

Category: Human Resources	Date Approved: October 23, 2019
Policy Number: 3 - 01, 3 - 02	Date Drafted: Amended October 21 2019
Policy Title: Personnel Policy, Intimidation, Harassment and Bullying	

Purpose

The main purpose of this policy is to create a PCBIA policy compatible with the spirit and intent of related personnel policies of the Corporation of the City of Mississauga, and contractual and legal rights as set out in both Federal and Provincial Law. The PCBIA is a Committee of the City, serves at its pleasure, and is expected to conduct as a Board and its business in conjunction with City expectations.

This policy applies to all employees, therefore it must be formally shared with every employee.

Who is an employee? “All personnel hired, or authorized to be hired, or contracted by the PCBIA Board. This also includes member volunteers on committees of the Board, or volunteers authorized to act on behalf of the Board.”

Every employee is expected to be knowledgeable with the Respectful Workplace principle. Each is expected to promote and contribute to a Respectful Workplace; and refrain from violating this policy.

The Workplace includes all locations where employees conduct business or social activities and where their behavior may have a subsequent impact on work relationships, environment and or performance. Incidents that occur by way of electronic communication (e.g. unwelcome phone calls, e-mail or voice-mail messages, the display of offensive materials, Facebook or other “social media posts”) are considered to have occurred in the workplace.

**refer to Social Media Policy #2-01 for full policy governance.*

Report violations of this policy if it occurs, to any person with leadership and or supervisory responsibility; cooperate fully with any investigation of the violation.

All employees shall adhere to the Policies & Procedures set out in this Policy.

General Conditions

The objective - to ensure a climate of understanding and mutual respect (through an understanding of ideas around)

- Respectful Workplace, Discrimination, Harassment and Bullying
 - The rights and responsibilities of Employees
 - The employee's course of action in case of violation of the Policy
- a. All employees shall adhere to the Conflict of interest Guidelines - Refer to the City of Mississauga Code of Conduct for Members of Local Boards - under Non - adjudicated Boards Pages.5-18; 34-41.
 - b. Current Job descriptions should be maintained. A personnel file for each employee must be created, maintained and secured. The Executive is responsible for securing this file.
 - c. The Board of the PCBIA may annually amend any employee salary/benefits, or contributions to such benefits, at its discretion and in contrary with Federal & Provincial statutes.
 - d. An employee who drives a vehicle for PCBIA business must have a valid 'G' Ontario driver's license. The vehicle shall be properly insured to cover such use.
 - e. All employees shall adhere to the Government Health & Safety Regulations.

Salary

- a. The annual rate of pay & benefits to any employee shall be established by the Board of the PCBIA.
- b. Salaries & benefits will be based on a mutually agreed upon goal & performance plan. It will be reviewed annually by the Executive Committee and approved by the Board of the PCBIA.
- c. Cost of living adjustments may occur annually.
- d. Individual circumstances may require more frequent reviews.

Pay Day

Pay will be bi-weekly, and pay periods/dates can only be changed with written permission from the Board/Executive Committee.

Overtime/Time in Lieu Time

- a. Projected overtime/time in lieu hours must be pre approved by the Chair/executive Board at least 5 business days prior to the expected overtime period. Special circumstances exceptions may occur, with approval.
- b. Approval of overtime/time in Lieu will be compensated by the following Employment Standards Act.
- c. Overtime pay or pay in Lieu preferred by the employee can be recorded, but must be negotiated/resolved based on current BIA Office circumstances, at that time.
- d. All overtime/time in Lieu owing must be submitted to the Chair/Executive Board for payment processing via the *Request for Paid Overtime/time in Lieu Hours* Form.
- e. Only after the Chair/Executive Board has approved this form will payment be made.
- f. All overtime/time in Lieu payments shall be processed within the calendar year in which it is earned or it is forfeited. Special circumstance expectations may occur with approval of the BIA.

Designated Holidays

Employees who are required to work on a Designated Holiday shall be compensated based on the Employment Standards Act

- a. Designated Holidays are:
 - i. New Year's Day
 - ii. Family Day
 - iii. Good Friday
 - iv. Victoria Day
 - v. Canada Day
 - vi. Civic Holiday
 - vii. Labour Day
 - viii. Christmas Day
 - ix. Boxing Day

Vacation Time

- a. All vacation leave and vacation pay shall be based on the current calendar year.
- b. Vacation leave must be taken in the 12-month period beginning in January and ending in December, in the year in which the vacation is earned or it is forfeited. Special circumstances may occur with approval of the BIA.
- c. The PCBIA Board of Directors, in exceptional circumstances, may approve a deferral of vacation leave to the following year.
- d. Employees are expected to request their vacations using the appropriate form as far in advance as possible, with the minimum expectation of two weeks before the expected vacation time.
- e. Every effort will be made to grant vacations on the dates requested by the employee. However, the Board has discretion to consider current BIA office circumstances in its decision to approve.
- f. Employees terminating shall have their vacation pay prorated based on their entitlement up to the date of termination.

Illness or Personal Days

An Employee's entitlement is based on following the Employment Standards Act or employment contract. These days are to be recorded in the *Request for Time Off* form and submitted to the Chair/Executive Board.

Emergency Leave of Absence

- a. Any leave of absence will require consultation with the Executive Committee of the PCBIA.
- b. At least two (2) weeks' notice should be given before the requested Leave of Absence. An exception will be made due to an emergency.

- c. All requests shall be in writing, stating the reason and the expected dates of absence.

Compassionate and Bereavement Leave

- a. Bereavement leave arising from the death in the immediate family will be granted with pay up to a maximum of five (5) normally scheduled working days in accordance with the Employment Standards Act of Ontario.
- b. Compassionate Leave may be granted after consultation with the Executive Committee of the PCBIA.

Jury Duty/ Subpoena Notice

An employee who is required to serve as a juror or attend quasi-judicial tribunals where subpoenas may be issued, will be paid in accordance with the employment Standards Act of Ontario.

Professional Development, Conference, Employment Expenses and Professional Fees

- a. Employees must request, via appropriate form, permission from Executive Board to attend
- b. The Board may use its discretion to recommend an Employee attend a professional BIA development workshoffconferenee/event.
- c. Employees authorized to attend a conference or convention will be paid 100% of the following allowable expenses:
 - i. Transportation expenses equal to but not exceeding economy air travel will be paid upon presentation of receipts;
 - ii. Mileage at the approved City of Mississauga rate where the employee elects to use his/her motor vehicle for travel, providing the mileage and parking costs do not exceed the economy airfare provided for in (a) above;
 - iii. Hotel accommodation, ground transportation, meals as approved by the Board (only when not included in conference fees): and

- d. Receipts for all expenses including reasonable meal costs as approved, hotel accommodation, ground transportation etc., must be provided for reimbursement on the appropriate form.

Termination of Service

- a. Just Cause - shall include, but not limited to:
 - i. Any material breach of BIA Policy
 - ii. Any material breach of the PCBIA's Code of Conduct of Ethics
 - iii. Any material breach of the PCBIA's employment and/or safety policies and procedures
 - iv. Theft, dishonesty or falsifying records (including providing false information as part of your application for employment)
 - v. Personal conduct that may prejudice the PCBIA's reputation, business interests or working morale and/or undermine affiliate relationships with
 - 1. BIA members
 - 2. Departments of the City of Mississauga
 - 3. Suppliers/service Providers
 - vi. Inappropriate conduct with respect with " Social Media" *refer to Social Media Policy #2- 01 for full policy governance*
 - vii. Intentional destruction or improper use or abuse of PCBIA property
 - viii. Violence in workplace
 - ix. Any intentional or grossly neglect disclosure of confidential information
 - x. Harassment or discrimination involving coworkers, supervisors, managers, customers, suppliers or others associated with the PCBIA
 - xi. Insubordination or the refusal to follow instruction
 - xii. Conduct that is materially detrimental to the business or financial position of the PCBIA
 - xiii. Repeated, unwarranted lateness, absenteeism or failure to report to work.
 - xiv. Intoxication or impairment in the workplace
 - 1. Resignation

Upon giving 30 days advance notice in writing, at which time all PCBIA property/assets must be immediately returned to the office. The PCBIA may waive such notice, in whole or in part and if it does so, entitlement for remuneration will cease on the date the notice is waived.

Miscellaneous

Fairness:

Staff should be committed to performing their functions with integrity, and to avoiding the improper use of the influence of their job/status with the PCBIA, and private conflicts of interest both apparent and real.

Staff shall also not extend, in the discharge of their duties, apparent or real advantage or preferential treatment to any member or member business, family members, organizations or groups in which they or their family members have any (pecuniary or non pecuniary) interest whatsoever.

Staff shall not accept a fee advance, cash, gift, gift certificate or personal benefit that is connected directly or indirectly with the performance of the duties of office. This includes the offer of use of property or facilities, use of a vehicle, use of vacation property at less than reasonable market value or at no cost. A fee or advance paid to, or a gift or benefit provided with your knowledge to a family member that is connected in any way to the performance of your duties is deemed to be a gift to you.

Exemptions may include: compensation authorized by law; a suitable memento of a function honouring the staff member or where the staff member is either speaking or attending in an official capacity at an official event; food and beverages consumed at banquets, receptions or similar events, etc.

Doubts about the propriety of a gift should be resolved in favour of not accepting or keeping it.

Staff should not use, or permit to be used, PCBIA facilities, equipment, supplies, services, staff or any other resource for activities other than the business of the Board.

Inventions & Creations - It is understood and agreed that all inventions, creations or concepts developed in the course of employment or furnished by the PCBIA shall remain and be considered the exclusive property of the PCBIA and be returned to the PCBIA upon termination of employment.