

**CENTRE FOR INDEPENDENT LIVING IN TORONTO (C.I.L.T.) INC.**

**HUMAN RESOURCE POLICIES  
AND  
PROCEDURES**

**OFFICIAL VERSION**

*Effective January 1, 2022  
Reviewed/Revised January 2022*

## TABLE OF CONTENTS

	<b>Page</b>
<b>SECTION 1: PREAMBLE.....</b>	<b>1</b>
Subsection 01: Statement of Values.....	1
Subsection 02: Purpose and Objectives .....	1
Subsection 03: Division of Responsibilities For Board of Directors and Staff .....	1
Subsection 04: Organizational Structure (See attachment I.).....	2
<b>SECTION 2: PERFORMANCE MANAGEMENT AND PROFESSIONAL DEVELOPMENT .....</b>	<b>2</b>
Subsection 01: Establishing Objectives and Evaluating Performance.....	2
Subsection 02: Professional Training and Development .....	3
<b>SECTION 3: GENERAL PERSONNEL PRACTICES .....</b>	<b>5</b>
Subsection 01: Employment Practices .....	5
Subsection 02: Position Descriptions and Contracts.....	5
Subsection 03: Hours of Work.....	6
Subsection 04: Pay Periods .....	8
Subsection 05: Leaves of Absence.....	8
Subsection 06: Harassment .....	9
Subsection 07: Employment of Relatives .....	10
Subsection 08: Standards of Conduct .....	10
Subsection 09: Corrective Action .....	12
Subsection 10: Termination of Employment .....	13
<b>SECTION 4: EMPLOYEE BENEFITS.....</b>	<b>14</b>
Subsection 01: Statutory & Group Benefits .....	14
Subsection 02: Statutory Holidays .....	15
Subsection 03: Vacation .....	16
Subsection 04: Sick Leave .....	17

**SECTION 5: GENERAL .....18**

Subsection 01: Mileage/ Transportation .....18

Subsection 02: Endorsements .....18

Subsection 03: Loans .....19

Subsection 04: Honoraria.....19

Subsection 05: Communication Allowance .....19

**ATTACHMENT I: ORGANIZATIONAL CHART .....20**

**ATTACHMENT II: STANDARDS OF CONDUCT AGREEMENT.....21**

**ATTACHMENT III: MILEAGE / ALLOWANCE RATES .....23**

## **SECTION 1: PREAMBLE**

### **Subsection 01: Statement of Values**

Every person has a right to equal treatment with respect to employment without discrimination because of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, record of offences, marital status, same-sex partnership status, family status or disability.

For this reason the policy of CILT is to incorporate into the employment practices the meaning and intent of the Ontario Human Rights Code and any other relevant legislation.

### **Subsection 02: Purpose and Objectives**

The purpose of human resource policies and procedures is to document the various policies and procedures affecting employment at CILT and to ensure consistent and fair practices across the organization.

### **Subsection 03: Division of Responsibilities For Board Of Directors And Staff**

- A. The Board of Directors and its Committees, the Executive Director and the staff, each has a specific role to play in the personnel practices of CILT.
- B. The Board of Directors (and when they are not in session, the Executive Committee) is responsible for policy direction and major strategy decisions in personnel matters.

The Board and Committee will not become involved in day-to-day personnel issues as they pertain to administration of procedures and practices.

- C. The Executive Director is responsible to the Board of Directors. They, or those delegated by them, has the responsibility and authority within established guidelines from the Board and in accordance with all relevant statutes and regulations to direct and administer the personnel practices of CILT.
- D. Employees of CILT have the right to consult and write their concerns to the supervisor and/or the Executive Director. When a situation remains unresolved and concerns matters of suspension or termination of employment, an employee has the right to appeal to the Board of Directors.
- E. Each employee has the responsibility to utilize their skills to the best advantage of CILT, to understand and adhere to the human resources policy and to accept reasonable supervision and assistance.

#### **Subsection 04: Organizational Structure (See attachment I.)**

### **SECTION 2: PERFORMANCE MANAGEMENT AND PROFESSIONAL DEVELOPMENT**

#### **Subsection 01: Establishing Objectives & Evaluating Performance**

Policy: The purpose of the evaluation is fourfold:

- A. To establish employment and performance requirements which are clearly understood by the employee and management.
- B. To develop a work plan together which is mutually acceptable and beneficial to the organization.
- C. To agree on individual performance and project goals.
- D. To identify needs/opportunities for skills development and upgrading.

Procedure:

Establishing Objectives:

Upon initial employment, each employee and their direct manager will meet to discuss the employee's objectives for the upcoming year. The employee will prepare a written objectives document for approval by the manager. The Executive Director will provide final approval with any changes. The skills development plan will be included with this document.

Performance Review:

Each employee will submit a written self-evaluation, including identification of skills development required. The Manager will meet with each employee to review the self-evaluation, discuss the year's accomplishments, challenges, performance overall and establish a skills development plan. While the manager and the employee will attempt to reach consensus regarding level of performance the final decision regarding performance rating rests with the Manager. Completed performance reviews will be submitted to the Executive Director for review and information.

Executive Director:

Upon initial employment, the Chair and Vice-Chair, having obtained input from the Board of Directors, will meet with the Executive Director to discuss their objectives for the upcoming year. The Executive Director will prepare a written objectives document

for approval. The Chair and Vice-Chair will provide final approval with any changes. The skills development plan will be included with this document.

The Executive Director will submit a written self-evaluation, including their objectives for the upcoming year and identification of skills development required. The Chair and Vice-Chair, having obtained input from the Board of Directors, will meet with the Executive Director to review the self-evaluation and arrive at consensus. The Chair and Vice-Chair will provide the Executive Director with a final written evaluation and approval of the skills development plan.

## **Subsection 02: Professional Training and Development**

CILT is committed to the development of its employees and recognizes that through ongoing development and training employees are better able to assist the organization in achieving its mission.

Planning for professional development is normally part of the performance management plan for each employee. Through performance management the employee and direct manager discuss training and development needs and interests as well as the needs of the position and the organization.

Professional development and training can include:

- Workshops and seminars
- Conferences
- Continuing education courses
- Coaching and job shadowing
- Mentoring

Employees who wish to participate in a professional development opportunity are required to submit a request in writing to their direct manager. The request must include a description of the opportunity, how it fits into the employee's overall development plan, the support requested and all relevant costs.

Support for professional development may involve some or all of the following:

- flexible work hours or time off (either paid or unpaid);
- payment for program and/or program materials;
- reimbursement for travel and accommodation expenses.

Approval for professional development or training requests will be made on a case-by-case basis by the Executive Director based upon a recommendation from, and in consultation with the employee's direct manager. Criteria used to determine level and type of support include, but is not limited to:

- alignment between training opportunity and organizational objectives and employee's development plan
- performance level;

- workload and work flow;
- length of service;
- available resources.

Mandatory professional training or development will be fully compensated.

Employees who complete some form of professional development will be asked to share their learnings or relevant information with others within the organization as appropriate. This can take the form of sharing handouts, discussing workshops in meetings, a lunch and learn series, etc.

## **SECTION 3: GENERAL PERSONNEL PRACTICES**

### **Subsection 01: Employment Practices**

**Policy:** CILT is committed to undertaking initiatives to ensure equality in employment which include, but are not limited to, measures to identify and remove barriers to the selection, hiring, promotion and training of women, Indigenous peoples, persons with disabilities and people of colour.

**Procedure:** Specifically, CILT will ensure that:

- (1) practices regarding recruitment, hiring, placement, training and promotion will be carried out based solely on job requirements, merit, qualifications and experience;
- (2) practices and procedures, including compensation, promotion, termination of employment and benefits are administered without discrimination. In addition, CILT fully supports efforts that identify and neutralize any past or present discriminatory practices in all aspects of employment and advancement.

Current CILT employees will be given thorough consideration for internal promotion based on job requirements, merit, qualifications and experience. The hiring of external candidates will only be conducted if a suitable internal candidate cannot be found.

### **Subsection 02: Position Descriptions and Contracts**

**Policy:** A position description will be prepared and maintained, outlining the accountabilities and responsibilities of each position described.

A contract will be prepared for all new employees, outlining the terms and conditions of employment.

**Procedure:** The Executive Director, or a delegate, is responsible for ensuring that position descriptions are developed or updated, as required. Where an incumbent is in place, input from that employee will be sought in the updating of the position description.

The Executive Director, or a delegate, is responsible for preparing contracts for all new employees.



### **Subsection 03: Hours of Work**

- A. The office of CILT is normally open 9:00 a.m. to 5:00 p.m., Monday to Friday inclusive, for visitors, although the office may remain open outside of these hours and on weekends for special events. Employees may arrange with their manager to start or end their workday outside the hours of 9:00 a.m. to 5:00 p.m.
- B. The normal full day of work is seven (7) hours, inclusive of breaks and exclusive of a one hour lunch period.
- C. CILT endorses a program of alternative work arrangements within a framework of the core hours. While the opportunity to work alternative hours will not be unreasonably withheld, each position must be considered on an individual basis. Should it be determined that alternative work arrangements are not in the best interest of a position and the work to be accomplished, then that position would not be eligible to participate in the program.

Through an alternative work arrangement an employee can design, with advance approval of the Manager and the Executive Director, a work schedule within the established guidelines. Once the Executive Director and employee have agreed upon the arrangement, then the arrangement agreed to will be considered to be the standard for the individual in the specific position at the time of approval and may not be changed without the Executive Director's prior approval.

Employees should be aware that in the event of a transfer or promotion to another position within the organization, their current alternative arrangement is not automatically transferable to the new position and a new agreement may need to be established with the Executive Director.

- D. Flexible Hours, Additional Hours and Overtime:
  - 1. Employees are encouraged to work a balanced and regular number of hours per week to ensure harmony between work and personal time. Managers will make every effort to ensure that employees do not exceed their regularly scheduled hours in one week. However, CILT recognizes that from time to time flexible hours may be required to meet organizational needs.
  - 2. When employees do work flexible hours they are expected, where possible, to structure their schedule and time through the week so as not to exceed their regular weekly hours. This would mean, for example that if an employee worked late one evening for an event, or to complete a project, they may start later or leave earlier the following day or later in that same week. It might also mean that an employee would take an extended lunch break.

In a situation where both the full Saturday and Sunday are worked, it is expected that both Monday and Tuesday or the prior Thursday and Friday will be taken off. Prior approval is required if there is a change to this schedule.

3. When an employee is flexing time to accommodate for flexible hours this should be discussed with and approved by the direct manager.
4. Where it is not possible for an employee to flex their schedule in a given week the accumulation of additional hours will be approved by the direct manager.
5. Additional hours taken that result in total hours worked between regular weekly hours and 44 hours may be accumulated at the rate of one hour for each hour worked and taken at a mutually agreeable time.
6. **Jobs eligible for overtime under the *Employment Standards Act, 2000* (e.g., non managers/supervisors and non IT professionals):** Time worked in excess of 44 hours in one week will be considered overtime and will be taken as lieu time at the rate of 1.5 hours for each hour worked. Lieu time must be taken within twelve months of the month its earned.
7. **Jobs not eligible for overtime under the *Employment Standards Act, 2000* (e.g., managers/supervisors and IT professionals):** These employees should work with their managers to ensure harmony between work and personal time.
8. Additional hours and overtime are accumulated in minimum half-hour increments. Additional time for any day will be accumulated after the first half hour worked and for each increment of a half hour thereafter.
9. All additional and overtime hours must be submitted ahead of time by employees and pre-approved by the direct manager
10. Additional hours and overtime can be claimed in the following circumstances:

***Travel time*** to a work assignment beyond that which would ordinarily be required for commuting to work, and resulting in excess of an employee's regular weekly hours due to a work assignment;

***Meeting time*** (*outside or group meetings and workshops*) resulting in excess of an employee's regular weekly hours in situations where the start time of the meeting does not enable the employee to flex their time to keep within their regular weekly hours; and

*Consumer meetings (individual) where staff is unable to schedule a consumer meeting during the work day, and/or the staff member is unable to start the day later or end earlier (i.e. keep within their regular weekly hours).*

#### **Subsection 04: Pay Periods**

- A. All employees of CILT will be paid every two weeks. The pay period will end 6 calendar days prior to the payday.
- B. The Executive Director may require an employee to keep and submit a record of hours worked.

#### **Subsection 05: Leaves of Absence**

- A. Unpaid Leave (case by case basis):

Provided it does not interfere with the efficient operation of CILT, the Executive Director may grant unpaid leaves of absence, for sufficient cause, at the request of an employee. Approval for such leave will be made on a case by case basis and will be discussed with the employee's direct manager. Unpaid leaves of absence will not normally exceed one year.

- B. Personal Leave:

For employees with at least three (3) months of continuous employment with CILT, the direct manager may grant up to three (3) days per calendar year of leave of absence with pay, for sufficient cause. The employee may use these personal leave days for reasons such as dependent care, moving, religious holidays not ordinarily covered by statutory holidays, to attend funerals not covered in bereavement leave below, or to attend to personal matters not covered by other leaves. The employee, whenever possible, shall request these personal leave days in advance and the request may be denied if it interferes with the efficient operation of CILT. CILT reserves the right to request reasonable evidence supportive of the requested time off.

- C. Bereavement:

An employee with one month of continuous employment with CILT who is absent from work because of a death or funeral of a member of their family is entitled to:

- (1) Up to three (3) days leave of absence with pay on the death of a parent, child, spouse, life partner or sibling and one (1) day leave of absence with pay for

the funeral of a grandchild, grandparent, parent-in-law, uncle, aunt, niece, nephew, grandchild in-law or grandparent in-law.

(2) Additional time off without pay can be granted by the Executive Director in special circumstances.

D. Maternity and Parental Leaves:

Maternity and parental leave shall be consistent with the Employment Standards Act and other relevant statutes.

As an enhancement to the Employment Standards Act, CILT allows employees on maternity and parental leave to accrue paid vacation and sick days.

If an employee resigns from CILT before returning to work, all paid vacation accrued during their leave will be forfeited and not be paid out.

If an employee resigns from CILT after returning to work for less than three (3) months, 75% of paid vacation accrued during their leave will be forfeited and not be paid out.

If an employee resigns from CILT after returning to work for three (3) to less than six (6) months, 50% of paid vacation accrued during their leave will be forfeited and not be paid out.

If an employee resigns from CILT after returning to work for six (6) to less than nine (9) months, 25% of paid vacation accrued during their leave will be forfeited and not be paid out.

E. Court Attendance:

An employee who is called for jury duty or subpoenaed as a court witness will be entitled to regular pay while absent. CILT will make up the pay difference between jury pay or witness pay and the regular pay. The employee must return to work when not required for jury duty and will not be compensated if the employee is a plaintiff, defendant or other party to the proceeding. An employee is required to present proof of service requiring their attendance.

F. Other Leaves under the Employment Standards Act

As per the provisions of the Employment Standards Act all employees are eligible to apply for other job protected leaves. (See the Employment Standards Act for further details.)

Employees may apply to Employment Insurance for applicable benefits.

**Subsection 06: Harassment**

Policy and Procedures regarding harassment and discrimination are found in CILT's *Human Rights Policy*.

### **Subsection 07: Employment of Relatives**

**Policy:** To define the conditions governing the employment of relatives of CILT employees, in order to avoid any present or future conflicts of interest that could arise.

**Definition:** For the purposes of this policy, an immediate relative is defined as the spouse, parent, intimate partner, child, brother or sister of the employee. In addition, family members related by marriage or common-law (i.e. parents-in-law, brother-in-law, sister-in-law) are considered to be immediate relatives.

**Procedure:** Immediate relatives of current employees will not be employed at CILT.

### **Subsection 08: Standards of Conduct**

#### **I. General Standards of Conduct:**

All employees are expected to conduct themselves in a manner that is professional, positive and demonstrates respect of others, human dignity and human rights.

In carrying out their professional obligations employees shall not engage in or condone any activity or conduct that constitutes dishonest, deceitful, fraudulent, illegal acts, discrimination and/or racism.

The interests of the organization are to be regarded as the employee's primary professional responsibility.

#### **II. Conflict of Interest**

**Definition:** Conflict of interest is defined as any interest, or beneficial interest of a CILT employee or immediate family member, or any interest in any firm, partnership, corporation or other organization of any kind which may be affected by any dealings with CILT.

A. Employees at all levels are expected to avoid any situation in which their personal interests and the interests of their family members or contacts may conflict with those of CILT or would affect their ability to act in the best interests of the organization. Appearances of conflict as well as actual conflict are to be avoided.

B. All employees are expected to abide by the following principles:

- Employees shall act in the best interests of CILT
- Employees shall act with honesty and uphold the highest ethical standards so as to ensure the integrity of CILT is maintained and enhanced.
- Employees shall organize their private matters in a way that will prevent real, potential or apparent conflicts of interest from arising.
- All employees shall not use CILT time, supplies, equipment and contacts for activities not related to their direct work with CILT.
- Employees shall not solicit or accept transfers of economic benefit, customary hospitality, or other benefits of nominal value from parties other than CILT.
- Employees shall not knowingly take advantage of, or benefit personally from information obtained through the course of their duties and responsibilities.
- An employee who perceives or is aware that they are or may be involved in a conflict of interest will discuss the issue with their manager to determine how to best resolve the conflict or potential conflict. The Manager will discuss the issue with the Executive Director before arriving at a resolution.
- Where an employee is involved in a discussion or an issue that may present a conflict of interest, that employee will withdraw from decision-making regarding that matter.

All information related to a conflict of interest shall be treated as confidential by the Executive Director and the Board of Directors. The Board of Directors shall determine if the interest disclosed brings the employee into a position of conflict of interest and shall notify the employee accordingly.

C. Any employee who:

- (1) has a direct or indirect interest in a contract or proposed contract with CILT must advise the Executive Director in writing of their interest immediately upon becoming aware of the situation;
- (2) is present at a committee or other meeting at which the contract or proposed contract is being discussed will immediately disclose their interest and will not participate further in the discussion, will refrain from voting on the matter, and will not influence the vote.

If the employee is absent from the meeting, or acquires an interest after the meeting, they will disclose their interest and otherwise comply with paragraph (2) at the next meeting attended.

- D. Every employee also has an obligation to disclose to the Executive Director any interest which may be affected by any dealings with the CILT of their spouse, child, or other person related by blood or marriage.
- E. The Executive Director is also obligated by the above paragraphs and must disclose to the Board of Directors any interest, which may be affected by any dealings with the CILT.

### III. Confidentiality

CILT is a service organization, serving consumers and the public. All information obtained in the course of employment with CILT is strictly confidential. All Employees, volunteers, contractors and Board members must respect this confidentiality by not discussing or disclosing any confidential information, other than in the course of their duties at CILT or as obligated legally or professionally. In addition, employees must comply with CILT's procedures pursuant to which certain documents, forms, etc. are required to be kept secured.

### IV. Standards of Conduct Agreement

All employees will sign a Standards of Conduct agreement, which includes terms on conflict of interest and confidentiality indicating that they are aware, understand and agree to abide by CILT's policy.

All volunteers and contractors are required to sign a condensed version of the confidentiality agreement, indicating that they have read, understand and agree to abide by all aspects of the policy.

#### **Subsection 09: Corrective Action**

**Policy:** CILT has the right to undertake corrective action for cause with employees. Corrective action will normally be progressive; that is, corrective action will increase in severity if a form of unsatisfactory behaviour is repeated or if a pattern of unsatisfactory behaviour develops.

Corrective actions will be administered by the Executive Director, or designate, in a timely manner.

**Procedure:** The form of corrective action, in order of severity, will be:

- (1) oral discussion with action plan and follow-up
- (2) written warning with action plan and follow-up
- (3) termination of employment

All documentation of corrective action will include a summary of the events, issues, and/or policy violations, expectations of the employee in the future, and notice that further incidents of a similar nature may lead to further corrective action up to and including dismissal.

In certain circumstances, corrective action need not be progressive. Such circumstances are those in which the employee's actions are considered to endanger themselves and/or others, or where the act is of gross misconduct or neglect of duty.

All notes of oral discussions and written records of other corrective actions will be maintained in the employee's personnel file. Any written response of the employee will also be maintained in their personnel file.

### **Subsection 10: Termination of Employment**

#### **A. Voluntary Termination**

Employees wishing to resign a position are asked to provide written notice of resignation. It is considered standard business practice and basic courtesy to provide an employer with notice equivalent to the regular pay period, which for CILT is two (2) weeks.

#### **B. Involuntary Termination**

Employees may be terminated by CILT because of:

- (1) redundancy of the incumbent's position or lack of work;
- (2) misconduct, i.e. theft, damage to company property, harm to other staff, etc.;
- (3) unsatisfactory work performance; and
- (4) any other reason that CILT deems appropriate for termination of employment.

In cases of termination of employment due to redundancy of the incumbent's position or lack of work, the incumbent may be considered for transfer to another suitable opening, should one exist. However, neither organizational transfer nor a position at a comparable salary level can be guaranteed.

In such circumstances, CILT will endeavor to provide employees with advance notice of termination of employment. In the event of termination without cause appropriate notice and severance payments will be provided in accordance with current employment standards legislation or the employee's employment agreement, whichever provides the greater notice. No other notice or pay in lieu of notice obligations will apply.

In cases of termination for cause, no notice or pay in lieu of notice obligations will apply.



## **SECTION 4: EMPLOYEE BENEFITS**

### **Subsection 01: Statutory & Group Benefits**

#### **A. General**

CILT provides its employees with all benefits required by law. In addition, CILT provides employees working more than 21 hours per week with health care benefits that are described in a separate booklet and are amended from time to time.

As per the requirements of the benefits program employees who are 65 years of age or older do not have access to long term disability coverage, and CILT's group life insurance and accidental death and dismemberment plans are limited to half of the affected employee's current salary. Health and dental benefits, group life insurance and accidental death and dismemberment coverage ends once the employee reaches 70 years of age or retires, whichever comes earlier.

Fixed term employees are not eligible for long term disability coverage.

#### **B. Group RRSP Plan**

CILT provides a Group RRSP Plan on the following terms:

Permanent employees may join the Plan on the first day following the completion of 3 months of continuous full-time employment or the equivalent part-time employment based on hours worked (150 hours equals 1 month). Initially, employee required contributions are based on a minimum set by the asset management company up to a maximum of 2% of earnings, to be contributed by payroll deduction. CILT will match the employee required contribution up to a maximum of 2%.

Upon completion of two and one half years continuous full-time employment or the equivalent part-time employment calculated as above with CILT, the employee may increase their contribution to 3% of earnings which will be matched by CILT.

Upon completion of five years continuous full-time employment, the employee may increase their contribution to 4% of earnings. CILT will match the employee contribution to this level.

Employees may contribute more than the above amounts to the Plan. The employer will not match such additional voluntary contributions.

The combined contributions by the employee and employer in any calendar year may not exceed the employees' RRSP deduction limit.

At least annually each employee will receive a detailed statement of his or her account.

Each employee will select the investments for their plan from the choices available. The employee can make changes, according to the plan guidelines.

While the Plan member is an employee of CILT, the Plan will permit withdrawal of funds only for medical emergencies or costs associated with a chronic condition of the employee or an immediate family member, including the amount of the cost of purchase of necessary assistive devices not covered by the Assistive Devices Program or CILT's Health Care Plan. Withdrawal requires the approval of the Executive Director and the income tax payable on withdrawals is the responsibility of the employee.

Upon termination of employment with CILT, the employee may direct the contributions to either their own RRSP or a spousal RRSP.

Fixed term employees are not eligible for RRSPs.

### **Subsection 02: Statutory Holidays**

A. CILT recognizes the following eleven (11) days as if they were statutory holidays:

- |                  |                               |
|------------------|-------------------------------|
| 1. New Years Day | 7. Civic Holiday (Simcoe Day) |
| 2. Family Day    | 8. Labour Day                 |
| 3. Good Friday   | 9. Thanksgiving Day           |
| 4. Easter Monday | 10. Christmas Day             |
| 5. Victoria Day  | 11. Boxing Day                |
| 6. Canada Day    |                               |

B. The office of CILT will officially be closed on the dates specifically designated for the above statutory holidays.

C. All full-time employees shall be paid their regular rate of pay for all statutory holidays. Permanent part-time employees shall receive holiday pay for statutory holidays based on their regular wages and vacation pay payable during the four (4) weeks prior to the holiday, divided by twenty (20).

D. CILT will attempt to reasonably accommodate requests for time-off relating to non-Christian religious holidays. Requests will be directed to the Executive Director for approval. Such time off will be taken from the employee's personal leave, lieu time, or vacation time allotment.

### **Subsection 03: Vacation**

- A. The vacation year coincides with the calendar year extending from January to December.
- B. Full-time employees with more than one year of continuous employment shall be entitled to an annual vacation of three (3) weeks paid at the employee's then current rate of pay.
- C. Full-time employees with more than five (5) years of continuous employment shall be entitled to an annual vacation of four (4) weeks paid at the employee's then current rate of pay.
- D. Full-time employees with more than fifteen (15) years of continuous employment shall be entitled to an annual vacation of five (5) weeks paid at the employee's then current rate of pay.
- E. New full-time employees accrue vacation at the rate of 1.25 days per month during the first year of employment. During the first year employees may request five (5) days of paid vacation upon completion of six months' continuous service. The remaining vacation may be taken as it is accrued through the year.
- F. Whenever possible, given the service requirements of CILT, employees' wishes will be taken into account when scheduling vacations. As a general practice, employees are requested to schedule their vacations in periods not to exceed ten (10) consecutive working days and to schedule all vacation days in the calendar year in which the vacation is earned.
- G. Requests for vacations of longer than ten (10) consecutive working days must be approved by the Executive Director and may be denied based on service requirements.
- H. Employees may carry over a maximum of ten (10) vacation days into the next year. A carryover of more than ten (10) working days in special circumstances, such as an employee illness, injury, or CILT service requirements, may be arranged with the approval of the Executive Director.
- I. If an employee is ill or injured during a scheduled vacation, the employee is entitled to claim sick pay in lieu of vacation for the period of hospitalization. Reasonable evidence of illness or injury must be provided to the Executive Director, if requested.
- J. Fixed-term Employees:

Fixed-term employees (who have a term of employment with an end date) are entitled to vacation pay as set out in their individual employment contracts or as agreed with the Executive Director. Fixed-term employees seeking vacation time can negotiate such time off with the Executive Director, but shall not be entitled to receive any pay for

vacation time greater than 6% of their earnings to the date of the scheduled vacation. At the end of the contract, the employee is entitled to 6% of earnings during the contract less previously made vacation payments.

I. Part-time Employees:

Part-time employees are entitled to 6% of their earnings in a year as vacation pay, calculated from their first day of employment.

**Subsection 04: Sick Leave**

- A. Pay for sick leave is granted for the sole and exclusive purpose of protecting employees against loss of income during periods of the employee's own illness and medical appointments which cannot be scheduled outside of the regular hours of work, and those of the employee's dependents.
- B. Full-time employees shall accumulate sick leave on the basis of 1 day per calendar month of active employment. Sick leave accrued but not used during the calendar year will be carried over to subsequent years to a maximum of 52 days and may be used later.
- C. Part-time employees shall accumulate sick leave on a pro-rated basis.
- D. Entitlement of sick leave will begin the first day of the month following commencement of employment.
- F. Employees are required to contact their direct manager to report an absence due to illness prior to the start of their workday. If the direct manager is not available a message must be left on the direct manager's voice mail and the employee should then contact reception to advise of their absence.
- G. Employees may be required to provide reasonable evidence supportive of the request for sick leave and/or of the fitness of an employee to return to work after a period of illness. Absence of more than three (3) days for which sick leave is claimed may require a medical certificate. Absence of more than ten (10) consecutive days for which sick pay is claimed may require adjudication by an independent third party.
- H. Sick leave shall accumulate during periods of absence due to an accident while on duty, paid absence due to illness, vacations, holidays and scheduled days off, paid leaves of absence and unpaid leaves of absence up to three (3) consecutive working days.

Sick leave shall not accumulate for periods of unpaid leave of absence in excess of three consecutive working days or for unpaid sick leave.

- I. An employee whose sick leave has been exhausted will be considered to be on sick leave without pay for any absence due to illness. In such a case, the

employee may choose to use vacation day credits and/or personal leave days to be paid for days absent due to illness.

- J. On the termination of an employee's employment with CILT, unused sick days will not be paid out.

## **SECTION 5: GENERAL**

### **Subsection 01: Mileage/ Transportation**

Any staff required to use their own vehicle for CILT business shall be reimbursed as per Canada Revenue Agency's approved automobile allowance rate.

Employees required to use public transportation for CILT business shall be reimbursed the cost of the transportation.

Accessible transportation on CILT's account can be arranged only for business-related activities. An employee's request for such use must be pre-authorized by their manager or the Executive Director.

### **Subsection 02: Endorsements**

Other agencies and groups often seek CILT's endorsement or sponsorship of projects or events. Any requests of this nature must be directed to the Executive Director. The Executive Director shall consult with at least two (2) members of the Board of Directors, or the appropriate Board Committee (if one exists) prior to approving such a request. Approval shall be given only to those projects that adhere to the philosophies of CILT, Independent Living Canada (ILC), and the Independent Living Movement generally.

### **Subsection 03: Loans**

No Officer shall authorize payment of a loan or similar benefit to an employee without board approval.

### **Subsection 04: Honoraria**

Honoraria paid to staff for activities which are part of their normal work duties, whether inside or outside of the normal working day, are the property of CILT and will be handed over to Petty Cash. "Outside the normal working day" refers to special assignments to cover an event as a representative of CILT in the evening or on weekends or where staff has, as part of their normal duties, scheduled events in the evening or on weekends. Any honorarium paid to staff working on their own time, may be kept by the staff.

### **Subsection 05: Communication Allowance**

The Communication Allowance is a taxable benefit provided to subsidize managers who are required to use their home internet, cell phone and/or other communication device for a legitimate CILT business purpose.

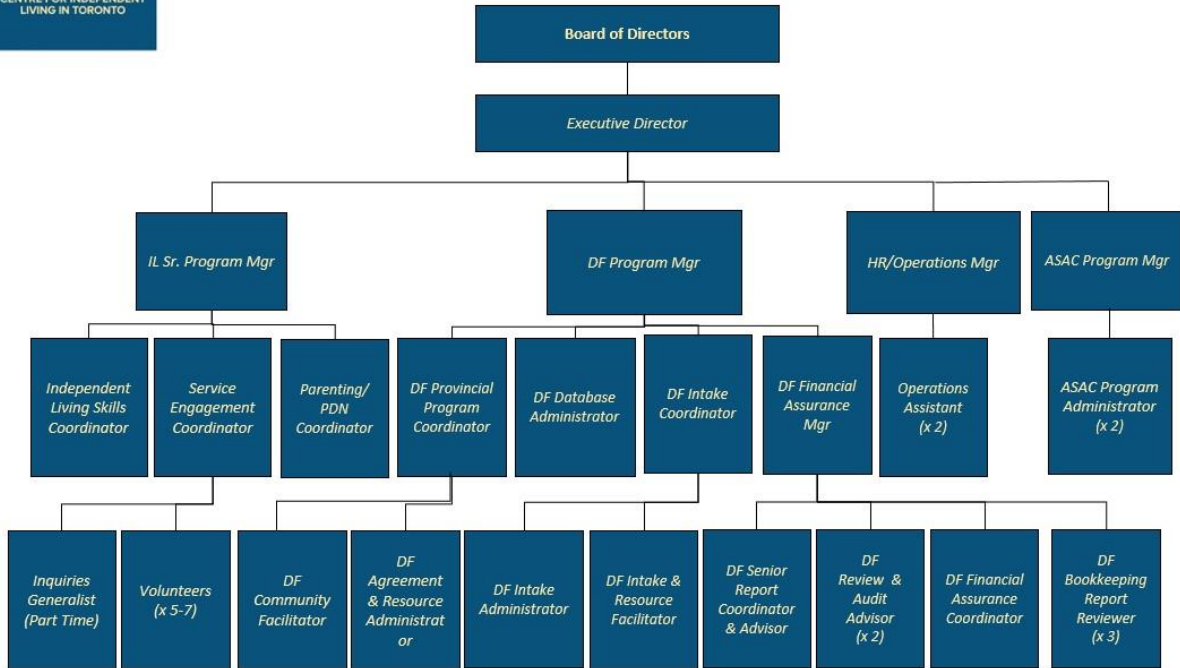
The Communication Allowance is paid through Accounts Payable on a quarterly basis at the then current rate (as per Schedule I on Attachment III) approved by the Board of Directors.

To claim a Communication Allowance, the employee has to show proof of payment such as a phone bill and/or an internet bill, and the Communication Allowance must not be more than the sum of all eligible bills.

**ATTACHMENT I. ORGANIZATIONAL CHART  
CENTRE FOR INDEPENDENT LIVING IN TORONTO**



# Organizational Structure



*Updated June 2021*



**ATTACHMENT II**  
**CENTRE FOR INDEPENDENT LIVING IN TORONTO**  
**STANDARDS OF CONDUCT AGREEMENT**

I \_\_\_\_\_, have read, understand and agree to comply with all aspects of the Centre for Independent Living in Toronto’s Standards of Conduct Policy (which includes Confidentiality obligations) contained in the Personnel Policy (*which has been provided to me as part of my offer of employment – for new staff only*). I further understand that I may direct any questions or concerns regarding any part of this policy to my direct manager or the Executive Director.

I also understand and accept that a violation of this policy may result in corrective action, up to and including termination.

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Manager’s Name

\_\_\_\_\_  
Employee’s signature

\_\_\_\_\_  
Manager’s signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

# **ATTACHMENT III**

## **Schedule I – Communication Allowance**

Effective June 5, 2014, the Communication Allowance is \$160.00 per quarter.