way from exercising any legal rights, including filing a complaint with the Manitoba Human Rights Commission.

This policy outlines how employees of Taché Early Learning Centre are expected to respond to and interact with other employees, supervisors, the Director, Board members, parents/guardians and family members, other business contacts, and any other person in attendance at the centres. It extends to activities connected to the workplace, such as external meetings, training and education events, work-related social gatherings, or even contact at home if there are real or implied consequences related to the workplace.

All employees are responsible for creating and maintaining a positive work environment by treating one another with honesty, respect, and courtesy; dealing fairly with one another; and working together in a professional and collaborative manner. Employees have a responsibility to speak up if they witness behaviour that is harassing, demeaning, bullying, or violent. Employees also have a responsibility to cooperate in the investigation of a respectful workplace complaint. Anyone who gives evidence in an investigation, or who is otherwise involved in the process, must keep this information confidential. Any employee who has been found to have breached the confidentiality of a

respectful workplace investigation will be disciplined.

Management has responsibility for leading by example, providing orientation on this policy to all employees at the beginning of the employment relationship, providing additional support and training when questions arise regarding the application of the policy, and providing reporting channels that will enable concerned employees to raise and resolve respectful workplace issues. Management will treat all complaints seriously and respond promptly and confidentially to any workplace situation that contravenes this policy. If management becomes aware of actions that contravene this policy they must do everything they can to stop it, regardless of if a complaint has been made. In instances where management is party to a respectful workplace complaint or where the employee feels that management may be in conflict of interest due to a personal relationship with one of the parties involved in the complaint, the management duties will be taken on by the Board of Directors.

Harassment and acts of violence can take many forms, including verbal, non-verbal, written, visual, electronic, physical, direct or indirect. Examples of behaviours that contravene this policy can include, but are not limited to:

- Bullying (see definitions)
- Aggressive or patronizing behaviour
- Abuse of power or authority
- Covert behaviour, such as inappropriately withholding information, undermining, underhandedness
- Discrimination (see definitions)
- Offensive or inappropriate jokes, remarks, gestures, printed material, or behaviour
- Yelling and use of offensive or abusive language
- Belittling or reprimanding in the presence of others
- Sexual harassment
- Inappropriate touching or making unnecessary physical contact
- Damaging gossip or rumours
- Fighting with or threatening others
- Insubordination (see definitions)
- Violence (see definitions)
- Theft, misuse, or damage to the property of TCDC, co-workers, or any other party in attendance at the centres
- Deliberate rudeness

Examples of behaviour that do not contravene this policy include, but are not limited to:

- Welcome attention
- Consensual relationships
- Legitimate criticism or concerns from management regarding attendance,

- performance, or work habits
- The proper use of authority by management who are responsible for functions such as performance appraisals, discipline, and directing the work of an employee

Whether the informal or formal process is used, employees and witnesses are encouraged to keep a record of incidents, including dates, times, locations, possible witnesses, what happened, and responses. The concerned employee should also keep copies of any letters, memos, emails, or other communications received from the accused person. This record will be helpful for remembering details over time and for anyone assisting with resolving the complaint.

Informal Process

While every situation is different, if you feel that someone is displaying disrespectful behaviour towards you, generally a respectful, honest discussion will resolve the situation in a positive manner. The object of the discussion should be to describe the behaviours that are making you uncomfortable and request that they stop immediately. If you are not comfortable speaking to them one on one, or you require assistance or support to resolve the issue you can contact management.

If you are approached by another employee regarding your behaviour, you should:

- Listen respectfully to the other employee's concerns
- Make every attempt to understand their perspective
- Consider the impact that your actions have on the other employee
- Understand and acknowledge that even if you feel your behaviour was not offensive, or you did not intend it to be offensive, that it was offensive to them and the behaviour should stop immediately

Generally, stopping the action considered to be offensive, acknowledging the impact your actions may have had on the other employee, and a genuine apology will preserve the working relationship and resolve the issue quickly and confidentially. However, if the informal approach does not resolve that issue to the satisfaction of both parties, then either party can file a formal complaint.

Formal Process

In order to initiate a formal respectful workplace complaint, a Respectful Work Environment Complaint Form is to be completed by the party who is launching the complaint. **All complaints must be brought within six months of the date of the last incident.** The complaint form is to be provided to management. Management will take the complaint seriously and will launch an investigation. Confidentiality will be maintained by all parties involved in the investigation. However, confidentiality does not

mean anonymity for those situations that require the interviewing of witnesses. Management will not disclose the names of the complainant or the accused, or the circumstances regarding the complaint to any person except where disclosure is necessary for investigating the complaint or taking corrective action, or where disclosure is required by law, such as reporting an incident of violence to the authorities.

Both the employee who has raised the concern and the employee alleged to have acted disrespectfully can expect to be appropriately supported throughout the investigation process and will be kept informed as the investigation progresses. The employee who is accused of acting in contravention of the policy will be given the opportunity to respond to the allegations, including identifying additional witnesses who may be interviewed.

Management will document the investigation findings and present them, along with recommendations, to two members of the Board who have not been involved in the investigation process. The Board members consulted will determine the resolution of the complaint. Whenever appropriate, those making the final decision will endeavor to arrive at a resolution that will support the preservation of the working relationship of the employees.

Complaint Resolution

If the investigation reveals evidence to support the complaint, the employee accused of disrespectful actions will be disciplined appropriately. Corrective measures, such as targeted training may prevent a reoccurrence of the offending behaviour. If the behaviour continues, Taché Early Learning Centre will take further corrective action, up to and including termination.

If the investigation fails to find evidence to support any claim made in good faith, there will be no documentation concerning the complaint placed in the file of the employee alleged to have acted disrespectfully. For all complaints made in good faith, no documentation will be placed in the file of the employee who initiated the complaint, whether the complaint is upheld or not.

Regardless of the outcome of a complaint made in good faith, every effort will be made to protect the employees involved in the complaint, witnesses, and anyone providing information about the complaint from any form of retaliation by fellow employees. Anyone who is found to have retaliated against an employee involved in a complaint will be disciplined, up to and including termination where warranted. Any intimidation or retaliation on behalf of an employee by any outside party (such as a family member or friend) will be reported to the RCMP.

If the investigation reveals that the complaint was made in bad faith, the allegations prove to have been deliberately false, the employee making the false allegation will be disciplined appropriately.

Definitions

Discrimination

According to the Manitoba Human Right Code, discrimination is the differential treatment of an individual on the basis of the individual's actual or presumed membership in or association with some class or group of persons, rather than on the basis of personal merit. These protected classes are Ancestry, including colour or race; nationality or national origin; ethnic background or origin; religion or creed, or religious belief, religious association or religious activity; age; sex – gender determined characteristics (including pregnancy or the possibility of pregnancy); gender identity; sexual orientation; marital or family status; source of income; political belief, political association or political activity; physical or mental disability or related characteristics or circumstances; and social disadvantage.

In Good Faith

In accordance with standards of honesty, trust, and sincerity.

In Bad Faith

With the intention of deceiving someone or doing harm.

Insubordination

A deliberate and inexcusable refusal to comply with a reasonable order given by and with proper authority and related to the employee's job function.

Manitoba Human Rights Commission

The provincial government agency responsible for carrying out the provisions of the Human Rights Code.

Workplace Bullying

According to the Canadian Centre for Occupational Health and Safety's website, workplace bullying is usually seen as acts or verbal comments that mentally hurt or isolate a person in the workplace, but can sometimes involve physical contact as well. Bullying usually involves repeated incidents or a pattern of behaviour that is intended to intimidate, offend, degrade or humiliate a particular person or group of people. It has also been described as the assertion of power through aggression.

Workplace Violence

According to the Canadian Centre for Occupational Health and Safety's website, workplace violence is any act in which a person is abused, threatened, intimidated or assaulted in their employment. It includes threatening behaviour, verbal or written threats, harassment, verbal or written threats, and physical attacks.

10.11 Non-Smoking Work Environment

The employer provides a smoke free environment at all times. Smoking is allowed in designated outdoor smoking areas during scheduled breaks only. Smoking is not permitted when working with the children while on walks, fieldtrips or at the parks.

11 OTHER EMPLOYMENT

When an employee does engage in other employment, and it is found to be affecting their performance and/or attendance, the employee will cease all other employment or resign from their employment from the Centre. Such other employment must not contradict the philosophy of the Centre or jeopardize the Employer's integrity with those persons or groups with which the Employer interacts.

12 SOCIAL MEDIA

“Social Media”, refers to a variety of online and the use of any electronic devices Using social media

This policy is meant to ensure that people’s privacy and the confidentiality of information about the Centre, children, parents/guardians and employees are upheld. Everyone involved with the Centre must adhere to this policy. Failure to do so can result in consequences and disciplinary action.

Employees may not have access to their personal accounts or devices while at work. Employees may not use cell phones or any other personal electronic devices when they are caring for and supervising children. Anyone who may need to contact an employee during their regularly scheduled working hours must contact the Centre’s direct line. Employee’s cell phones and other electronic devices must be turned off and kept in their purse. If an employee is directly observed to be using their cellphone during a prohibited time they will be asked to place it in the office until the end of their shift. If the conduct continues the employee will be requested to leave their cell phone either in their car, at home, or in the office until the end of their shift.

If, for safety purposes, it is necessary for the employee to take a personal cell phone during the course of outings with children, it must be used only for emergency contact with the Centre and/or the child’s parents/guardians.

Employees are not permitted to use a personal cell phone or other personal electronic device to photograph or videotape children. Each room has a centre device for this purpose.

Information about employees, children, parents/guardians and the Centre (including

photos and videos) must not be posted on an employee's person's personal social accounts, public networking or any other type of internet website.

Employees must not accept children as "friends" or "buddies" when using social networking sites

All use of email, cell phones, laptops, electronic devices, and the internet during working hours must be related to the work the employee is performing. All laws with respect to intellectual property must be upheld. The confidentiality principles used in Taché Early Learning Centre must be maintained at all times.

When posting on social media, we expect you to adhere to our confidentiality policies at all times. We also caution you to avoid violating our respectful workplace policies
We advise our employees to:

- Ensure others know that your personal account or statements don't represent the centre. You shouldn't state or imply that your personal opinions and content are authorized or endorsed by the centre
- Avoid any defamatory, offensive or derogatory content. It may be considered as a violation of our company's anti-harassment policy, if directed towards colleagues, clients or partners.
- Be respectful, polite and patient, when engaging in conversations on our company's behalf. Never post discriminatory, offensive or libelous content and commentary.
- Employees, children and all others using the Centre's computers and electronic devices must respect and protect the privacy of others and the integrity of all electronic resources.

All intellectual property (ideas, creations and copyrights) of others must be respected and protected. All communication must be in a respectful manner and the use, or discovery of the use of any threatening or inappropriate material must be reported.

Inappropriate use includes, but is not limited to:

- Intentionally accessing, transmitting, copying or creating material that violates the confidentiality of children, parents/guardians, employees or the Centre itself
- Intentionally accessing, transmitting, copying or creating material that violates the Centre's Code of Conduct which includes messages that are pornographic, threatening, rude, harassing, bullying or discriminating
- Intentionally accessing, transmitting, copying or creating material that is illegal, such as obscenity, stolen material or illegal copies of copyrighted works
- Using the Centre's technological resources for personal use without permission or

for personal gain.

13 MISCELLANEOUS PROVISIONS

11.1. Inclement Weather

Employees who cannot travel to work due to inclement weather will not be paid for such work missed. However, employees may use bank time or vacation time, or take the day as unpaid.

In the event the centre is unable to open, the Director will notify all employees via email and text. The employees should listen/ look for news of the closure. Employee's who are scheduled to work on a day that the centre does not open will be given the option to work from home, use vacation time or unpaid time. A work from home template will be sent to you by 8:00am. The work from home template will need to be submitted via email by 5:00pm Sunday evening of the same week.

Closure due to inclement weather will be consistent with the Seine River School Division closures. When the Seine River School Division cancels classes and staff ARE NOT to report, we will close. If staff ARE to report, we remain open. Announcements of such closures will be on the SRSD website at www.srsd.ca.

11.2. Employee Suggestions

Employees are encouraged to forward suggestions, ideas, concerns and comments regarding maximizing the Centre's operation and improving the quality of our programs. Employees are welcome to submit proposals to the Director.

11.3. Personal Phone Calls

In-coming personal calls cause disruption to the program and are to be avoided. Employee's may use their phone for personal calls on their lunch breaks. Employees are not to charge long distance calls to the Centre.

11.4. Cell Phones

With the exception of a cell phone that is used for field trips, employees are to refrain from using their personal cell phones during working hours. Cell phone calls should be limited to breaks and in the staff room, away from the children. Cell phones should not be used on outings except in emergency situations. This also includes all cell phone features such as photo, video and text messaging. (Refer to the policy "Social Media

11.5. Personal Property

All personal belongings such as purses must be kept out of the reach of children. Please keep personal belongings in areas designated for employees. Medications, poisons, or other substances must be kept out of the reach of children.

ORGANIZATIONAL LEVELS

TACHÉ EARLY LEARNING CENTRE

MINISTER OF EDUCATION AND EARLY LEARNING

EARLY LEARNING AND CHILDCARE

CHILDCARE COORDINATOR

BOARD OF DIRECTORS

DIRECTOR

EARLY CHILDHOOD EDUCATOR

This is the basic organizational flow chart that is to be used to resolve any problems that may occur.

Employee Policy Manual Sign –off (2024 update)

I, _____, hereby acknowledge and declare that:
Print Name

(I) *I am aware that Taché Early Learning Centre policies are available to me in the employee handbook or upon request to management. It is my responsibility to familiarize myself with these policies.*

(ii) In addition, I confirm that I have received, read and understood the following policies:

- Attendance and Absenteeism Policy
- Child Abuse Reporting Protocol
- Disciplinary Policy
- Respectful Work Environment Policy

(iii) I agree to conduct my activities in accordance with the centre’s policies and understand that breaching these standards may result in disciplinary action up to and including termination or other legal remedy available to the organization.

Name: _____
Please print

Signed: _____

Date: _____