

Human Resources Policies and Procedures

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PROCEDURE F 6.01

Subject: **Professional Development Fund**

Approval/Amendment Date(s): October 7, 1991, May 1, 1998, August 27, 1999, February 2, 2010

Associated Procedure/Documents: Policy 6.01 Professional Development Fund

Next Review Date:

F.6.01.01 Eligibility to Apply

a) **General**

All permanent in-scope employees who have passed probation are eligible to submit an application to the Committee for Professional Development Fund sponsorship.

b) **Eligibility While on Layoff**

In order to take advantage of professional development activities, which may occur from time-to-time outside the term during which an employee is under contract, part-time permanent employees may apply to the Professional Development Fund for use of their allotment while on periods of layoff. Approval by the Committee is subject to the condition that any amount accessed while on layoff will be repayable in full to the Professional Development Fund if the employee does not return to work in an in-scope position during the fiscal year in which the training was approved or at any time during the subsequent fiscal year, or ceases to be an employee of the College prior to meeting condition i) above.

F.6.01.02 Procedure to Apply

- a) Employees who wish to apply for Professional Development Funds (PD funds) that requires approval of leave, whether with or without pay, must first submit their Professional Development Fund application to their Director for approval.
- b) If the leave is approved by the Director, the employee shall then forward the application to the Committee chairperson. Applications must be received by the chairperson before the first day of the month in which it is to be considered.

- c) The Committee will attempt to deal with requests on the first Tuesday of each month.
- d) Upon approval, it is the responsibility of the individual to make arrangements for registration. Reimbursement for registration will follow regular reimbursement protocol.

F.6.01.03 Requirements of Application

- a) The onus is on the employee to provide proof of completion of the course to the Committee who shall forward it to the Director of Administration. PD funds will be awarded upon the individual's return to employment when appropriate documentation has been received and processed by Administration.
- b) After attending a workshop or conference for which an employee has received an allotment of PD funds, that employee shall submit a written report on the conference to his/her Director, upon returning to work.

F.6.01.04 Administration of Policy

a) Professional Development Committee

The Professional Development Fund shall be administered by a Professional Development Committee (the Committee) consisting of three staff members.

- i) Committee members will be selected annually by their peers.
 - ii) The Committee will select one of its members as chairperson.
 - iii) Committee members shall maintain the confidentiality of their deliberations and all applications.
 - iv) Records of deliberations shall be made available upon request to the President.
 - v) Committee members shall avoid any potential conflict of interest
- b) Evaluation of requests**
- i) Each request will be evaluated on its own merit considering the following criteria:
 - (a) Attendance by the employee would be of value to the College as it relates to that employee's position.
 - (b) There are funds remaining in an individual's allotment.
 - (c) Participation or acquisition of professional materials by the employee would be of value to the College and/or to the betterment of the employee professionally as it relates to the employee's position.
 - ii) The Committee has the right to request additional information on any application before making a decision on the request.

- iii) Applications approved by the Committee requiring out-of-province travel require final approval by the applicant's Director.
- iv) Employees who require access to advance funds for Professional Development Fund activities should include this requirement in their application for approval.

c) Allocation of Individual Allotment

- i) An allocation will be made to an individual's allotment beginning in the fiscal year in which that person becomes eligible through successful completion of the required probationary period. The allocation to an individual's allotment for the year, in which they become eligible, will be based on the period of service to be provided during that fiscal year.
- ii) The College's fiscal year begins July 1 and ends the following June 30. The annual allotment per eligible individual will be calculated by the Director of Administration on a pro rata basis. Requests for the year will be based on this allotment. The Director of Administration will ensure that staff are notified of their allocation in a timely manner.

d) Disposition of Unused Individual Allotments

- i) All unused individual allotments, which by choice or circumstance, of the Professional Development Fund shall not accumulate past June 30 of each respective year.
- ii) The Director of Administration or designate shall develop a set of controls to monitor individual allotments, as well as the expiration and elimination of unused allotments from individuals PD funds on an annual basis.

F.6.01.05 Reporting, records and review

- a) The Committee shall:
 - i) Provide a monthly report to the Senior Management Committee identifying who received awards and the nature of training undertaken.
 - ii) Maintain accurate records on budgeting and distribution of the Professional Development Fund
 - iii) Submit a mid-year report at the end of December, and a final report at the end of June to the Director of Administration.
 - iv) The Committee is responsible to maintain a monthly summary report in electronic form that shall be available for individuals to view.
 - v) The Committee Chairperson is responsible for responding to all requests. Responses should include details and the amount of money approved.
- b) The Director of Administration shall submit mid-year and annual reports to the President. The annual report shall detail the allocations and usage and expiry of allotments for the respective fiscal year.

- c) The President shall review the function of the Committee on a regular basis and may amend these procedural guidelines as deemed necessary.

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PROCEDURE F 6.02

Subject: **Fit-to-Work**

Approval/Amendment Date(s): October 19, 2009, October 5, 2018

Associated Policy/Documents: Policy 6.02 Fit to Work, Policy 2.05 Drug and Alcohol, Policy 6.17 Accommodation, Policy 6.08 Employee and Family Assistance Program, 6.16 Employee Code of Conduct, Board Policy #5 Board Member Code of Ethics, The Saskatchewan Human Rights Code, The Local Authority Freedom of Information and Protection of Privacy Act, The Saskatchewan Employment Act, The Collective Bargaining Agreement between the Saskatchewan Government and General Employees Union and the Southern Regional Colleges of Saskatchewan.

Next Review Date:

Procedures:

F.6.02.01 Overview

- a) The term 'Fit-to-Work' means that an individual is in a state of mental, physical and emotional health to complete their assigned tasks, competently and in a manner which does not negatively affect or threaten the health or safety of themselves or others or places the College in a position of unnecessary risk.
- b) An individual's fit to work can be affected in a variety of ways including, but not limited to: illness, injury, alcohol, drugs and emotional or behavioural issues.
- c) North West College believes that early intervention in such problems can assist people to deal with situations which may otherwise place at risk their own, or others' health and safety.
- d) These procedures provide the framework for dealing with these difficult and often sensitive issues.

F.6.02.02 Definitions

Due Diligence: The level of judgment, care, prudence, determination and activity that a person would reasonably be expected to do under particular circumstances.

Duty of Care: A legal obligation to have thought or regard for those who may be affected by one's actions or inactions. To not put others health or safety at risk.

Employee and Family Assistance Program (EFAP): A free confidential counselling program available to employees and their immediate family.

Fit-to-Work: From this point forward, where the term employee is used, it shall also include contractors, volunteers, visitors, board members and guests. An employee's ability to perform safely and without risk, all job functions of his/her position from the time the employee reports to work and throughout the entirety of the employee's scheduled work shift, as determined by North West College in its sole discretion. This definition includes being free from the risk of a medical condition or illness being passed on to other staff. It also includes being free from alcohol or drugs: prescription, non-prescription, recreational or illegal, which would impair the employee's ability to safely and without risk, perform the job functions of his/her position.

Impairment: The state of being mentally or physically diminished weakened or damaged, as a result of the consumption of alcohol or legal and illegal drugs (including prescription and non-prescription medications).

Job Demands Analysis (JDA): A document detailing the specific work requirements, tasks, physical and mental demands of each position. Job Demand Analyses (JDA) are conducted by experienced Supervisors, Managers and Directors. The JDA details the specific work requirements, tasks and demands of each position. The JDA allows a medical practitioner to measure an employee's current ability to complete the inherent core duties of a particular position. In addition, the JDA details may be used to provide assistance in the Injury Management/Return to Work process.

Job Description (JD): A document detailing the responsibilities, skills, knowledge and abilities required for each position.

Non-Work Related Injury: Damage to the body caused by external force. This may be caused by accidents, falls, hits and other causes. It is harm or damage sustained outside of the work place or not in the course of employment and not subject to Workers' Compensation legislation.

Risk: Exposing the individual or the College to undue harm related, be not limited, to: Health and Safety, Financial, Legal, Reputational, Relationship, and Operational outcomes.

Work Related Injury or Illness Injury: Physical harm or damage arising out of or in the course of employment.

Illness: A condition that impairs the normal functioning of the body and is contracted while performing work for the College and to which the employment was a contributing factor.

F.6.02.03 Responsibilities:

Under the Saskatchewan Employment Act, Health and Safety Division, both the employer and employee have "duty of care" obligations.

- a) In implementing these procedures, the College shall:
 - i) fulfill its duty of care to ensure, as far as reasonably practicable, the health, safety and welfare at work of all of the College's employees. This includes ensuring that all individuals are fit to work to minimize risk to both themselves and others whilst on College work sites or undertaking duties on behalf of the Employer.
 - ii) provide a safe workplace and facilities for use by the employees and the public;
 - iii) undertake its responsibilities to assess and mitigate risks;
 - iv) ensure privacy and confidentiality in relation to personal issues;
 - v) encourage staff to make a genuine and valued contribution within their working capacity; and
 - vi) work to ensure that no one feels harassed, embarrassed or humiliated as the result of an inability to meet the fit to work standards required by the College.

- b) Managers and Supervisors are responsible to:
 - i) take all reasonable measures to provide a safe work environment for those employees under their authority and anyone else under their control;
 - ii) determine whether employees reporting for work are fit to work at the beginning of, and throughout the workday.
 - iii) assess employees when they believe that an employee is not fit to work and is at risk of injuring themselves or others, or places the College at risk. The Supervisor or Manager's actions may include, but are not limited to:
 - (a) Immediate and appropriate action to prevent injury to the employee or others;
 - (b) Contacting Human Resources for direction and notifying their Director;
 - (c) Maintaining confidentiality of the situation;
 - (d) Providing feedback to the employee regarding his/her behaviour, and inquiring with the employee as to the possible cause.

- c) Human Resources personnel are responsible to:
 - i) inform employees about the policy and these associated procedures;
 - ii) when necessary, contact the local Union and the Occupational Health and Safety Committee employee representative, who will observe the process;
 - iii) lead the team responsible for assessing and determining fitness to work;
 - iv) take action, in consultation with the Supervisor, to assess and determine fitness to work.

- v) provide the person with information in relation to Employee and Family Assistance Program;
 - vi) arrange Drug and Alcohol Testing when necessary and in accordance with procedures;
 - vii) send the employee home safely and/or connecting the employee with the appropriate resources, all in consultation with the Director, or their designate.
 - viii) place the employee on short-term sick leave, when appropriate, until a satisfactory certificate of medical clearance is available. Paid short-term sick leave is conditional upon the amount of this type of leave credits the employee has accumulated, and/or;
 - ix) arrange for an independent medical exam, when appropriate, to be conducted for an employee assessed as not fit to work.
- d) Employees are responsible for:
- i) fulfilling their duty of care by taking reasonable care to protect their safety and the health and safety of other workers who may be affected by their acts or omissions.
 - ii) ensuring they are fit to work and comply with established standards for conduct and safety;
 - iii) reporting to their Supervisor if the employee believes they have become 'unfit' during any part of the workday;
 - iv) reporting to their Supervisor if the employee believes another employee is not 'fit-to-work':
 - v) cooperating with personnel responsible for assessing and determining fitness to work;
 - vi) following direction from the College once the determination on fitness to work has been made.
- e) Employee Use of Medications
- i) Particular attention should be paid to the appropriate use of prescription and non-prescription medication.
 - ii) Individuals must ensure that any prescription or non-prescription medication is taken safely.
 - iii) This requires that individuals:
 - (a) Discuss with the prescribing medical practitioner the nature of their duties and ascertain any possible side effects of the non-prescription or prescription medication which may impact on their safety or performance at work;
 - (b) Notify their supervisor of any non-prescription or prescription medication they are taking which could affect their safety or performance at work;
 - (c) Take any non-prescription or prescription medication strictly in accordance with the medical practitioner's or manufacturer's recommendations, and

- (d) Report any side effects that may impact on their safety or performance at work to their medical practitioner and their supervisor.

F.6.02.04 Employee Welfare

Management and employees have a joint responsibility for the well-being of all employees. Where staff are perceived to be suffering from, or self-report that they are unfit to work, the following are a range of options that could be considered:

- a) Confidential discussion to identify and address issues;
- b) Encouragement to seek medical assistance;
- c) Encouragement to access the Employee and Family Assistance Program;
- d) Temporary assignment of alternate duties and/or modification of hours of work;
- e) Appropriate leave of absence to seek medical or other assistance;
- f) Administrative leave so that the College may determine the appropriate course of action.

F.6.02.05 Assessment of Fitness to Work

- a) Employees are required to pro-actively address non-work related issues if these issues have the potential to impact on their ability to safely perform the inherent duties of their position. Should an employee's ability to perform their duties come into question, the College reserves the right to review their fitness to work through one or a combination of the following means:
 - i) Sourcing additional information from their treating physician;
 - ii) Arranging an independent medical examination paid for by the College, or;
 - iii) Arranging a workplace fitness assessment. The primary method for assessing an individual's fitness to work is through face-to-face discussion between Managers/Supervisors and individuals at the start and during the work period. Where appropriate, alcohol and drug testing may be used;
 - iv) Depending on the circumstances, and the perceived risk of injury to the employee or others, the College reserves the right to send employees home on sick leave until satisfactory evidence of fitness is supplied.
- b) The reasons for an employee's fitness to work to come into question are many and varied and may include but are not limited to:
 - i) inability to perform inherent duties of position (self or Supervisor identified);
 - ii) non-work related injury / disease;
 - iii) recurring/excessive sick leave absences, or;
 - iv) where fitness to work issues emerge in relation to an injury sustained in the workplace they will be dealt with in accordance with Workers' Compensation legislation.

F.6.02.06 Injury or Illness Workplace Fitness Assessments

These assessments are a comprehensive review conducted by a medical professional and entails an in-depth and comprehensive evaluation of an employee's ability to work. The assessment identifies the employee's functional tolerances which can then be matched to the relevant position(s) Job Demands Analysis and Position Description to ensure the full range of duties can be safely performed. These assessments are designed to provide objective information to assist in determining whether an individual can safely perform the full range of duties associated with the position for which they are employed. Where the assessment results confirm that the employee is unable to safely perform the full range of their duties the range of options to be considered includes but is not limited to:

- a) Temporary suitable duties;
- b) Job aids;
- c) Modified task completion guidelines;
- d) Referral to Employee and Family Assistance Program;
- e) Leave of absence.

The solution implemented will be largely dependent on factors relating to operational feasibility and safety.

F.6.02.07 Drug and Alcohol

The use of drugs and/or alcohol may affect an employee's ability to work safely through the loss of motor control, coordination, judgement, alertness and concentration which may lead to increased risk of injury to themselves or others or may pose other risks to the College. As a consequence, if there is a suspicion that an employee is impaired and/or under the influence of drugs whether legal, illegal, prescribed or non-prescribed and/or alcohol, the College will undertake one or more of the following actions:

- a) The Supervisor will determine if an assessment of impairment is warranted;
- b) The Supervisor and Human Resources personnel will assess the employee using a checklist document - the checklist is attached as Attachment A. In rare circumstances, a staff observer will be assigned to conduct the assessment without Human Resources on site;
- c) Human Resources personnel will contact a local Union Representative where warranted.
- d) An Occupation Health and Safety employee representative, in a post-accident or incident situation, will be contacted to observe the assessment;
- e) The Supervisor, in consultation with Human Resources Personnel will determine if drug and/or alcohol testing is warranted by using the checklist attached as Appendix A;
- f) Either the Supervisor or Human Resources personnel will escort the employee to the nearest drug and alcohol testing facility or;

- g) If the employee refuses to be tested, they will be deemed impaired and the Supervisor will send the employee home utilizing safe transportation;
- h) The Supervisor and Human Resources will conduct a full review of the circumstances surrounding the time that the employee was assessed as being impaired;
- i) The College will issue discipline up to and including termination of employment based on the results of the review;
- j) Human Resources personnel will advise the employee to seek professional assistance where it is warranted;
- k) The Supervisor and Human Resources personnel will work with the employee and the Union on a Return To Work program where it is warranted, and so that the employee may be re-integrated into the workforce;

F.6.02.08 Non-Work Related Injuries and Illnesses

- a) Where an injury or condition has the potential to be exacerbated by the persons work duties, or the injury or condition could affect their ability to safely perform their duties or be a potential risk to others, a medical clearance to return to work must be provided.
- b) Where the employee has been absent from work due to surgery or other procedure, a medical clearance to return to work must be provided.
- c) Where the employee has been absent due to an illness for two weeks or more, including an infectious condition, a medical clearance to return to work must be provided.
- d) In all cases, Human Resources personnel will provide the employee with documentation including a Job Demands Analysis, a Job Description and Return to Work forms for the attending medical practitioner to review and complete prior to the employee returning to their position with the College.

F.6.02.09 Influenza

An employee's fitness to work is determined by his or her responses to the influenza-like infection assessment form (ILI), as shown in Attachment B.

Responsibility

The Director of Finance and Administration is responsible for managing the overall administration of this procedure, including overseeing the absences of employees who are ill with pandemic influenza or who have been in close contact with ill employees, and managing their return to work.

Each employee is responsible for reporting when they believe they are exhibiting the symptoms of pandemic influenza to their Director or his or her designate.

a) **If the employee reports their illness by phone:**

- i) The employee's Director, or their designate, will contact the employee by phone and ask if they are exhibiting any of the symptoms listed on the questionnaire.
- ii) If the employee's symptoms do not correspond with those on the questionnaire, the Director, or their designate, will advise the employee to keep in contact and to seek medical advice if they want additional information or if their symptoms become more severe.
- iii) If some or all of the employee's symptoms correspond with those on the questionnaire, the Director will:
 - Inform them that they should stay home until the symptoms abate
 - Provide details for the employee to access additional information about their symptoms e.g. the telephone number and web address for the Saskatchewan Health Information Line: 1-877-800-0002 and <http://www.health.gov.sk.ca/healthline-online>
 - Complete a brief report noting the employee's symptoms and any staff and/or visitors they have been in contact with
 - Arrange for the employee's work station to be cleaned

b) **If an employee exhibits symptoms while on the job**

- i) The employee, or someone who observes that the employee is exhibiting symptoms of influenza at work, should contact their Director or his/her designate.
- ii) The employee will immediately be provided with an approved surgical mask and should put it on.
- iii) The Director or their designate administers the questionnaire: **Influenza-Like Infection Assessment Form**. The employee's status will be determined by their responses to the questionnaire.
- iv) If the responses to the questionnaire result in an affirmative assessment of pandemic influenza, the Director, or their designate will:
 - (a) Inform them that they should stay home until the symptoms abate and the employee feels well enough to participate in all activities.
 - (b) Provide details for the employee to access additional information about their symptoms e.g. the telephone number and web address for the Saskatchewan Health Information Line: 1-877-800-0002 and <http://www.health.gov.sk.ca/healthline-online>
 - (c) Complete a brief report noting the employee's symptoms and any staff and/or visitors they have been in contact with
 - (d) Advise the employee to immediately leave work.
 - (e) Advise all contacts of the employee within the College that they may have been infected.
 - (f) Inform the employee's Supervisor that the employee has left work.
 - (g) Arrange for the employee's work station to be cleaned.

- v) If the employee's responses to the questionnaire result in a negative assessment for pandemic influenza, the Director, or their designate will:
 - (a) Inform the employee of their obligation to use preventative measures while at work – discard tissues in the garbage immediately after use, use their arm/sleeve to cover their cough or sneeze when a tissue is not at hand, and to frequently wash or sanitize their hands.
 - (b) Advise the employee of the College's responsibility to maintain a healthy and safe workplace and that the employee is to go home if the employee is exhibiting influenza-like symptoms that do not correspond with pandemic influenza.

F.6.02.10 Attachment(s):

- a) Attachment A: Reasonable Suspicion of Drug or Alcohol Impairment Checklist
- b) Attachment B: Influenza-like Infection Assessment Form

Attachment A

REASONABLE SUSPICION OF DRUG OR ALCOHOL IMPAIRMENT CHECKLIST -CONFIDENTIAL-

Pursuant to the North West College policy on Fit to Work, this checklist is to be used to document an instance in which a Supervisor or an employee and Human Resources Personnel reasonably suspect that an employee is impaired by alcohol or drugs while on the job.

The following checklist should be completed by a Manager or Supervisor and Human Resources personnel when a person suspects drug or alcohol use based on the physical appearance and behavior of the employee. However, in some circumstances an employee working in a rural location where no Supervisor is available will complete the checklist.

PART 1: EMPLOYEE AND OBSERVER INFORMATION

Employee Name: _____

Employee Job Title: _____

Observation Date: _____

Observation Time (indicate a.m. or p.m.): _____

Location: _____

Observer Name: _____

Observer Job Title: _____

Union Representative (if in-scope employee) _____

O.H. & S. Representative (if post-accident) _____

Contact a Union Representative to be present during the interview with the employee suspected of impairment. If necessary, the Union Representative may be on the phone during the interview. Contact Human Resources at 306-937-5109 or 306-937-5110 and they will locate a Union Representative for the interview. If the checklist is being completed after a workplace accident, contact the Occupational Health and Safety employee representative to observe as well.

Attachment A (Continued)

PART 2: OBSERVATIONS

Recognizing the time sensitive nature of these assessments, this form must be completed at the time that a reasonable suspicion of impairment arises. The form shall be submitted to the Director, or their designate along with the results of the testing if necessary.

A. Assess the situation.

If	Then	Other
Employee appears violent, verbally abusive, or otherwise threatening	Call 911	Make reasonable efforts to protect yourself and others. Avoid physical confrontation.
Employee appears to be having a medical emergency or requests immediate medical assistance	Call 911	Supervisor/employee should have someone stay with the employee until medical personnel arrive.
Neither of the above; employee appears to be impaired by drugs or alcohol.	Follow procedures	Read this checklist and the attached Procedures (Section 7) to familiarize yourself. Fill out associated checklist in Section B of this Appendix.
You need assistance with this process	Call Human Resources 937-5109 937-5110	Human Resources personnel can assist you.

B. Go through each of the following steps with the employee. See suggested dialogue *in italics*:

Step	Action
1	If possible, obtain another responsible individual to serve as an observer (i.e., a supervisor, Human Resources personnel or other person in a position of authority;) If no suitable observer is available, continue to step 2.
2	Approach the employee and ask him or her to meet with you in a private area where a confidential conversation may occur.
3	Introduction: <i>"I have observed behaviors that lead me to believe you may be impaired in some way." We are going to review the situation together.</i> <i>"Are you under the influence of drugs (illegal, legal, prescribed or non-prescribed, which may cause impairment) or alcohol at this time?"</i> Document the employee's answer:

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4	<p>Ask employee, "Do you need immediate medical assistance?" Circle: Yes No If yes, call 911 as noted above. If no, or no answer: supervisor may independently determine whether medical assistance is needed and call 911 if necessary.</p>																		
5	<p><u>Supervisor/Employee/Human Resources Personnel to complete: document all observations</u> <i>These are the behaviors I have observed that cause me to suspect that you are impaired:</i></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;">Observed using alcohol or drugs</td> <td style="width: 50%; padding: 5px;">Observed with drug paraphernalia</td> </tr> <tr> <td style="padding: 5px;">Smells of Alcohol</td> <td style="padding: 5px;">Odor of marijuana</td> </tr> <tr> <td style="padding: 5px;">Admitted using alcohol or drugs</td> <td style="padding: 5px;">Is lethargic</td> </tr> <tr> <td style="padding: 5px;">Dilated/Constricted Pupils</td> <td style="padding: 5px;">Eyes are Bloodshot</td> </tr> <tr> <td style="padding: 5px;">Red, glassy eyes</td> <td style="padding: 5px;">Unable to focus</td> </tr> <tr> <td style="padding: 5px;">Incoherent Speech</td> <td style="padding: 5px;">Slurred speech</td> </tr> <tr> <td style="padding: 5px;">Unable to balance/holding on</td> <td style="padding: 5px;">Lack of coordination</td> </tr> <tr> <td style="padding: 5px;">Swaying</td> <td style="padding: 5px;">Weaving or stumbling</td> </tr> <tr> <td style="padding: 5px;">Fumbling/dropping items</td> <td style="padding: 5px;">Fighting/hostile</td> </tr> </table> <p>Other (describe, and be specific): _____ _____ _____</p> <p>Note: observations must be specific, multiple, and descriptive to support a finding of impairment. A single observation noted above is insufficient unless employee admits to being impaired or was directly observed by the supervisor using drugs or alcohol at, or prior to, work. If employee does <i>not</i> appear to be impaired at this time, he or she should return to work.</p> <p><i>"If you are using prescription or non-prescription medication that you know will cause impairment, please inform us now. If the employee confirms the use of prescribed medication, inform the employee that he/she will be required to present to Human Resources who will discuss the employee's ability to safely perform work for the College.</i></p>	Observed using alcohol or drugs	Observed with drug paraphernalia	Smells of Alcohol	Odor of marijuana	Admitted using alcohol or drugs	Is lethargic	Dilated/Constricted Pupils	Eyes are Bloodshot	Red, glassy eyes	Unable to focus	Incoherent Speech	Slurred speech	Unable to balance/holding on	Lack of coordination	Swaying	Weaving or stumbling	Fumbling/dropping items	Fighting/hostile
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Red, glassy eyes	Unable to focus																		
Incoherent Speech	Slurred speech																		
Unable to balance/holding on	Lack of coordination																		
Swaying	Weaving or stumbling																		
Fumbling/dropping items	Fighting/hostile																		
6	<p><u>Disputing Impairment:</u> <i>"Because your impairment appears to be due to alcohol or drugs, you may dispute my observations by undergoing drug and alcohol testing, at the College's expense. If you decline to be tested, it will be</i></p>																		

	<p><i>presumed that you are impaired. A finding of impairment subjects you to corrective or disciplinary action. Specimen collection will be arranged on-site or at a location designated by the College."</i></p> <p>For collection, call the nearest testing facility to your location:</p> <p>Battlefords and area - CANMAR Occupational Testing at 1-306-445-5700 or after hours (5:00 p.m. to 9:00 a.m.) at 306-480-1261.</p> <p>Prince Albert and area – SureHire Occupational Testing at 1-866-944-4473, 114-2805 6th Avenue East, Prince Albert, SK</p> <p>Saskatoon and area – SureHire Occupational Testing at 1-866-944-4473, #20-304 Stonebridge Boulevard, Saskatoon, SK</p> <p><i>[If necessary,] I will transport you to the designated testing facility. You MUST be tested within the next 2 hours or the test will be invalid. A technician will review the test results and determine whether the test is positive or negative. The specimen will be split into two samples and one will be held by the collection facility in case you want to have it tested elsewhere."</i></p> <p><i>You must not consume any food or beverage or take any drugs before being tested.</i></p> <p><i>You must not drive." If the employee is transported by ambulance: "If you are tested for drugs or illegal/legal substances in the emergency room, the ER will designate the lab to do the testing."</i></p>
7	<p>Transportation: <i>[If not being tested] I want to make sure you have safe transportation home or to a medical facility. Is there a relative or friend that you can call to give you a ride? If not, would you like me to call you a taxi? Please be advised that if you attempt to drive or otherwise leave in an unsafe manner, I will have to call the police."</i></p>
8	<p>Return to work: <i>"I am placing you on Leave Without Pay for the rest of the work shift. If you choose to go to a drug and alcohol testing facility, you will be on Administrative Leave with Pay until the testing is completed. You are expected to return to work at the beginning of your next scheduled workday if you are not then impaired. If you are unable to return as scheduled, it is your responsibility to contact me (or your Supervisor). We will need to meet privately upon your return to work so that I can determine if you are fit to return to work."</i></p>
9	<p>Closing: <i>"Also be aware that you can utilize the Employee and Family Assistance Program for confidential counseling or referral, if you desire, and I encourage you to do so."</i></p>

	<i>Before you leave today, we will be signing this document outlining what we have discussed and I will be providing you with a copy." (If employee declines to sign, the supervisor should note this below).</i>
--	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Any employee reasonably suspected of being impaired by alcohol or drugs at work must be temporarily relieved of duties until it is determined by the College that he or she may safely return to work. Drug and alcohol testing is at the option of the employee. If the employee declines to be tested, the findings of the supervisor and/or Human Resources based on the observed behaviors will stand as the determination.

List names of all witnesses to the employee's conduct

Appendix A (Continued)

OTHER OBSERVATIONS

PART 3: EMPLOYEE'S RESPONSE

(Document below the employee's explanation or reasons for his/her conduct)

PART 4: ELECTION TO BE TESTED FOR DRUGS AND/OR ALCOHOL

Employee elected to be tested (Note: **A supervisor, human resources personnel or responsible individual must remain with the employee, including accompanying the employee to the test site if applicable, until the test is completed.**)

On-site collection Went to designated facility

Accompanied by (name/title):

Employee elected NOT to be tested

Employee arranged for safe transportation away from work (describe): _____

Employee refused assistance with transportation and left on his/her own.

Attachment A (Continued)

Time left: _____

Manner of leaving (e.g. taxi, picked up by friend/relative) If driving call 911: _____

Additional Information or Comments:

Part 5: SIGNATURES

I, the undersigned Employee, state that (*initial one*):

___ I **agree** that I am impaired by drugs or alcohol at this time and I decline to be tested.

___ I **deny** that I am impaired by drugs or alcohol at this time and I decline to be tested.

____ I **deny** that I am impaired by drugs or alcohol at this time and I choose to be tested.
I will follow the instructions given to me for testing.

Employee Signature: _____ Date: _____
Time: _____

Employee Name (print) _____

Supervisor Signature: _____ Date: _____
Time: _____

Supervisor Name (print) _____

If **employee** was unable or unwilling to sign, note here: _____

Observer Signature: _____ Date: _____
Time: _____

Observer Name (print) _____

Attachment B: Influenza-like Infection Assessment Form

Have you experienced the following?

- Sudden onset of respiratory illness (e.g., shortness of breath or difficulty breathing, coughing up bloody sputum, wheezing),

AND

- Fever greater than 38 degrees Celsius,

AND

Any of the following:

- Sore throat
- Aching joints
- Muscle aches or weakness
- Extreme drowsiness or fatigue
- Feeling disoriented and confused
- Extreme pain in the ear
- Headache
- Nausea

PROCEDURE F 6.03

Subject: **Supervision, Evaluation and Development of Professional Staff**

Approval/Amendment Date(s): August 14, 1995

Associated Procedure/Documents: Policy 6.03 Supervision, Evaluation and Development of Professional Staff

Next Review Date:

Procedures:

F.6.03.01 Guiding Principles:

- a) Supervision is a continuous two-way process that involves activities of direction, support, and assessment.
- b) Development refers to the process and activities that facilitate the personal and professional growth of the individual, the group, and/or the organization as a whole.
- c) Evaluation is the formal element of supervision that constitutes the collection and use of information for the purpose of decision making.
- d) The primary goal of evaluation is to improve performance, and should be primarily formative as opposed to summative in nature.
- e) Any supervision program should reflect the values and beliefs of the organization and be designed to facilitate objectives set out by the policy.

F.6.03.02 Procedures for Supervision and Professional Development

- a) Supervision and development are ongoing processes that should make up the major portion of any supervision plan.
- b) The basis for supervisory practice will be *development* as prescribed by Carl Glickman (1990) in Developmental Supervision: Alternative Practices for Helping Teachers Improve Instruction, 2nd edition.

- c) The Director or designate, in consultation with the instructor will develop and maintain an ongoing supervision and professional development plan.
- d) Instructors will be supervised through monitoring, reports, goal setting and planning, conferences, and observation.
- e) The instructor will, through journal writing, goal setting, planned activities, or any other preferred means, develop and maintain an ongoing self-directed supervision and professional development plan.
- f) The instructor will, through mutually agreed upon means, develop and maintain a collegial supervision and peer development plan.

F.6.03.03 Procedures for Evaluation

- a) Assessment is an ongoing function of supervision. Evaluation is the formal element of this process and documentation of the process will occur once a year.
- b) The basis for evaluation, developed through a consultative process, shall include:
 - i) Performance Criteria as outlined in Attachment A of this procedure; and
 - ii) Established Goals and Objectives.
- c) The means by which information will be collected shall be as follows:
 - i) Information shall be collected from students; the Director or designate, and instructors share responsibility for determining objectives, methodology, (interviews, ratings, etc.) and the development of any instrument(s) used.
 - ii) Information collected by the Director or designate, through reports, interviews, and/or observation. The Director or designate, in consultation with the instructor will be responsible for the development of instruments used.
- d) The means may include, as mutually agreed to by the parties involved:
 - i) *Peer Review*: Instructors involved shall be responsible for the methodology and development of the instrument(s) used.
 - ii) *Self-Assessment*: The instructor is responsible for the development of instrument(s) used.
 - iii) *Portfolios*

F.6.03.04

For each academic year, the initial conference shall be held in the fall and the final conference before the end of March. For new staff members the initial conference will be part of induction.

F.6.03.05

The Director or designate, and the instructor shall share in the responsibility of documenting results of the evaluation. A copy of the final document shall be provided to the instructor and the original shall be placed in the instructor's personnel file.

F.6.03.06

In the event of controversy, dispute resolution should be attempted by the parties involved. Any unresolved disputes will be forwarded to the President of the College.

F.6.03.07 Attachment(s):

- a) Attachment A: Performance Criteria with Descriptors

* * *

Attachment A

Performance Criteria with Descriptors

I. Instructional process (performance area)

The Teacher:

A. Demonstrates evidence of lesson and unit planning and preparation:

- designs lessons in a clear, logical, and appropriately structured format that meets curriculum goals and student needs;
- incorporates content from previous learning into lesson plans to build on students' learning experiences and ensure continuity and sequencing of learning;
- prepares lessons, designed to challenge and stimulate, that conform to the philosophies of adult education;
- utilizes student files and seeks to understand student needs, abilities, and interests to develop educational experiences;
- demonstrates evidence of short- and long-range planning; and
- ensures that required equipment and materials are readily available.

B. Demonstrates knowledge of curriculum and subject matter:

- follows prescribed curriculum;
- displays competent knowledge of the subject matter necessary to implement curricular goals and objectives in the classroom; and
- supplements curriculum to meet specific program needs.

C. Uses effective teaching techniques, strategies, and skills:

- uses instructional time effectively;
- uses a variety of teaching techniques appropriate to student needs and subject matter (e.g., lecturing, modeling, questioning, experimentation, role-playing);
- ensures subject matter presented is appropriate for students' abilities and reflects good adult education practice;
- presents content accurately, gives clear, concise, reasonable directions to students;
- stimulates thinking through a variety of questioning levels and techniques;
- provides opportunities to learn through exploration and investigation;
- structures monitoring of student understanding during the learning process;
- ensures there are a variety of activities requiring application of skills and concepts taught;
- summarizes units and lessons effectively;
- promotes good study skills; and
- demonstrates ability to communicate effectively during the lesson using appropriate verbal, nonverbal, and written skills (e.g., vocabulary, grammar,

voice, facial expressions, gestures, movement about room, spelling, handwriting).

D. Evaluates student progress effectively:

- constructs tools and uses evaluation techniques that are consistent with adult educational practices and College philosophy;
- use evaluation techniques appropriate to curricular;
- provides opportunity for student input into evaluation procedures where appropriate; and
- provides evaluative feedback in a timely manner using a variety of techniques for communicating progress (e.g., immediate feedback, written and verbal comments, grades, scores, individual and group conferences).

E. Provides for individual differences:

- facilitates individual student learner needs;
- uses levels of questions appropriate to student needs;
- provides activities and/or solicits help for remediation and enrichment activities;
- provides alternative learning experiences for students whose evaluation results indicate the need for re-teaching; and
- understands and applies adult learning principles.

F. Demonstrates ability to motivate students:

- communicates challenging expectations to students;
- provides students with opportunities to succeed;
- stimulates and encourages creative, critical thinking, and problem-solving skills;
- gives constructive feedback frequently and promptly;
- uses activities that promote student involvement;
- uses activities that stimulate learning about relevant situations inside and outside the school;
- responds positively to student requests for assistance;
- helps students develop positive self-concepts;
- encourages and involves students who show little or no interest;
- selects and uses appropriate reinforces to promote learning; and
- demonstrates enthusiasm.

G. Maintains a classroom climate conducive to learning:

- provides a climate conducive to the learning needs of adults;
- organizes classroom space to match instructional plans and student needs;
- handles disruptive elements and clearly communicates College expectations of student behavior; and
- establishes a climate of mutual respect and mutuality of purpose.

II. Interpersonal relationships

The Teacher:

A. Demonstrates positive interpersonal relationships with students:

- demonstrates respect, understanding, and acceptance of each student as an individual, regardless of sex, race, ethnic origin, cultural or socioeconomic background, religion, or handicapping condition;
- interacts with students in a mutually respectful, empathetic, just manner;
- respects the individual's right to hold differing views;
- communicates effectively in oral and written form (e.g., grammar, syntax, vocabulary, spelling);
- uses effective listening skills;
- encourages students' growth and development;
- recognizes that students' emotional well-being affects their learning potential and takes action when appropriate;
- gives time willingly to provide for a student's academic and personal needs;
- assists students in dealing with success and failure;
- gives praise and constructive criticism;
- makes an effort to know each student as an individual;
- shows sensitivity to physical development and special health needs of students; and
- uses and appreciates humor in proper perspectives.

B. Demonstrates positive interpersonal relationships with all educational stakeholders (staff, partners, clients):

- demonstrates respect, understanding, and acceptance of each member as an individual, regardless of sex, race, ethnic origin, cultural or socioeconomic background, religion, or handicapping condition;
- interacts with other staff in a mutually respectful, empathetic, just manner;
- respects an individual's right to hold differing views;
- communicates effectively orally and in writing (e.g., grammar, syntax, vocabulary, spelling);
- uses effective listening skills;
- provides positive encouragement to other stakeholders;
- works cooperatively with colleagues in planning and implementing educational activities;
- shares ideas, materials, and methods;
- works effectively with support and ancillary staff; and
- promotes a positive image of the College within the community.

III. Professional responsibilities

The Teacher:

A. Follows policies, regulations, and procedures of the College and those of College partners:

- demonstrates awareness of policies, regulations, and procedures;
- works cooperatively with other educators to implement policies, regulations, procedures, and goals;
- selects appropriate channels and procedures for resolving concerns and problems;
- complies with College policy on attendance and punctuality;
- completes duties promptly and accurately;
- maintains and provides accurate records or data;
- provides documented direction and materials for substitutes in case of absence;
- demonstrates effective organizational skills in managing professional responsibilities;
- handles confidential information ethically and with discretion;
- keeps personal interests and problems separate from professional responsibilities and duties; and
- recognizes and deals effectively with crisis issues (e.g., substance abuse, child abuse, suicidal behavior, mood changes).

B. Assumes responsibilities outside the classroom:

- performs non-instructional responsibilities as assigned;
- volunteers for an appropriate share of non-instructional responsibilities;
- exercises responsibility for student management on school property and during school activities; and
- participates in College projects, programs, and activities as needed.

C. Demonstrates a commitment to professional growth:*

- participates actively in the supervisory/evaluative process to effect ongoing professional growth;
- maintains current knowledge in teaching/learning theory and practice;
- participates in professional organizations and activities as available;
- participates in College and district in-service activities as appropriate;
- exhibits personal self-control; and
- gives serious consideration and appropriate action to client comments and criticism.

* The teacher is responsible for providing the supervisor with a listing of pertinent information for the current evaluation cycle.

* * *

PROCEDURE F 6.06

Subject: **Performance Appraisals**

Approval/Amendment Date(s): August 23, 2006

Associated Procedure/Documents: Policy 6.06 Performance Appraisals

Next Review Date:

F.6.06.01

Evaluations are to be conducted as follows:

- A. Probationary** - mid probation
 - end probation (includes term and permanent)
- B. Permanent** - ongoing; on the first of the month nearest to date of hiring
- C. Term**
 - end of each project/term
 - annually

F.6.06.02

The Director of Administration will maintain a master listing of all employees, the date of their last review and the scheduled date for the next review.

In the month preceding the review, a notice will be circulated to the appropriate director of the President identifying the employees for whom evaluations are to be conducted in the next period.

F.6.06.03

The completion of the evaluations will be the responsibility of the immediate supervisor under the direction of the appropriate director. While no standard forms are used, evaluations are to be performed using the evaluation format available through the office of the Director of Administration. It is recommended that the evaluator seek input from others within the College who may provide valuable comments for consideration in the evaluation of employees.

F.6.06.04

End of probation evaluations - the evaluation should reflect the recommendation of the director in regards to the status of probation.

F.6.06.05

For permanent employees annual evaluations should be conducted identifying level of performance, areas for improvements and recommended training.

F.6.06.06

For term employees evaluations should be conducted at the end of an employee's term or project and should be accompanied by a recommendation stating the suitability of the individual for further employment at the College.

F.6.06.07

The immediate supervisor will discuss the evaluation with the employee and the employee will be requested to provide their comments on the evaluation.

F.6.06.08

All evaluations must be submitted to the President for his review before being put on the employee's personnel file. End of probation evaluations must be submitted to the President no later than two weeks plus a day prior to the expiration of the probationary period.

F.6.06.09

The employee will be provided with one copy of the evaluation and the original will be placed on the employee's personnel file.

* * *

PROCEDURE F 6.07

Subject: **Staffing Report**

Approval/Amendment Date(s): December 6, 1993, August 31, 1999

Associated Procedure/Documents: Policy 6.07 Staffing Report

Next Review Date:

F.6.07.01 Process

- a) Indicate if the competition was open to internal applicants only, or if a simultaneous internal/external competition; or if an open competition.
- b) In situations where the process deviates from that provided in the collective agreement (i.e. shortening posting period, simultaneous internal/external advertising) attach supporting documentation identifying agreement to waive the specific clause and the union official's name.
- c) Identify the manner in which position was advertised (i.e. posting notices, newspapers, etc.), details on external advertising (i.e. papers advertised in, dates advertisement was included). A copy of the posting notice and external advertisement should be included with the staffing report.

F.6.07.02 Response to Competition

- a) Number and names of all internal applicants;
- b) Number of external applicants.

F.6.07.03 Evaluation of Applicants

- a) Document who participated in the review of the applications;
- b) Outline the criteria in selecting candidates for interview;
- c) Identify candidates chosen for interview;
- d) Outline the manner in which interviews were conducted and who participated in the process. Identify the union observer. A copy of the interview guide should be included.
- e) Document the questions asked of references and the responses from each of the specific references. Basic information requested of references should include:

- i) Name and position of reference
- ii) Relationship of reference to employee (i.e. supervisor)
- iii) How long the employee worked for them
- iv) In what capacity the employee worked for them (i.e. position, general duties)
- v) Attendance profile (punctuality, sick leave)
- vi) Work habits (reliability, ambition, ingenuity, creativity)
- vii) Interpersonal skills (rapport with other staff, supervisors, public)

F.6.07.04 Staffing Information Sheet (attached - revised August 31, 1999)

- a) Candidate profile
- b) Position information

The information provided in this section is necessary for personnel and payroll records. Blank forms are available from personnel (also located in the form boxes).

D.1.05.05 Attachment(s)

- a) Staffing Information Sheet
- b) Request for Posting Notice

* * *

STAFFING INFORMATION SHEET

(This information must be submitted to Personnel with the staffing report)

Competition No.: _____ Position Title: _____

CANDIDATE PROFILE

NAME _____ PHONE NO. _____

ADDRESS: same as on attached resume or: _____ SIN: _____

POSITION INFORMATION:

TERM OF POSITION: As per posting notice ____ or
 START DATE: _____ END DATE: _____

STATUS OF POSITION:

PERMANENT FULL TIME _____
 TERM PART TIME - DETAIL: _____
 CASUAL _____
 NO. OF HOURS/WEEK _____ NO. OF HOURS/CONTRACT _____
 NO. OF CONTRACT DAYS _____ FTE _____

SALARY RANGE: _____ **STEP:** _____

INSTRUCTORS:

NUMBER OF:	FULL DAYS/M	HALF DAYS/M	HOURS /MONTH	NUMBER OF:	FULL DAYS/M	HALF DAYS/M	HOURS /MONTH
	○	○			○	○	
JANUARY				JULY			
FEBRUARY				AUGUST			
MARCH				SEPTEMBER			
APRIL				OCTOBER			
MAY				NOVEMBER			
JUNE				DECEMBER			

OTHER INFORMATION:

PREPARED BY: _____ DATE: _____

PROCEDURE F 6.08

Subject: **Employee and Family Assistance Program**

Approval/Amendment Date(s): February 9, 1999, September 28, 1999, September 5, 2006, August 18, 2009, February 2, 2016, April 28, 2020

Associated Procedure/Documents: Policy 6.08 Employee and Family Assistance Program

Next Review Date:

F.6.08.01 Service Provider:

North West College employees and their families may access professional services through the third-party provider supplied by the College.

F.6.08.02 Program:

a) Eligibility

- i) Upon hiring, all in-scope employees and management scheduled to work a minimum of 15 hours per week on average, are eligible to access the program. The employee's immediate family members are also eligible to access the program.
- ii) Immediate family members are defined as:
 - an employee's legal partner
 - an employee's children who are dependent including:
 - (a) minor children or stepchildren
 - (b) adult children to 25 years of age whose major occupation is that of a student
 - (c) adult dependents with disabilities

b) Confidentiality

- i) Confidentiality and respect for individual and family privacy is a cornerstone of the EFAP.
- ii) The decision to participate in the program must always be voluntary.
- iii) No release of information (either written or verbal) is provided to anyone from the service provider without the participant's written permission. Exceptions are made when the participant is in danger of hurting him/herself or others, or if required by law, or when a child is in need of protection.

c) Access

- i) Participants using services through the third-party provider access services voluntarily and of their own volition.
- ii) A supervisor may make suggestions when an employee chooses to share a personal concern and work difficulties appear to be related to personal problems. However, the decision to access the EFAP always remains with the participant.
- iii) Human Resources personnel will inform new eligible participants as soon as their access to the program becomes active.

F.6.08.03 Responsibilities:

a) Employee

- i) The decision to accept involvement in the EFAP is the personal responsibility of the participant. Employees participating in the EFAP will be expected to maintain existing job performance standards and established work rules.
- ii) Charges for missed scheduled appointments will be the responsibility of the participant.

b) Employer

- i) The employer will support an employee's decision to access the EFAP by guaranteeing appropriate leave, consistent with the sick leave article of the Collective Bargaining Agreement (in-scope) or the Personnel Policies for Out-of-Scope Management Staff (out-of-scope).
- ii) The employer agrees to cover all costs as per the agreement with the third-party provider.
- iii) Travel time and travel costs will not be covered by the EFAP.

c) Human Resources

- i) The Human Resources Manager will act as a liaison between the third party provider and the College for administration purposes.

F.6.08.04 Service Provided:

The service provider's responsibilities are to:

- i) Fulfill the terms of the service agreement by providing excellent, confidential, and easily accessible information, counseling, and referral services to participants for help with problems that may be affecting their personal life or job performance by providing counselling services in the following categories:
 - (a) Career;
 - (b) Child Care;
 - (c) Mental Health;

- (d) Elder Care;
- (e) Financial Support Services;
- (f) Health Coaching;
- (g) Legal Support Services;
- (h) Smoking Cessation.

Legal and financial consultations are 30 minutes in length whereas the other professional services are 45 minutes on average per consultation.

- ii) The service provider will offer a flexible, short-term, solution focused counselling model geared towards a participant's specific and individual needs. The short-term model, while flexible, is not unlimited. While the majority of participants who call the EFAP provider's toll free number will seek help that the service provider can deliver successfully through a short-term program, there are times when counselling needs may be ongoing or long-term. In these circumstances, counsellors will make treatment recommendations outside of the EFAP, and will work with the participant to identify this support in their community.
- iii) Services provided outside of the third-party provider may be eligible for reimbursement through Saskatchewan Blue Cross and/or through the provincial Health Authority.

F.6.08.05 Employee & Family Assistance Program Committee:

a) Composition

The Committee is composed of two representatives from the union and two representatives from management. Management representatives are the Director of Finance and Administration and the Executive Secretary.

b) Purpose

The Committee shall assist in the preparation and presentation of training and education for all eligible employees to ensure familiarity with the program. The Committee shall be given reasonable and sufficient time with no loss of pay to perform program duties.

F.6.08.06 Committee Mandate:

- a) The Committee shall:
 - i) on a regular basis, request feedback from all employees, and formally evaluate the program by reviewing feedback and prepare a summary of the feedback to the Union Chairperson and the Director of Finance and Administration;

- ii) approve the draft amendments and updates to the policy and procedures to meet the on-going needs of the program;
 - iii) propose to the Director of Finance and Administration, related educational sessions for staff;
 - iv) recommend policy changes to North West College's Executive Management Committee.
- b) Neither the Human Resources personnel nor the Committee will have any knowledge of, or access to private individual participant information.

* * *

PROCEDURE F 6.09

Subject: **Pressing Necessity and Bereavement Leave**

Approval/Amendment Date(s): February 5, 2002

Associated Procedure/Documents: Policy 6.09 Pressing Necessity and Bereavement Leave

Next Review Date:

F.6.09.01 Administrative Process

- a) It is expected that the College will be notified of the situation as soon as possible. Employees will be required to complete the necessary documentation upon return to work.
- b) All declarations of leave for pressing necessity and bereavement must be submitted on the appropriate form specifying the type, length, and timing of the leave.
- c) It is the employee's responsibility to identify the circumstances supporting the leave by self declaring the type of leave requested on the applicable form.
- d) The declaration must be signed and attached to the employee's time sheet for the period of time in which the leave was taken.

F.6.09.02 Pressing Necessity

Pressing Necessity is commonly considered to be instances that are unforeseen, unusual, or emergency in nature usually involving the health or safety of the employee or their immediate family. Common situations where leave for pressing necessity could be applicable are:

- a) in the case of the birth of a child, pressing necessity leave could be accessed by the father
- b) in the case of an adoption of a child, pressing necessity leave could be accessed by either parent on the day the child is brought home
- c) in any situation where a member of the employee's immediate family is gravely ill and it is requested that the family be present
- d) in a situation where a member of an employee's immediate family requires transportation for a medical procedure

- e) in a situation where a member of an employee's immediate family is taken ill, pressing necessity leave may be accessed to allow the employee time to make alternate care arrangements.

Common situations where leave where pressing necessity would not likely be applicable are:

- a) for legal or court appearances except subpoenas
- b) celebratory occasions
- c) mechanical breakdown of vehicle while getting to work
- d) inability to return to work from vacation because of travel difficulties

F.6.09.03 Bereavement Leave

Where there is a death in the employee's immediate or extended family, the employee may access leave as deemed appropriate.

* * *

PROCEDURE F 6.11

Subject: **Educational Support Program**

Approval/Amendment Date(s): January 19, 2010

Associated Procedure/Documents: Policy 6.11 Educational Support Program

Next Review Date:

F.6.11.01 Procedures to Apply

- a) The employee will submit an application to the President & CEO of the College who will present the application to the Executive Management Committee (EMC) for review and decision.
- b) Employees who wish to apply for the Educational Support Program (ESP) for education/training that takes place in more than one fiscal year will specify this requirement in their proposal, clearly referencing the entire term of education/training, broken down by year, cost, and time commitment.

The EMC has the right to request further information on any application before making a decision on the request.

F.6.11.02 Requirements of the Application

ESP applications will be accepted at any time during the year. However, applicants are encouraged to submit applications as early as possible as the limitation in resources further into the fiscal year may impact the decisions made.

Priority will be given to applications that involve critical areas identified as current or future needs of the College, or support the College's commitment to develop a representative workforce across the College's entire employee base.

a) Contents of Application

ESP applications shall include the following information, along with any other information the applicant deems appropriate.

- i) **Employee Demographic Information** – name, address, phone number, social insurance number.

- ii) **Educational Support Information** – type of education/training pursued, credential sought, duration, including start and end dates, purpose of education/training activity, name and location of educational facility and reason for selection, number of courses required to complete course of study, any prior ESP disbursement(s) (dates, courses, and total amount).
- iii) **Expected Benefits to the College** – the onus is on the employee to clearly explain how the program of study will benefit the College. In doing so the applicant should ensure they articulate how the certification prepares the employee to satisfy current or future needs of the College or supports the College's commitment to development of a representative workforce. The employee should provide as much detail and specification as possible, remembering this section will be the leading determinant for approval of the application. Where the employee is considering advancement to other positions in the College, they should identify the positions or types of positions as clearly as possible.
- iv) **ESP Assistance Required** – amount and type of support requested, details on tuition, books, travel, time off, and others if appropriate. The employee should ensure that any time off requirements are clearly articulated.

The *Expected Benefits to the College* section will be the leading determinant for approval of the application. The onus is on the applicant to clearly explain how the expected benefits are mutually beneficial to the College and the applicant.

b) Promissory Note and Return of Service Agreement

An employee who is granted financial assistance under the ESP shall enter into a Return of Service Agreement and sign a Promissory Note prior to receiving funding.

A **Return of Service Agreement** is a signed agreement between the employee and the College indicating that the employee will continue to work for the College for a specified period of time after they have completed their education/training activity. The period of work commitment, identified in said agreement, will be commensurate with any financial assistance provided to the employee under the ESP.

A **Promissory Note** is a signed agreement between the employee and the College indicating that the employee will repay the College for any outstanding amount of the education/training allotment, or for any pro-rata portion of the service obligation not fulfilled.

c) Proof of Successful Completion of Training/Educational Activity

It is the employee's responsibility to provide the College a report on progress in achieving the education and training plans as approved under ESP with satisfactory documentation from the certifying body after each class, segment or term confirming successful completion. The employee will provide reasons for non-completion of the approved educational component within two weeks of designated period end.

Should the employee be unable to provide proof of completion or has not been successful in their educational pursuit, the College reserves the right to rescind its approval under this program. The College may require repayment for that portion of the educational program not successfully completed or where satisfactory proof has not been presented.

In circumstances of multi-year plans, the employee will provide a statement of completion of the prior year's education/training within two weeks of the prior year's specified end date. The onus is on the employee to also provide:

- i) Proof of good standing and continued enrolment in the program of study approved under the ESP;
- ii) Proof of registration in the program of study as approved;
- iii) Outline of any deviations from the program initially approved by the College under the ESP.

If the employee is unable to provide such proof, the College reserves the right to withhold further support for training and, in certain circumstances, may require previous financial support to be repaid.

F.6.11.03 Administration of Policy

a) Program Administration

The Director of Finance and Administration (or designate) shall be responsible for the maintenance of program statistics, monitoring of program commitments to ensure that the spirit of the policy is maintained and the funding allocation remains relevant, as well as, annual reporting to the President.

b) Approval

All financial commitments under the ESP shall be approved by the EMC. All decisions will be recorded in the minutes of the SMC meeting at which it was approved.

The EMC shall:

- i) Avoid any potential conflict of interest.
- ii) Ensure that all applicants are aware of the conditions set forth in the ESP.

- iii) Maintain confidentiality of their deliberations and all applications.
- iv) Inform all applicants of final approval decisions via written correspondence outlining the details and funding amount approved, the Return of Service commitment expected, and the details of the Promissory Note.

Upon receipt of the written approval letter, the employee has 10 business days to accept the terms and conditions. Upon employee acceptance, it is the responsibility of the employee to make arrangements for registration in the program of study.

F.6.11.04 Disbursement

The employee will be responsible for initial payment of costs to participate in the approved educational programs. The College will reimburse the employee based upon presentation of a claim that outlines the specific costs and is supported by satisfactory documentation and support of the payment. No disbursement will be made without confirmation from the educational institution of current enrolment in the specific approved course or program for which reimbursement is being sought.

In certain circumstances, and at the request of the employee, the College may provide an advance to cover tuition costs for the immediate course of study being undertaken. In situations where the College has provided an advance, the employee will submit proof of payment and confirmation of enrolment within two weeks of said advance.

The EMC shall review the function of this policy on a regular basis and may amend these procedural guidelines as deemed necessary.

* * *

PROCEDURE F 6.12

Subject: **Computer Purchase Assistance**

Approval/Amendment Date(s): April 22, 1991, January 30, 1995, February 20, 2013

Associated Procedure/Documents: Policy 6.12 Computer Purchase Assistance

Next Review Date:

F.6.12.01 Equipment

Reimbursements can be used to acquire computer hardware, printer, monitor and computer software, all of which must be suitable to the employee's present duties or professional background.

The employee is responsible for researching the options available and selecting specific equipment and suppliers. The employee shall then submit a request for approval to the Director of Finance and Administration. Once the request has been deemed by the Director of Finance and Administration to qualify under the provisions of this policy the employee can proceed to purchase the related equipment. An expense claim should then be submitted to the Director of Finance and Administration with supporting invoice(s) for approval. Once the expense claim is approved the claim will be processed and reimbursement will be issued to the employee.

F.6.12.02 Financial

Employees will be required to sign a promissory note which outlines the terms of repayment and authorizes a monthly deduction from payroll. All reimbursements advanced will be repaid in monthly installments from payroll over the term of the loan. Reimbursement advances will be for a maximum of twelve months from date of receipt of the equipment. Reimbursement advances will be repaid in full at the earliest of the following dates:

- a) Within twelve calendar months from the date the reimbursement was advanced.
- b) At the end date of the existing employment contract if it is less than twelve months from date of purchase.
- c) At any time within the twelve month period if requested by the employee.

The College reserves the right to demand immediate repayment of the reimbursed advances in situations where the financial circumstances of the College warrant.

If the employee leaves the employment of the College, either voluntarily or involuntarily, the entire unpaid balance becomes repayable immediately.

The reimbursed advances are interest-free. However, Revenue Canada requires that a *taxable benefit* be reported on the T-4s for interest which would normally be paid. As equivalents of interest-free loans, Revenue Canada *deems* an interest rate. This rate is established by Revenue Canada on a periodic basis and is comparable to the interest rate charged on unpaid income tax.

* * *

PROCEDURE F 6.13

Subject: **Confidentiality & Intellectual Property**

Approval/Amendment Date(s): October 22, 2013, September 5, 2017

Associated Procedure/Documents: Policy 6.13 Confidentiality & Intellectual Property

Next Review Date:

F.6.13.01 Procedure:

All employees, as a condition of employment, shall sign the Confidentiality and Intellectual Property Agreement during their initial hiring documentation and any time thereafter when an updated version requires signature.

F.6.13.02 Policy Violations:

- a) The consequences of a current employee breaching the Confidentiality and Intellectual Property policy will be discipline up to and including termination of employment dependant on the circumstances and severity of the breach.

- b) The consequences of a former employee breaching the Confidentiality and Intellectual Property policy will be legal action.

F.6.13.03 Attachment(s):

- a) Confidentiality and Inventions Agreement

**Policy 6.13
ATTACHMENT A**

Confidentiality and Intellectual Property Agreement

This is to acknowledge that I have received and read the North West College Confidentiality and Intellectual Property policy in its entirety. I had the opportunity to clarify my understanding on all matters related to this policy.

I acknowledge and agree that I shall not, during the term of my employment, or at any time thereafter, directly or indirectly disclose or grant access to the College's confidential information or trade secrets to any third party, nor shall I use or exploit such information for any purpose other than those of the College.

I acknowledge and agree that any inventions, as defined by the Confidentiality and Intellectual Property policy, created during my employment with the College are the sole property of North West College.

Upon the termination of my employment, I shall forthwith return to the College all of the College's confidential information, all copies thereof, any related material including without limitation, memoranda, notes and documents containing extracts or reproductions of proprietary information, all copies thereof, and all other property of the College in my possession or control including any inventions as defined by the policy.

Employee Signature

Date

Print Name

**Original – Human Resources File
Copy - Employee**

PROCEDURE F 6.15

Subject: **Criminal Record Checks & Criminal Charges Notification**

Approval/Amendment Date(s): June 21, 2018

Associated Procedure/Documents: Policy 6.15 Criminal Record Checks & Criminal Charges Notification

Next Review Date:

Procedures:

F.6.15.01 Search Content

The Criminal Records Check (CRC) as it pertains to recommendations for suitability of employment, includes:

- a) All criminal convictions, under The Criminal Code of Canada, The Narcotics Control Act, The Controlled Drug and Substances Act, 1996, and The Food and Drugs Act, 1985. Conviction means the final judgment on a verdict or a finding of guilty, or a plea of guilty. Conviction does not include a final judgment which has been reserved, set aside, or otherwise rendered invalid.

F.6.15.02 Vulnerable Sector Check

An additional Vulnerable Sector Check (VSC) may be required prior to employment, for highly sensitive positions as indicated in the job description.

F.6.15.03 Cost, Retention and Checks

- a) The applicant is responsible for the cost associated with obtaining a CRC and/or VSC through the standardized process.
- b) In circumstances where the College requests an expedited CRC and/or VSC, the College will reimburse the applicant the additional cost for expedited service.
- c) Results of the CRC and/or VSC are to be kept in the employee's personnel file.
- d) Any employee who receives a pardon, or who is successful in having a criminal conviction record expunged, may submit a new criminal records check. In such cases, the previously submitted criminal records check will be removed from their personnel file and returned to the employee upon request.

F.6.15.04 Assessment

- a) Any CRC and/or VSC that returns a result other than "Negative" will initiate a further investigation to assess whether the CRC and/or VSC is considered satisfactory for employment at the College.
- b) The College will consider the following in determination of a satisfactory CRC and/or VSC.
 - i) The number and nature of the offence;
 - ii) When the event occurred;
 - iii) Any extenuating circumstances as provided by the applicant;
 - iv) The rehabilitative measures undertaken by the individual since the conviction and the commitment the individual has to rehabilitation and to refrain from criminal activities;
 - v) The relationship of the offence to the level and nature of the position sought;
 - vi) The references and work history obtained by the College relating to the candidate.
- c) The Human Resources Manager or designate in consultation with the Director, shall base their determination upon review of a complete accounting of the criminal record as issued by the RCMP or other authorized Police Department. All decisions regarding criminal record check assessments must be approved by the President and CEO.
- d) Applicants may attach a statement of explanation to the CRC and/or VSC submitted outlining relevant circumstances.
- e) In circumstances where a CRC and/or VSC is found to be unsatisfactory as a result of the aforementioned investigation, the College will:
 - i) remove the candidate from consideration of employment, or;
 - ii) withdraw any offer of employment, or
 - iii) deem the employment contract terminated based on failure to satisfy the conditions of employment

F.6.15.05 Reporting Criminal Charges

- a) After an employee has been charged with an offence, they shall verbally and subsequently in writing inform the President and CEO of all charges laid no later than seven (7) calendar days after the charges are laid.
- b) A submission, by the employee, outlining any extenuating circumstances may be attached to the written information.

- c) Failure to disclose charges, in writing, or submission of inaccurate, false, or misleading statements, will result in disciplinary action, up to and including termination of employment.
- d) Any action taken by the President and CEO related to the charge(s) is to be conveyed to the employee in writing, a copy of which is to be placed in the employee's personnel file.
- e) Any appeal will be managed in accordance with the Collective Bargaining Agreement grievance procedure, or where no collective agreement applies, within fifteen (15) calendar days of notification of the decision.
- f) If, at the conclusion of all proceedings, a subsequent CRC confirms no conviction(s) resulting from the incident giving rise to the original charge(s), any documentation which has been placed in the employee's personnel file, related to the charge(s) for which discipline has not been effected, is to be removed and destroyed.

F.6.15.06 Responsibility

- a) Failure to provide a requested CRC and/or VSC, or submission of inaccurate, false, misleading, or incomplete CRC and/or VSC will result in disciplinary action up to and including; termination of employment, refusal to offer employment, or withdrawal of any offer of employment.
- b) The Human Resources Manager is responsible for ensuring this policy/procedure is made known to, and understood by, any person who:
 - i) is considered for employment with the College;
 - ii) moves to a position within the College that requires a CRC and/or VSC;
 - iii) experiences a change in his/her position that requires a CRC and/or VSC.

F.6.15.07 Attachment(s)

- a) Attachment A:Criminal Record Check, Criminal & Charges Notification Procedure

* * *

**NORTH WEST COLLEGE
ADMINISTRATIVE POLICIES AND PROCEDURES**

APPENDIX D – HUMAN RESOURCES PROCEDURES

**Criminal Record Check, Criminal & Charges Notification Procedure
ATTACHMENT A**

The Canadian Civil Liberties Association's definition of Vulnerable Sector:

A vulnerable person is a person who, because of their age, a disability or other circumstances, is in a position of dependency on others or is at a greater risk than the general population of being harmed by a person in a position of trust or authority towards them.

North West College will require Vulnerable Sector Checks in addition to Criminal Records Checks based on the following criteria:

- a) Employees who, in the regular course of their duties, meet alone with a student/client when a person is considered to be in a vulnerable state and the employee is in a position of trust or authority or;
- b) When the employee is significantly exposed to children in the course of their workday or;
- c) When the employee's primary work involves vulnerable persons or;
- d) When required by a third party.

The following current positions will be required to obtain a Vulnerable Sector Check in addition to a Criminal Records Check when a new employee is hired or when an existing employee moves to the position:

- a) Administrative Assistant (entering data in the EAL Federal Database) – required by 3rd party
- b) All Program Coordinators
- c) Director of Programs
- d) Director, North Region (duties overseeing the Student Residence)
- e) EAL Assessors
- f) EAL Instructors
- g) Education Resource Consultant
- h) Instructors co-located in K – 12
- i) Instructors or Instructor Aides whose program operates in facilities/operations that require a Vulnerable Sector Check in addition to a Criminal Records Check
- j) Job Coach
- k) Residence Operator
- l) Student Recruiter
- m) Student Residence Clerk

- n) Student Services Associate
- o) Student Services Coordinator

The above listing is subject to change as the circumstances of College operations change.

* * *

PROCEDURE F 6.16

Subject: **Accommodation**

Approval/Amendment Date(s): May 14, 2019

Associated Policy/Documents: Policy 6.16 Accommodations, the Saskatchewan Human Rights Code, the Local Authority Freedom of Information and Protection of Privacy Act

Next Review Date:

Procedures:

F.6.16.01 Candidates for employment:

- a) Candidates contacted for an interview will be required to complete a North West College Application for Employment. The Application contains a section where candidates may voluntarily identify their need for reasonable accommodation.
- b) If a candidate identifies their need for accommodation, Human Resources personnel will evaluate the job applicant's request for accommodation and may request more information from the applicant to facilitate the accommodation in relation to bona fide occupational requirements for the position based on the job demands analysis.
- c) If a request for accommodation is denied, the reason(s) for the denial will be clearly communicated in writing to the candidate by Human Resources personnel.

F.6.16.02 Employee:

- a) An employee may request accommodation by notifying Human Resources personnel, preferably in writing. The employee may seek accommodations based on the protected grounds from discrimination as stated within the Saskatchewan Human Rights Code as follows:
 - i) religion;
 - ii) creed;
 - iii) marital status;
 - iv) family status;
 - v) sex;

- vi) sexual orientation;
- vii) disability (mental and physical);
- viii) age (18 or more);
- ix) colour;
- x) ancestry;
- xi) nationality;
- xii) place of origin;
- xiii) race or perceived race;
- xiv) receipt of public assistance; and
- xv) gender identity.

b) The request should:

- i) describe the limitations on the employee's ability to perform the duties of his or her position caused by the disability or other reason for accommodation;
- ii) describe any accommodation(s) sought;
- iii) provide sufficient information to confirm the existence of a need for accommodation.

F.6.16.03 Disclosure

- a) If an employee is under a program of medical treatment which requires the consumption of prescription drugs, including medical marijuana, or over-the-counter drugs, which are labelled or known to cause impairment, the employee is required to inform Human Resources personnel about the program immediately so that the risk of impairment relative to the employee's safe job performance can be considered.
- b) If an employee has disclosed a dependency or addiction and sought the assistance of the College prior to the occurrence of a workplace accident/incident or near-miss, is undergoing or has undergone an appropriate rehabilitation program to address the dependency or addiction, the employee will not be disciplined or involuntarily terminated because of the employee's involvement in a rehabilitation effort. Neither will the employee be disciplined for voluntarily requesting rehabilitative help in overcoming the problem. This protection may not extend to an employee who fails to disclose such dependency or addiction prior to an accident/incident or near-miss and/or after the employee submits to drug and alcohol testing. In such a case, the employee may be subject to disciplinary action up to and including termination.

Whether or not an employee is involved in rehabilitation efforts does not eliminate the requirement for meeting satisfactory performance levels or compliance with this policy.

F.6.16.04 Privacy and Confidentiality:

- a) All records associated with accommodation requests will be maintained by Human Resources personnel in a secure location, separate from employees' personnel files.
- b) The College and all individuals involved in the accommodation process will comply with the requirements of *The Local Authority Freedom of Information and Protection of Privacy Act* to protect personal information.

F.6.16.05 Human Resources and the Supervisor:

- a) Human Resources personnel will document the request, including the employee's name, position and date of the request, any details provided by the employee.
- b) Human Resources personnel may request additional supporting documentation from the employee in order to identify accommodation options (e.g. details of personal circumstances, affiliation, restrictions or limitations).
- c) Human Resources personnel will secure information necessary to facilitate the accommodation. Examples may include but are not limited to:
 - i) Job Demands Analysis;
 - ii) Confidential Physician's Assessment Form;
 - iii) Fitness-to-Work Assessment;
 - iv) Notification of Prognosis;
 - v) A list of the employee's efforts to self-accommodate.

The College reserves the right to require further information, including relevant medical information or professional opinions that will assist the College to determine if a reasonable accommodation can be achieved and how it can be achieved. The College further reserves the right to require the employee to participate in an independent medical exam by a qualified medical practitioner or other trained professional in order to assist in determining the accommodation required, workplace modifications and potential cost(s).

- d) Human Resources personnel and the Supervisor will consider accommodation options including, but not limited to:
 - i) workstation adjustments;
 - ii) reassignment of job tasks;
 - iii) changes to scheduling or hours of work;
 - iv) leaves of absence;

v) and temporary or permanent reassignment.

Where Collective Bargaining Agreement terms and conditions may be impacted, Human Resources personnel will contact the Unit Chair of the Local Union or their designate.

- e) Human Resource personnel, the Supervisor and, if applicable the Local Union and/or a relevant third party, will discuss available accommodation options with the employee. The accommodation preferences of the employee will be taken into consideration. However, the Supervisor, in consultation with Human Resources personnel and if applicable, the Local Union and/or a relevant third party, may proceed with a modified option when it meets the employees accommodation needs.

The modification to the accommodation may include:

- i) an option that is less costly to the College,
- ii) an option which is less disruptive to the existing workforce or the operations of the College,
- iii) an option where the safety of the workforce is not impacted.

When this option meets the employee's accommodation needs. Human Resources personnel will clearly communicate the reasons for the decision to the employee.

- f) The Supervisor, in consultation with Human Resources personnel, and, if applicable the Local Union and/or a relevant third party, such as the Workers Compensation Board caseworker, medical, religious, cultural or other relevant professionals, will review the accommodation measures with the employee on a regular basis to confirm the accommodation continues to be effective and necessary.
- g) If the available accommodation options raise the likelihood of causing undue hardship for the College, Human Resources personnel will advise the Director of Finance and Administration who will render a decision.
- h) The Director of Finance and Administration will ensure that all accommodation options up to the point of undue hardship have been considered prior to refusing accommodation. If a request for accommodation is denied, the Director of Finance and Administration will clearly communicate in writing the reasons for the denial to the employee.

F.6.16.06 Appeals:

a) If an employee or candidate for employment has been denied accommodation, is not satisfied with the accommodation offered, or believes that his or her request has not been handled in accordance with this policy, he or she may, within 30 days of receipt of the decision, submit a letter outlining their concerns to the President and CEO. The President and CEO or relevant designate will respond in writing in a timely manner. Appeals to relevant third parties such as the Saskatchewan Workers' Compensation Board, SGEU Long Term Disability, Saskatchewan Government Insurance or Service Canada are managed separately from this procedure.

b) An employee or candidate for employment may also file a discrimination complaint with the Saskatchewan Human Rights Commission.

F.6.16.07 Review:

The Human Resources Manager will review this policy and related procedures on an annual basis, or as required, and will make recommendations for adjustments as necessary to ensure that it continues to remain in compliance with relevant legislation or arbitral jurisprudence.

F.6.17.08 Enquiries:

Enquires about this policy and related procedures can be made to the Director of Finance and Administration.

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F.6.17 Procedure - Work from Home Guidelines (attached)

POLICY 6.01

Subject: **Professional Development Fund**

Approval/Amendment Date(s): October 7, 1991, May 1, 1998, August 27, 1999, February 2, 2010

Associated Procedure/Documents: Procedure F 6.01 Professional Development Fund

Next Review Date:

Purpose/Philosophy:

The Board and Management of North West College believe in life-long learning for its employees. To assist in the professional development of staff, the College has established a Professional Development Fund.

1.0 Policy:

North West College shall establish a Professional Development Fund administered by a Committee of employees, selected by employees, from which employees may access funds for professional development activities. The College will allocate resources to the fund related costs as required.

2.0 Eligible Expenses:

The Professional Development Fund shall be designated for expenses related to professional development, which may include class tuition, workshops and conference fees, related expenses within established rates such as transportation and accommodation, the purchase of professional materials and software, and expenses for special activities approved by the Committee that enhance skills.

* * *

POLICY 6.02

Subject: **Fit-to-Work**

Approval/Amendment Date(s): October 19, 2009, October 5, 2018

Associated Procedure/Documents: Procedure F 6.02 Fit-to-Work, Policy 2.05 Drug and Alcohol, Policy 6.17 Accommodation, Policy 6.08 Employee and Family Assistance Program, 6.16 Employee Code of Conduct, Board Policy #5 Board Member Code of Ethics, The Saskatchewan Human Rights Code, The Local Authority Freedom of Information and Protection of Privacy Act, The Saskatchewan Employment Act, The Collective Bargaining Agreement between the Saskatchewan Government and General Employees Union and the Southern Regional Colleges of Saskatchewan.

Next Review Date:

Purpose/ Philosophy:

North West College has a duty of care for all people attending a College facility to provide a healthy and safe environment for workers, contractors and others and is committed to the prevention of occupational injury and illness. The purpose of this policy and supporting procedures is to ensure that everyone working or present at a College workplace is fit and capable of undertaking the tasks required of them with minimal risk.

1.0 Scope:

This policy must be adhered to by:

- a) staff;
- b) board members;
- c) contractors;
- d) visitors;
- e) volunteers; and
- f) guests.

2.0 Policy:

- a) All persons are to be fit for work and:
 - i) attend to their work in a responsible and safe manner;
 - ii) maintain a high standard of professionalism and personal conduct;and

- iii) perform their duties without imposing unacceptable risks to the health and safety of themselves or others.
- b) Consistent with the Accommodations Policy 6.17, employees shall inform Human Resources personnel about their use of any substance that may impair performance or compromise personal safety, the safety of others or may cause the employee to place the College at unnecessary risks associated with enterprise risk management. Consistent with the Collective Bargaining Agreement, the College may request medical documentation.
- a) If any person at the College's workplace is assessed as unfit for work:
 - i) they must cooperate with their Supervisor and the Human Resources Manager in assessing and managing the risks involved; and
 - ii) the Supervisor and the Human Resources personnel must take action to minimize the risk to the health and safety of that person and other personnel.
- b) The determination on fitness for work may result in those individuals identified in section 2 above being sent home safely, and/or depending on the circumstances and where warranted:
 - i) the employee(s) may be subject to drug and/or alcohol testing;
 - ii) the employee may be subject to discipline;
 - iii) the employee may be subject to the accommodations procedures; or
 - iv) the contractor or other individual will be expelled from the College premises until he/she can provide evidence of fitness to work as determined by the College.

3.0 Application:

This Policy and supporting procedures apply to everyone on College property, in College vehicles or in the performance of College business. All persons must comply with this Policy and Procedures as a condition of their employment or contract for services. The College may restrict a worker's duties if it believes that the worker's fitness imposes an unacceptable risk due to:

- a) work-related injury or illness;
- b) non work-related injury or illness;
- c) physical or mental deterioration; or
- d) influence of alcohol or prescribed/non-prescribed/illegal drugs.

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POLICY 6.03

Subject: **Supervision, Evaluation and Development of Professional Staff**

Approval/Amendment Date(s): August 24, 1995

Associated Procedure/Documents: Procedure F 6.03 Supervision, Evaluation and Development of Professional Staff

Next Review Date:

Purpose/Philosophy:

The administrative body of the College, operating under the policies of the Board of Governors, believes that it has a responsibility to supervise and evaluate instructional staff. The administrative body further believes that all supervisory and evaluation activities are best served by processes supporting the needs of all individuals. The attention to individual and organizational needs will, in administration's view, best serve the interests of College clients. College administration, therefore, requires that all instructional staff participate in systematic supervision, professional development and evaluation program in order to:

- a) ascertain, sustain, and maintain high standards of performance;
- b) foster a climate of open communication, collaboration support, and reflective
- c) action;
- d) provide assistance and support;
- e) encourage personal and professional growth; and
- f) provide a basis for personnel management decisions.

1.0 Policy:

- a) The Director of Programs, or designate, is responsible for supervision and evaluation of all instructional staff.
- b) The Director or designate, and the instructor share the responsibility for professional development.
- c) The instructor is responsible for supervision and evaluation of self.
- d) Instructors share responsibility of collegial supervision and peer development.

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POLICY 6.04

Subject: **General Personnel**

Approval/Amendment Date(s): 2013

Associated Procedure/Documents:

Next Review Date:

Purpose/Philosophy:

The College wishes to ensure that appropriate policies exist regarding the development and maintenance of position descriptions, political involvement, and extraordinary requests for employee services.

1.0 Position Descriptions

- a) Positions descriptions for all College employees shall be maintained by the Human Resources Department and kept in a binder entitled *Position Descriptions, North West College*.
- b) The President shall be responsible for ensuring that position descriptions for new positions are developed and position descriptions for existing positions are updated promptly as required.

2.0 Political Involvement

- a) Political activity by College employee(s) shall not be permitted to take place on College premises or make use of College resources.
- b) Any attempt by College employee(s) to directly or indirectly associate the College with partisan political views shall be considered to be a violation of the terms of the employment of the employee(s) involved.
- c) The President may approve the use of College resources for non-partisan informational purposes related to the electoral process.

3.0 Requests for Employee Services

- a) Only those employed in a supervisory capacity shall give job direction to other employees.
- b) Any request for the services of an employee which may interfere with the ability of the employee to perform his/her regular College duties shall be immediately communicated to, and subject to the approval of the President.
- c) The President shall implement any administrative policies and procedures deemed necessary to regulate employment practices within the College.

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POLICY 6.05

Subject: **Unionized Staff**

Approval/Amendment Date(s): 2013

Associated Procedure/Documents:

Next Review Date:

Purpose/Philosophy:

In accordance with Board Policy and The Regional College Act Regulations, the College is required to maintain personnel policies respecting its employees. This policy applies to employees who are members of the Saskatchewan Government and General Employees' Union.

1.0 Hiring

- a) The President of the College shall be responsible for hiring staff, or may delegate the responsibility for hiring staff, to fill positions falling within the scope of the Collective Bargaining Agreement.

- b) Hiring shall take place in accordance with the Collective Bargaining Agreement.

2.0 Terms and Conditions of Employment

The terms and conditions of employment for unionized employees of the College shall be those set out in the Collective Agreement.

3.0 Position Descriptions

Position descriptions shall be maintained by the Human Resources Department and updated regularly.

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POLICY 6.06

Subject: **Performance Appraisals**

Approval/Amendment Date(s): August 23, 2006

Associated Procedure/Documents: Procedure F 6.06 Performance Appraisals

Next Review Date:

Purpose/Philosophy:

The College's performance appraisal policy will encourage employee participation in achieving an environment where all staff understand and are committed to the strategic objectives and where all employees are encouraged to find innovative ways to enhance organizational effectiveness. Performance appraisals will ensure employees have ownership over their performance and their contributions to the efforts of their department and the academic institution.

The purpose of the performance appraisal is to create an opportunity for constructive dialogue between management, supervisors and post-probation employees regarding performance expectations, performance standards, possible future career development and to assure that job performance and accomplishment information is recorded in each staff member's College employment history. The purpose of interim appraisals is to provide the opportunity for self-review and assessment, to ensure that employees are meeting their established performance objectives and to enable employees to obtain any necessary support.

1.0 Scope:

This policy applies to all individuals employed by the College with the following exceptions:

- a) persons hired out-of-scope of the Collective Bargaining Agreement for delivery of short-term community interest programs;
- b) individuals employed for fewer hours/occasions than the thresholds identified within the scope clause of the Collective Bargaining Agreement; and
- c) probationary employees.

2.0 Policy:

- a) While the College encourages frequent and informal communication on performance between the employee and his/her supervisor, it is also important to formally document the employee's performance on a routine basis. To accomplish this, supervisors and out-of-scope managers will complete formal performance appraisals on their instructional and administrative employees annually.
- b) It is the policy of North West College that employees will participate in the performance appraisal process.
- c) Performance appraisals are a permanent part of the employees' human resources file.

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POLICY 6.07

Subject: **Staffing Report**

Approval/Amendment Date(s): December 6, 1993, August 31, 1999

Associated Procedure/Documents: Procedure F 6.07 Staffing Report

Next Review Date:

Purpose/Philosophy:

The staffing report is necessary to complete each position competition. Staffing reports are completed by the individual responsible for staffing the position and are then submitted to personnel for the completion of the offer of employment. The staffing report should be divided into the following sections:

1.0 Position Identification:

Include- competition #
 - position name and classification
 - location

2.0 Recommendation:

- a) Identify the applicant (if any) recommended for the position.
- b) Outline the education, qualifications and other pertinent detail regarding the recommended applicant.
- c) Provide the factors why this candidate was chosen over the other applicants.
- d) Propose salary level (range and step) and identify necessary documentation supporting proposed appointment at any level above base.
- e) Identify any special conditions of employment.

3.0 Signatures:

The signature of the senior person involved in the interview process should be included. If this is not a Director, the appropriate Director's signature should also be provided.

- Include:
- signature of individual responsible for staffing the position;
 - signature of the Director, indicating his or her approval; and
 - President's signature of concurrence / non-concurrence, and comments.

* * *

POLICY 6.08

Subject: **Employee and Family Assistance Program**

Approval/Amendment Date(s): February 9, 1999, September 28, 1999, September 5, 2006, August 18, 2009, February 2, 2016, March 31, 2020

Associated Procedure/Documents: Procedure F 6.08 Employee and Family Assistance Program

Next Review Date:

Purpose/Philosophy:

North West College supports the establishment of a joint union-management Employee Family Assistance Program (EFAP). We recognize the impact of internal and external stressors on our employees and their families, and share a mutual concern and responsibility for their health and welfare. The College believes that most problems resulting from these stressors can be successfully resolved, especially when identified early and given appropriate care. The College shares a common desire to foster and maintain an attitude of assistance towards our employees and their families when they encounter these problems. The College accepts that problems are most successfully resolved when assistance is sought on a voluntary basis.

1.0 Scope:

Upon hiring, all in-scope employees and management scheduled to work a minimum of 15 hours per week on average, are eligible to access the program. The qualifying employee's immediate family members are also eligible to access the program.

2.0 Policy:

- a) The Employee and Family Assistance Program will provide all eligible employees and their immediate family members (hereinafter referred to as participants), with access to confidential, professional counseling to assist them to overcome a wide range of personal problems which have, or could have, an effect on work performance, or personal well-being. The program is completely voluntary, non-disciplinary and is designed to allow employees and family members to seek help on their own.
- b) The EFAP committee will be established annually with two representatives from Management and two representatives from the bargaining unit as established by the union.

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POLICY 6.09

Subject: **Pressing Necessity and Bereavement Leave**

Approval/Amendment Date(s): February 5, 2002

Associated Procedure/Documents: Procedure F 6.09 Pressing Necessity and Bereavement Leave

Next Review Date:

Purpose/Philosophy:

The College recognizes that employees may encounter personal emergency or unforeseen circumstances that require their absence from work. The College will assist employees in such situations by providing Pressing Necessity or Bereavement Leave. Employees will be required to self-declare their eligibility for leave. The College will require reasonable justification for leave based on a principle of mutual trust for the fair and equitable application and administration of the process. It is essential to have clear guidelines that will facilitate access to leave of absence with pay.

1.0 Definitions:

Pressing Necessity is defined as permission to be absent from work in order for the employee to deal with an unforeseen, unusual, or emergency situation, which normally involves the health or safety of the employee or their immediate family.

Bereavement Leave is an absence from work due to a death in the employee's immediate or extended family.

Immediate Family is the employee's: spouse, common law spouse, son, son-in-law, daughter, daughter-in-law, father, mother, father-in-law, mother-in-law, brother, sister, grandchildren and grandparents.

Normally, **Extended Family** is the employee's: first cousin, aunt, uncle, niece, nephew, brother-in-law, sister-in-law and those others significant to the employee.

2.0 Policy:

- a) In accordance with Article 17.1.1 of the Collective Bargaining Agreement, College employees shall be allowed leave of absence with pay and without loss of seniority and benefits, to a maximum of five (5) days per year for instances of pressing necessity and bereavement.
- b) Employees shall self-declare that their access to leave with pay for pressing necessity and bereavement complies with the spirit and intent of the guidelines contained within this policy.

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POLICY 6.10

Subject: **Employee Participation in Community Interest Non-Credit Courses**

Approval/Amendment Date(s): September 17, 2008

Associated Procedure/Documents:

Next Review Date:

Purpose/Philosophy:

The Board and Management of North West College believe in life-long learning. To support staff in their efforts to continue learning, the College has established a policy to encourage staff to take part in educational/training courses held internally.

1.0 Policy:

North West College shall provide employees the opportunity to continue their learning by waiving tuition for College community interest non-credit programs.

2.0 Eligibility:

- a) All permanent in-scope and management staff are eligible to take scheduled College community interest non-credit programs.
- b) If leave is required during hours of work, a request for approval must be submitted to their Director.

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POLICY 6.11

Subject: **Educational Support Program**

Approval/Amendment Date(s): January 19, 2010

Associated Procedure/Documents: Procedure F 6.11 Educational Support Program

Next Review Date:

Purpose/Philosophy:

The Board and Management of North West College believe in maintaining a highly skilled workforce and support development of College staff for potential advancement within the College. To support staff in their efforts to improve their level of qualifications for advancement within the College, the College has established an Educational Support Program (ESP).

1.0 Policy:

North West College may provide financial assistance to qualifying employees for the purpose of improving their level of credential and qualifications for potential advancement in the College. Assistance will be available under the ESP for further education and/or training in areas that will result in an agreed upon credential or qualification.

To qualify for funding, in-scope employees shall submit a formal educational plan. The educational plans must be for training and/or academic development toward recognized credentials that are mutually beneficial to the College and the employee. Recognized credentials include, but are not limited to, a post-graduate certificate or degree, a university certificate/diploma/degree, a technical institute certificate/degree/diploma, journey person status, or an industry-recognized credential.

Any employee accessing assistance under the ESP will be required to commit a return of service to the College for an agreed period of time.

2.0 Eligibility:

- a) General All permanent in-scope employees are eligible to submit an application for ESP sponsorship. An application for ESP must be submitted while an employee is under contract with the College.
- b) Eligibility While on Layoff Employees are not eligible to apply for ESP during periods of layoff; however, employees who submit an application while under contract, and are granted funding, may attend training during periods of layoff.

3.0 Eligible Items

- a) Normally, the employee will participate in training outside the normal hours of work and shall be expected to contribute the time for such training. In certain circumstances participation in the training may require the employee's absence from work. The employee shall identify such circumstances in their ESP application.
- b) The ESP may cover costs that include tuition, registration-related expenses, books, and examination fees. The term books refers to all related reference materials including books, course-specific software, and any other course-related resources required. Under certain exceptions, the College may contribute to travel costs should they be deemed to be a significant barrier in acquiring the proposed training.

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POLICY 6.12

Subject: **Computer Purchase Assistance**

Approval/Amendment Date(s): April 22, 1991, January 30, 1995, February 20, 2013

Associated Procedure/Documents: Procedure F 6.12 Computer Purchase Assistance

Next Review Date:

Purpose/Philosophy:

In recognition of the growing importance of computer literacy in the workplace and the benefit to the College of having staff who are able to improve their computer skills outside of regular work hours, the College wishes to encourage employees to acquire computer hardware and software which is compatible with their College duties and professional background. Therefore, the following Administrative Policy has been developed to assist staff in purchasing a computer for home use.

1.0 Policy:

The College may provide interest-free reimbursements, to a maximum of \$3,000 to College employees for the exclusive purpose of the acquisition of computer hardware and software for the employee's personal use. Employees may access up to the maximum of \$3,000 every three year period provided that three years has passed since their last acquisition of the main computer hardware and operating system software. All purchases under this policy are subject to the approval of the Director of Finance and Administration or designate. The College may limit the total advances outstanding at any given time.

The President may place restrictions on access to interest free advances or may rescind this policy at any time without notice.

2.0 Eligibility:

All personnel employed in an ongoing permanent position, provided they are and will be at work and receiving pay for the entire period over which the advance is to be repaid.

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POLICY 6.13

Subject: **Confidentiality & Intellectual Property**

Approval/Amendment Date(s): October 22, 2013, September 5, 2017

Associated Procedure/Documents: Procedure F 6.13 Confidentiality & Intellectual Property

Next Review Date:

Purpose/Philosophy:

The purpose of this Statement of Policy and Procedure is to protect North West College's business interests by ensuring trade secrets, confidential or proprietary information are not disclosed to anyone outside the organization, whether or not that person could benefit directly or indirectly from having that information; and that intellectual property (IP) remain the property of North West College.

1.0 Policy:

North West College is committed to protecting its confidential and proprietary information and to ensuring that IP remain the sole and exclusive property of North West College. Consistent with this objective, new employees, as a condition of employment, are required to read and sign a Confidentiality and IP Agreement prior to the commencement of their employment.

2.0 Scope:

This Statement of Policy and Procedure applies to all employees who may have access to trade secrets, technical, confidential or proprietary information of North West College.

3.0 Responsibility:

The Human Resources Officer is responsible for ensuring the Confidentiality and IP Agreement is signed by College in-scope and Management employees, at the hiring stage. Directors are responsible for others, before they are given access to information covered by the Agreement.

4.0 Definitions:

Trade Secret includes technical and non-technical data, a formula, a pattern, a compilation, a program, a device, a method, a technique, a drawing, financial data, a financial plan, a program plan, or information regarding actual or potential clients, students or suppliers which:

- a) derives economic value, actual or potential, from not being generally known to, and not being readily ascertainable by proper means by other persons who can obtain economic value from its disclosure or use; and
- b) is the subject of reasonable efforts by North West College to maintain its secrecy.

Confidential or Proprietary Information means any secret, confidential or proprietary information of North West College including confidential information on potential, current and former students and potential, current and former employees, or any secret, confidential or proprietary information entrusted to North West College by any other person or entity, which is not otherwise included in the definition of "Trade Secret" above.

Intellectual Property includes any invention, curriculum development, discovery, idea, research, engineering method, practice, system, formula, design, educational product, improvement, device, apparatus, plans or programs developed, reduced to practice, or received by an individual (whether solely or jointly with others), whether or not it can be patented:

- a) during the period of and in the course of that person's employment with North West College, or
- b) on North West College's premises, or
- c) with the assistance of any of North West College's employees or consultants, or
- d) with North West College's equipment or supplies.

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POLICY 6.14

Subject: **Recognition of Long Service, Educational Attainment, Retirement, and/or Resignation**

Approval/ Amendment Date(s): September 5, 2017, July 11, 2018

Associated Procedure/Documents:

Next Review Date:

Purpose/Philosophy:

The College values the contributions of its employees and wishes to recognize employees who have served the College for an extended period of time, as well as employees who are retiring, resigning or who have completed a significant education achievement.

1.0 Scope:

- a) Long Service: An employee who has completed a minimum of one year of full-time equivalent service.
- b) Significant Education Attainment: An employee who has completed further education and successfully obtained a certification, diploma, degree, or professional designation relevant to employment at the College.
- c) Resignation: An employee who sever ties with the College through a voluntary, formal resignation and remains in good standing with the College.
- d) Retirement: An employee shall be recognized as a retiree when s/he meets the following criteria:
 - i) a minimum of ten full time equivalent years of service with the College;
 - ii) departure from North West College must be voluntary; and
 - iii) the employee must be superannuating.

2.0 Policy:

- a) Each qualifying staff member who resigns from the College, and who has worked for the College for more than one year but less than five years, will be presented with a College item (example: pen or mug), at a suitable function organized by the President's office. Total value of the keepsake is not to exceed \$20.
- b) Each qualifying staff member who resigns from the College, and who has worked for the College for more than five years, will be presented a keepsake (total value not to exceed \$50. Where appropriate, the item may be engraved and the engraving may include:
 - i) College name and logo;
 - ii) employee's name; and
 - iii) dates of service.

The President's Office will organize a suitable function at which the item will be presented.

- c) Service to North West College shall be recognized on a regular basis. Long service award certificates shall be bestowed upon any employee who attains milestones of five years' service and for each five years thereafter. Full-time equivalency will be used to calculate years of service.

Additional Awards shall be presented with the following service:

- 5 years: an item with a maximum value of \$50 (Choice of 3 items)
- 10 years: an item with a maximum value of \$100
(Choice of 6-8 engraved items)
- 15 years: an item with a maximum value of \$150
(Choice of 6-8 engraved items)
- 20 years: an item of the employee's choice, to a maximum of \$200
- 25 years: an item of the employee's choice, to a maximum of \$250
- 30 years: an item of the employee's choice, to a maximum of \$300
- 35 years: an item of the employee's choice, to a maximum of \$350
- 40 years: an item of the employee's choice, to a maximum of \$400

Where practical, a small plaque shall be included featuring:

- i) College name and logo;
 - ii) employee's name; and
 - iii) dates of service.
- d) Long service awards will be presented once a year, at the College's annual ceremony.

- e) Retirement awards shall be either i) or ii) below, as chosen by the retiring employee:
- i) A North West College student scholarship bearing the name of the retiring employee. The scholarship will be a one time offering and may be an entrance or completion scholarship. The scholarship would be calculated at \$15 for each year of service to a maximum of \$400. The College would match the retirement contribution of the employee, thereby doubling the scholarship amount. The retiring employee would be invited to present the scholarship.
 - ii) An item of the employee's choice valued at \$15 for each year of service to a maximum of \$400. The retiring employee may wish to add to this amount themselves towards the purchase of a keepsake.
- f) The President's office will arrange a suitable function at which the gift will be presented to the retiring employee. The function would take place as near as possible to the employee's retirement date.
- g) A qualifying staff member who has provided proof of success in achieving a certification, diploma, degree, or professional designation relevant to work at the College will be recognized through a public announcement.

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POLICY 6.15

Subject: **Criminal Record Checks & Criminal Charges Notification**

Approval/Amendment Date(s): June 21, 2018

Associated Procedure/Documents: Procedure F 6.15 Criminal Record Checks & Criminal Charges Notification

Next Review Date:

Purpose/Philosophy:

To ensure the College protects the public interest in the delivery of services and to reduce risk, the College requires criminal record checks and continued disclosure of its employees.

1.0 Policy:

- 1.01 Criminal Record Checks are a condition of employment for all new hires. The check must be dated no older than 3 months prior to the employee's start date.
- 1.02 Additional Vulnerable Sector Checks (VSC) may be required where responsibilities warrant.
- 1.03 Current employees may be required to provide a CRC and/or VSC if:
- a) they change positions;
 - b) the content of the job changes;
 - c) the nature of clients warrants it; or
 - d) it is a requirement of 3rd party stakeholders.
- 1.04 Effective the date of this policy, all employees shall inform the President and CEO in all situations where they are charged with a criminal offence.

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POLICY 6.16

Subject: **Accommodation**

Approval/Amendment Date(s): August 15, 2018, May 14, 2019

Associated Procedure/Documents: Policy 6.02 Fit-to-Work, Procedure F 6.16 Accommodations, The Saskatchewan Human Rights Code, The Saskatchewan Employment Act, The Workers Compensation Act

Next Review Date:

Purpose/Philosophy:

The College is committed to fostering an inclusive workplace where all employees are treated with respect and dignity. The purpose of responsible accommodation is to ensure that individuals who are otherwise able to work are not unfairly excluded from doing so when working conditions can be adjusted without causing undue hardship to the employer.

1.0 Policy:

- a) The College will act in a manner consistent with its obligations under The Saskatchewan Human Rights Code.
- b) The College will provide a workplace that ensures equal opportunity free from discrimination consistent with the Saskatchewan Human Rights Code.
- c) Employees have the right to reasonable accommodation.
- d) The employee has an obligation to inform the employer of their need for accommodation.
- e) Requests for accommodation must be made prior to any workplace incident, accident or near miss in order to avoid disciplinary action.
- f) The College will provide timely, reasonable workplace accommodation, up to the point of undue hardship.
- g) An appeal process is available for employees who are unsatisfied with their accommodation assessment. The appeal process is outlined in the procedure associated with this policy.

2.0 Application:

- a) This policy applies to all current employees of the College, including full and part-time, casual, contract, permanent, and temporary employees. This policy also applies to employees on approved leave, including short and long-term disability leave, and candidates for employment.
- b) This policy applies to all aspects of employment including, but not limited to recruitment, selection, training, promotion, transfer, work assignment, compensation and benefits, and termination of employment.

3.0 Definitions:

Reasonable Workplace Accommodation: Reasonable workplace accommodation is an economical, efficient and effective variation from an employment rule, standard, policy or practice which enables an individual protected under the *Saskatchewan Human Rights Code* to enjoy equal opportunities with others. Reasonable workplace accommodation will be heretofore referred to as "accommodation" for the purposes of this policy and related procedures. Accommodation may be a continuum of measures and need not be a perfect or final solution.

Undue Hardship: There is no precise legal definition of undue hardship or a standard formula for determining undue hardship. Undue hardship is generally defined as an unbearable financial cost or a considerable disruption to business, or an interference with the rights of others. The size of the employer's operation or labour pool may be taken into account, as well as safety considerations and the nature of the employment contract. Each situation will be viewed as unique and assessed individually.

4.0 Responsibilities and Expectations:

The College shall ensure that the employee's personal medical information shall be kept confidential and will only be disclosed to those necessary in the assessment and development of the accommodation.

- a) Accommodation is a shared responsibility between employees, the College, as employer and the local union, where necessary. The College may need to share information with third parties in circumstances where Workers' Compensation Board, SGEU Long Term Disability, Employment Insurance, Saskatchewan Government Insurance are involved in the employee's case management.

- b) **The College** is responsible for:
- i) eliminating barriers that prevent people from accessing, or being included in, the workplace;
 - ii) minimizing the need for individual accommodation by regularly reviewing rules, policies, by-laws and practices to ensure that they are not discriminatory;
 - iii) providing individual accommodation to the point of undue hardship;
 - iv) ensuring that all employees and candidates for employment are advised of their right to be accommodated in the workplace;
 - v) dealing with requests for accommodation in a timely, confidential and sensitive manner;
 - vi) the duty to inquire by initiating a discussion about accommodation when they are aware that an employee or candidate for employment may have a need for accommodation, but is unable, for whatever reason, to articulate that need;
 - vii) involving the local union, where appropriate, in the search for accommodation for in-scope staff;
 - viii) ensuring that the employee's personal medical information shall be kept confidential and will only be disclosed to those necessary in the assessment and development of the accommodation;
 - ix) ensuring each supervisor (Coordinator, Manager, Director, etc.) is responsible for ensuring the principles outlined in this Statement of Policy and Procedure are adhered to throughout all College activities for which he or she is responsible.
 - x) ensuring that this policy is effectively implemented; and
 - xi) assessing all accommodations on an individual basis and developing accommodation plans which consider the nature and specific circumstances of the disability.
- c) **Employees and candidates for employment** are responsible for:
- i) making their accommodation needs known to Human Resources personnel, where possible and practical;
 - ii) assisting in securing an appropriate accommodation;
 - iii) providing necessary and detailed documentation or other information in support of their request for accommodation, including information about any restrictions or limitations which could include undertaking a functional assessment or an independent medical exam;
 - iv) working cooperatively with all relevant parties to find a reasonable accommodation and developing a workplace accommodation plan;
 - v) accepting an offer of accommodation that meets their needs, even if it is not their preferred accommodation option;

- vi) participating in the development of a return to work process which includes the development of an individual accommodation plan;
- vii) cooperating with rehabilitation efforts; and
- viii) working within their restrictions.

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Policy 6.17

Subject: Work-From-Home Policy

Approval/Amendment Date(s): September 2, 2020

Associated Procedures / Documents: Guidelines – F 6.17 Working From Home for Supervisors, Guidelines – Working From Home for Employees, Temporary Work From Home Arrangements Request and Checklist, Computer Use Policy, Computer Use Agreement, Policy 6.02 Fit-to-Work, Procedure F 6.02 Fit-to-Work, The Saskatchewan Employment Act, Workers Compensation Act and The Collective Bargaining Agreement between North West College and SGEU

Next Review Date:

1. Purpose/Philosophy:

While it is expected that normally staff will be in the workplace, it is accepted that there may be certain extraordinary circumstances where an individual, their Supervisor and their Director agree that it is mutually beneficial for that individual to work at home, on a part-time basis.

2. Policy:

- a) The College will continue to meet its obligations under legislation.
- b) The Executive Management Committee can impose work-from-home arrangements when Health and Safety considerations are a factor.
- c) Working from home is a privilege, not a right however, an employee may request a work-from-home arrangement at any time. The request must include rationale for mutually beneficial terms for work-from-home.
- d) A member of Executive Management will have the final determination on the viability and the terms of work-from-home arrangements.
- e) The work-from-home arrangements are temporary with a defined start and end date.
- f) Work-from-home arrangements must fulfill the expectations of the employee's role.
- g) Working from home schedules must be consistent with the employee's normal total hours of work in a day.
- h) Work from home must be in a designated space, appropriate to the nature of the work, and meet occupational health and safety requirements.

- i) In-person contact for College business purposes with other employees, clients, stakeholders or students cannot occur at an employee's residence.
- j) Employees working from home must adhere to the terms and conditions of employment, relevant Collective Bargaining Agreement, legislation, regulations and policies.

3. Scope:

This policy applies to all current employees of the College including:

- a) in-scope full time & part time;
- b) out-of-scope non-management; and
- c) out-of-scope management.

4. Definitions:

- a) **Work-from-home** is defined as a situation where the College deems circumstances are appropriate for an employee of the College to be compensated for performing assigned responsibilities from their home.

5. Responsibilities:

- a) The Human Resources Personnel are responsible for:
 - i. ensuring that this policy is effectively implemented and;
- b) A member of Executive Management is responsible for:
 - i. making the final decision as to whether or not the employee will be approved to work from home.
- c) Supervisors are responsible for:
 - i. working with the employee to develop a plan, rationale and timelines; and
 - ii. monitoring the progress of the work plan and meeting of timelines.
- d) Employees are responsible for:
 - i. making their request to work-from-home known to their Supervisor and Director;
 - ii. being self-motivated, results orientated, and meeting priorities and deadlines;
 - iii. providing responsive learning and other support services to students, prospective students, clients, internal clients and the general public;
 - iv. working independently with minimal supervision;
 - v. meeting the expectations in their current positions;
 - vi. communicating regularly with their Supervisor to provide status of work and;
 - vii. having a home situation conducive to working-at-home and that will meet occupational health and safety requirements.

6. Expectations:

- a) A Work-From-Home arrangement is a shared responsibility between employees, supervisors and a member of Executive Management.
- c) The position must be well suited for such an arrangement.
- d) Clearly defined objectives that can be subject to performance measurement are arranged by mutual agreement with the employee and supervisor.
- e) Coordination of tasks within a department and with other departments must be maintained.
- f) Where collaboration and interaction are necessary, college email, telephone or video conferencing is to be used, based on the need.
- h) The workspace must include the following:
 - i. Clear and unobstructed aisles, walkways, stairs, if applicable and exits.
 - ii. Surroundings are free of "trip, slip or fall", fire and other hazards.
 - iii. Proper ergonomics and appropriate lightning.
 - iv. Adequate and safe storage.
- j) Employees working from home must ensure:
 - i. that adequate safeguards are in place to protect confidential information;
 - ii. their laptop screen is not easily viewed by others;
 - iii. proper logout of computers when not in use;
 - iv. passwords are used on all devices; and
 - v. documents should be placed in folders and put away so that they cannot be easily viewed by others.
- k) Employees working from home should use equipment provided by the employer in accordance with the Computer Use Policy and Computer Acceptable Use Agreement.
- m) Employees working from home must be available to their managers, teams, College students and internal/external clients during regular working hours.

* * *

Working From Home

Guidelines For Employees

Principles, Criteria & Guidelines for Temporary Work-From-Home Arrangements

- While it is expected that normally staff will be in the workplace, it is accepted that there may be certain extraordinary circumstances where an individual, their Supervisor and their Director agree that it is mutually beneficial for that individual to work at home, on a part-time basis.
- Blended work-from-home and work at the employee's College location arrangements are to be compatible with the employee's job duties and responsibilities.
- When assessing work-from-home arrangements, Managers and Supervisors should consider the following factors:
 - nature of position/tasks,
 - the work which can be completed from home, specifically the employee's core duties
 - operational needs - the requirement to provide student supports and other customer services to students on campus and to the general public
 - existing technology/technological infrastructure (or operational needs)
 - consider whether flexible (i.e. adjusting start and/or end times) and staggering shifts will be possible.
 - ability to maintain appropriate service levels,
 - performance and productivity of the employee
 - the ability to work independently with minimal supervision.
 - in-person contact with clients / stakeholders / students shall not occur while working from home.
 - written plan and rationale outlining responsibilities/expectations (see Temporary Work-From-Home Arrangements Request and Checklist)
 - working from home must be in a designated space, appropriate for the nature of work, and meet occupational health and safety requirements
- Supervisors will initiate regular check-ins to ensure expectations are clearly outlined and that employees remain accountable for maintaining agreed upon hours of work and achieving assigned tasks and identified outcomes.
- Employees are required to be responsive to College students, internal/external clients, coworkers, the public and other stakeholders during regular work hours.
- Employees are required to ensure their calendar is updated. If located at one of the two main campuses, employees will also update the booking system to show when they will be in the building and at their designated work area.

- Employees who have received approval for work-from-home arrangements are to participate in meetings and report to campus as required by Executive Management.
- Employees working from home should use equipment provided by the employer in accordance with the Computer Use Policy and Agreement.
- Work-from-home arrangements will be reviewed regularly to determine if work outcomes are being met and if it is in the best interest of the College and the Employee to continue the arrangement.
- Employment legislation, the collective bargaining agreement, policies, procedures and employment contract terms remain in effect for the duration of any work-from-home arrangements.

Employees requesting work-from-home arrangements are to complete the Temporary Work-From-Home Arrangements Request and Checklist in conjunction with their supervisor. The completed form must be submitted to a member of Executive Management, for their approval.

Any questions regarding the Temporary Work-From-Home Arrangements can be sent to a member of Executive Management.

All copies of the Temporary Work-From-Home Arrangements Request and Checklist will reside with Human Resources.

Working From Home Guidelines For Supervisors

1. While it is expected that normally staff will be in the workplace, it is accepted that there may be certain extraordinary circumstances where an individual, their Supervisor and their Director agree that it is mutually beneficial for that individual to work at home, on a part-time basis.
2. Establish work-from-home hours with your employees and regular check-ins to keep everyone on track and connected. Work-from-home hours must adhere to the Work From Home Policy.
3. Check in on your staff regularly by phone, Zoom, Microsoft Teams, etc. to make sure their technical setup is working, determine their state of wellness, help them resolve any work-related issues and discuss status of work to keep your staff on track. There may be others who are over-burdened with work and if any of your employees are not fully occupied with work for their set hours, they may be able to help others. Talk with your member of Executive Management about redeployment of personnel before making these types of changes.
4. Confirm with staff that their home workspace and setup are appropriate according to health and safety legislation, including having clear and unobstructed aisles, walkways, stairs and exits; suitable ergonomics; lighting and electrical safety; free of hazards; and having proper emergency procedures in place.
5. Remind employees that they must adhere to the Computer Use Policy and Agreement. These documents can be found on Navigator.
6. Hold weekly team meetings or more often, if needed, and provide everyone an opportunity to talk.
7. Supervisors to review and discuss Virtual Meeting Tips with employees.

Virtual Meeting Tips:

- a) Provide 5-7 minutes at the start of each meeting for staff to check in, ask how everyone is doing, provide an opportunity to share a story, engage.
 - b) Establish ground rules to ensure staff turn off their phones, don't check emails or multi-task but rather focus on the meeting and those present.
 - c) Supervisors should model the behavior they expect of their staff-use your camera if your internet permits, focus, use of technology, asking questions, etc.
 - d) Follow up a virtual meeting with communication (email, meeting notes, or minutes) to make sure everyone heard and understood the information from the meeting, they will support or abide by the conclusions or the outcome, and they understand what is expected of them.
8. Trust your employees to complete what is expected of them but if you observe things such as unavailability during work hours or repeated requests to extend deadlines on work assignments, then speak with your member of Executive Management and involve Human Resources.

9. Set specific outcomes and expectations of staff with timelines and results, just as you have always done and your review will be outcome-based as opposed to the process.
10. Provide staff with regular College updates to ensure they continue to feel informed.