HUU-AY-AHT FIRST NATIONS

HUMAN RESOURCES POLICY AMENDMENT REGULATION, 2013

Provisions of the *Financial Administration Act, HFNA 2011*, relevant to the enactment of this regulation: section 84.

REGISTRY OF LAWS CERTIFICATION

Certified True Copy

I certify that the *Human Resources Policy Amendment Regulation, 2013* was passed by Executive Council on:

Mar 28/2013

Chief Councillor Jeff Cook

I certify that the *Human Resources Policy Amendment Regulation, 2013* is enacted as law on:

Mar 28/2013

Ta'yii Hawilth Derek Peters

I certify that the *Human Resources Policy Amendment Regulation, 2013* came into force on April 1, 2013:

Deborah Smith

for **Law Clerk Connie Waddell**

HUMAN RESOURCES POLICY AMENDMENT REGULATION, 2013

1 ***The Schedule in the Human Resources Policy Regulation, HFNR 9/2011, is repealed and replaced by the Schedule to this regulation.***

2 ***This regulation comes into force on April 1, 2013.***

SCHEDULE

HUU-AY-AHT FIRST NATIONS

HUMAN RESOURCE POLICY

APPROVED BY EXECUTIVE COUNCIL

EFFECTIVE APRIL 1, 2013

[107 pages follow]

SCHEDULE

Huu-ay-aht First Nations

HUMAN RESOURCE POLICY

APPROVED BY EXECUTIVE COUNCIL

Effective April 1, 2013

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INTRODUCTION

Executive Council recognizes the importance of defining and regularly reviewing Human Resource Policy ("HR Policy"). Executive Council has the responsibility and authority for developing, approving and amending HR Policy under the *Financial Administration Act*. The Executive Director is responsible for administration of HR Policy, including insuring that all employees have a copy and that they understand its contents.

Executive Council believes that HR policy should reflect:

- good faith and transparency in the defining and administration of terms and conditions of employment;
- fair management practices and accountability;
- the practices and policies of similar external organizations;
- the culture of the Huu-ay-aht First Nations;
- the provisions of the *Canada Labour Code* and the *Canadian Human Rights Act*, and their regulations; and
- consistent, fair and effective decision making.

In the event of a conflict between the HR Policy and the *Huu-ay-aht Constitution* or a *Huu-ay-aht Act*, the *Huu-ay-aht Constitution* or the *Huu-ay-aht Act* takes precedence. If there is a conflict between the HR Policy and the Canada Labour Code, the Code takes precedence.

Employees are encouraged to submit any suggestions for improvement to the HR Policy to the Executive Director.

DEFINITIONS

Canada Labour Code	means Part II and III of the *Canada Labour Code*, an Act that defines both the occupational health and safety requirements and the minimum labour standards that apply to employer and its employees;
casual employee	means a temporary employee who has no guaranteed hours and who is called in to work only when needed;
citizen	means a Huu-ay-aht citizen whose name is entered in the Citizenship Register;
common law	means a person who has been cohabiting with an individual in a marriage-like relationship (married state) for at least one (1) year, or who had been cohabitating with the individual for at least one (1) year before the person's death;
compensation	means all financial rewards including salaries, wages and time off in-lieu, that an employee receives as a result of her/his employment;
designate	means a person that is chosen or appointed to assume the responsibility or authority of another person;
Director	means a person employed by the employer to be responsible of the day-to-day operations and management of a specific program and/or department;
discipline	means a corrective or punitive action taken by the employer towards an employee for just cause;
employee	has the same meaning as "government employee" has in the *Financial Administration Act* (a person who holds a position as an employee of the Huu-ay-aht Government or a federally-regulated Huu-ay-aht public body);
employer	means the Huu-ay-aht Government or a federally-regulated Huu-ay-aht public body;
Executive Council	means the Executive Council established under the *Government Act;*
Executive Director	means the Executive Director appointed under the Financial *Administration Act,* to manage, supervise and be responsible for the overall administration and operations of the Huu-ay-aht Government;

DEFINITIONS - *Continued*

exempt	♦ means where an employee is not eligible to receive a provision or benefit defined within HR Policy, as determined by the employer, and where applicable, consistent with the provisions of the *Canada Labour Code, Part III;*
Human Resource Manager	♦ means an employee appointed by the Executive Director to be the Human Resource Manager;
Huu-ay-aht body	♦ includes government and Huu-ay-aht public bodies;
Huu-ay-aht public body	♦ means an entity other than a Huu-ay-aht business enterprise that is controlled or created by the government;
immediate family member	♦ shall **(see *Code of Conduct and Conflict of Interest Act* definition)** mean: - spouse (including common-law) - father and mother (natural, step or common law) - child(ren), foster child or ward - stepchild - sibling - grandparent - father-in-law or mother-in-law (including common-law) - grandchild - biological uncle or aunt - biological niece or nephew - any other relative of the employee who resides permanently in the employee's household or with whom the employee permanently resides;
immediate supervisor	♦ means the person the employee takes primary direction from, has his/her work controlled by, receives day-to-day support and leadership from, and the person the employee reports to;
just cause	♦ means responsibility of the employer to take corrective and punitive discipline or measures, based on clear, compelling and justifiable reasons;

DEFINITIONS - *Continued*

overtime work	♦ means the preauthorized time an employee works beyond the employer defined full-time day and full-time work week and includes working on a general holiday where the employee is entitled to the holiday;
probationary employee	♦ means an employee who is serving a probationary period as defined within this policy;
resignation of employment	♦ means a voluntary termination of employment by an employee;
service	♦ means the years of continuous employment that an employee has accumulated;
temporary employee	♦ means an employee who is hired for a period of less than six months;
term employee	♦ means an employee who is scheduled to work full-time or part-time for a pre-determined period of time – may also be referred to as seasonal when the end of the term coincides with the end of a season;

APPLICATION

- The policies and procedures described in the HR Policy shall apply to all employees of the Huu-ay-aht Government and federally-regulated Huu-ay-aht public bodies. All employees are required, as a term and condition of their employment, to comply with the HR Policy and shall have their employment administered in accordance with the HR Policy.

DELEGATION

Executive Council

Executive Council has ultimate responsibility for the governance of Huu-ay-aht First Nations as set out in the *Government Act*. This HR Policy may only be amended by Executive Council amending the Human Resources Policy Regulation to which this policy is attached.

Executive Director

Recommendations from employees regarding human resource policies are to be given in writing to the Executive Director who is authorized to make recommendations to Executive Council regarding amendments to the Human Resources Policy Regulation.

The Executive Director is directly responsible for all activities related to the management of personnel and for the efficient operations of the Huu-ay-aht government administration. The Executive Director may delegate her/his responsibilities, but remains responsible for ensuring that they are properly carried out. If the Executive Director is on a leave of absence, that responsibility will be met by the Executive Director reporting any concerns and recommendations for addressing those concerns to Executive Council, if he or she is able. If the Executive Director is unable to report to Executive Council, then it is the responsibility of Executive Council to monitor the Acting Executive Director.

Directors

The Directors report directly to the Executive Director, and are granted their authority through Huu-ay-aht law, their individual position descriptions, policy and Employment Agreements with the employer.

PART A – EMPLOYMENT

POLICY	Policy Number:	A 1.0
Positions and Employee Classification	Effective Date: Revision Date: Page: 1 of 1	

GENERAL POLICY

- All positions that exist within Huu-ay-aht First Nations as of April 1, 2011 shall continue on the same terms and conditions thereafter, with the exception that the previous HR Policy Manual will be replaced with this HR Policy.
- All positions shall be classified as full-time, part-time, temporary, term or casual.

SPECIFIC POLICIES

1. **Employees in full-time positions** shall be normally scheduled to work 7.5 hours a day and 37.5 hours a week, including the half hour paid lunch/meal break.
2. **Employees in part-time positions** shall be normally scheduled to work less than 35 hours a week.
3. **Employees in term or temporary positions** may be scheduled to work full-time or part-time.
4. **Employees on probation** shall be identified as probationary employees.
5. The terms and conditions of employment for every employee shall be described in a written employment agreement. Every such agreement for a term employee shall include a predetermined employment termination date.
6. When a term employee is in an ongoing non-seasonal position, the employee may be offered an additional term or terms of employment where the employee's performance has been good, as indicated by their performance evaluations and discipline record at the conclusion of the term, in which case the position will not be posted.

POLICY	Policy Number:	A 2.0
Recruitment, Selection and Promotion	Effective Date: Revision Date: Page: 1 of 4	

GENERAL POLICIES

- The Huu-ay-aht Government and its federally-regulated public bodies are equal opportunity employers that shall promote and practice fairness in the recruitment and selection of employees.
- Every reasonable effort shall be made to employ the most suitable/qualified candidates, based on predetermined bona-fide occupational requirements, with a preference given to **qualified** Huu-ay-aht citizens.
- The employer shall not accept nepotism in the recruitment/selection of employees.
- The employer may require a criminal record check, verification of a current driver's license, drivers abstract, or certain educational requirements where the employer deems it a requirement of the position being applied for.
- Before a position is posted, there must be an approved and current position description and position qualifications.
- Applications for employment shall be in the form of a résumé with a covering letter and references.

SPECIFIC POLICIES

Preferential Hiring

1. The employer will ensure that the best candidate for the job is hired. Where candidates for the job are equally well qualified, preference will be given to Huu-ay-aht citizens first and to other First Nations second in the hiring decision.

POLICY	Policy Number:	A 2.0
Recruitment, Selection and Promotion - *Continued*	**Effective Date:** **Revision Date:** **Page: 2 of 4**	

SPECIFIC POLICIES

Selection Committee

2. The Selection Committee shall be responsible for reviewing and understanding the relevant position description and position qualifications, determining the list of applicants for interview, interviewing, and the reviewing of applicant references.

3. The Selection Committee responsible for the **recruitment and selection of the Executive Director** shall consist of**:**

- all members of Executive Council; and
- other external consultants and/or internal advisors as may be invited by the Executive Council.

4. The Selection Committee responsible for the **recruitment and selection of a Director** shall consist of:

- the Executive Director (Chair of the Selection Committee);
- the Human Resources Manager; and
- other external consultants and/or internal advisors as may be invited by the Executive Director.

POLICY	Policy Number:	A 2.0
Recruitment, Selection and Promotion - *Continued*	**Effective Date:** **Revision Date:** **Page: 3 of 4**	

SPECIFIC POLICIES

Selection Committee – *Continued*

5. The Selection Committee responsible for the **recruitment and selection of all other employees**, shall consist of:

- the Executive Director,
- the Human Resource Manager,
- the relevant Director (Chair of the Selection Committee), and
- other employees or consultants as may be approved by the Executive Director.

6. A member of a Selection Committee must declare a conflict of interest and withdraw from the Committee immediately, where the list of applicants includes an immediate family member, or any other person with whom the member has a close personal relationship that may be perceived as a conflict of interest. If the Executive Director, the Human Resource Manager or a Director has a conflict, a replacement from among the Directors will be appointed by the Executive Director.

7. The **recruitment and selection of employees to fill temporary or casual positions** shall be the responsibility of the Human Resources Manager and the relevant Director.

8. The Selection Committee shall endeavor to interview a minimum of three (3) applicants for each vacant or new position except when hiring temporary or casual employees. All personnel hired by the Huu-ay-aht Government or a federally-regulated Huu-ay-aht public body shall be interviewed prior to employment.

Authority to Promote

9. The Executive Director may fill a position by promoting an employee or by asking an employee at the same job level to move to the position, in which case the position need not be advertised.

POLICY	Policy Number:	A 2.0
Recruitment, Selection and Promotion - *Continued*	**Effective Date:** **Revision Date:** **Page: 4 of 4**	

SPECIFIC POLICIES

Authority to Promote – *Continued*

Competitions and Advertising

10. New and vacant positions shall be posted within the Administration Offices for five (5) working days, before external advertising may be undertaken at the discretion of the Executive Director. If the posting is for the Executive Director, it shall be posted externally, as well as internally.

11. Where positions are advertised externally, applications shall be received for a period of at least ten (10) working days.

Offer of Employment

12. Once the period for accepting applications is over, the Selection Committee will have 30 days within which to conduct interviews, make its selection and notify candidates.

13. All newly hired employees shall receive and sign a written offer of employment agreement prior to the commencement of employment.

14. The Executive Director shall be responsible for approving all new employee salaries and approving and signing the employment agreement. The Executive Council shall be responsible for approving and signing the offer of employment agreement for the hiring of the Executive Director.

POLICY	Policy Number:	A 3.0
Probationary Period	Effective Date: Revision Date: Page: 1 of 1	

GENERAL POLICY

- The probationary period is an integral part, and an extension of the employee selection process. During the probationary period, the employee's immediate supervisor shall work in partnership with the new or promoted employee to achieve a desired and acceptable level of performance.

SPECIFIC POLICIES

1. The Executive Director and all other Directors shall serve a six (6) month probationary period.

2. All other newly hired or newly promoted employees shall serve a three (3) month probationary period.

3. Employees may have their probationary period extended by the Executive Director for up to three (3) additional months, where the employee's performance is not at a satisfactory or acceptable level.

4. Where a newly hired employee does not meet the performance requirements of the position during the probationary period, the employee's employment shall be terminated upon the approval of the Executive Director or Executive Council, as applicable.

5. An employee whose employment is terminated during the first three months of probation shall not receive any notice, pay in lieu of notice or severance pay. An employee whose employment is terminated after the first three months of probation but prior to the expiry of the probation period shall receive two weeks notice or pay in lieu thereof and shall not be entitled to any further notice, pay in lieu of notice or severance pay.

6. Where a promoted employee does not meet the performance requirements of the new position during the probationary period, the employee will be reinstated in their former position at their former rate of pay.

POLICY	Policy Number:	A 4.0
Employee Orientation	Effective Date: Revision Date: Page: 1 of 1	

GENERAL POLICY

- All new employees will receive an Orientation within five (5) working days of the commencement of their employment. The Orientation shall include information on the Huu-ay-aht First Nations, including membership, the structure and Programs of Administration, the Group Insurance Benefit Plan and on the duties, responsibilities and expectations of the employee's position.

SPECIFIC POLICIES

1. The Orientation will be the shared responsibility of the employee's immediate supervisor and the Human Resource Manager.

2. The Human Resource Manager will ensure that all payroll, benefits and employee documents are completed and forwarded to the payroll department, and the employee's personnel file, as appropriate and provide the employee with a copy of the HR Policy and Benefit Booklet and review them with the employee.

3. The immediate supervisor will provide the employee with a copy of the position description and any other applicable policies and procedures and shall review these documents with the employee.

4. The employee will be required to sign an employment agreement prior to the commencement of employment.

POLICY	Policy Number:	A 5.0
Termination of Employment - Layoff	**Effective Date:** **Revision Date:** **Page: 1 of 2**	

GENERAL POLICY

- The employer recognizes the adverse effects of a lay-off on an employee and the family of the employee. It is the policy of the employer to provide a notice of lay-off or pay in lieu of notice. Severance pay will also be provided, where the lay-off constitutes a termination of employment.

SPECIFIC POLICIES

Notice of Lay-off or Pay in Lieu of Notice

1. An employee may be subject to lay-off where there is a temporary shortage of work or a temporary shortage of funding.

2. The lay-off shall constitute a termination of employment where the lay-off is for greater than three (3) months.

3. To be eligible for notice of lay-off or pay in lieu of notice, employees shall have completed their probationary period.

4. Where the employee has worked for less than three (3) months, the employer shall endeavour to provide a notice of lay-off.

5. Eligible employees shall receive written notice of the lay-off, at least two weeks before the date of lay-off, or in lieu of such notice, two (2) weeks pay at the employee's regular rate of pay.

POLICY	Policy Number:	A 5.0
Termination of Employment – Layoff – *Continued*	**Effective Date:** **Revision Date:** **Page: 2 of 2**	

SPECIFIC POLICIES

Severance Pay

6. To be eligible for severance pay, employees shall have completed twelve (12) consecutive months of continuous employment, and the lay-off must constitute a termination of employment.

7. Eligible employees shall receive one (1) week of severance pay at the employee's regular rate of pay for regular hours of work, for each complete and continuous year of employment and prorated for each partial year.

Approval of a Termination of Employment or Lay-Off

8. The Executive Director shall have the authority to determine and administer terminations of employment or lay-offs. The Executive Director may not delegate this authority.

9. The expiry of a specified term of employment is not a lay-off or termination of employment.

POLICY	Policy Number:	A 6.0
Employee Notice of Resignation	Effective Date: Revision Date: Page: 1 of 1	

GENERAL POLICY

- All employees resigning their employment shall be requested to provide written notice of the resignation. The notice will provide the employer with a reasonable period of time to recruit a suitable replacement.

SPECIFIC POLICIES

1. The Executive Director shall provide at least six (6) weeks notice of resignation.
2. All Directors, professional, and senior technical and administrative employees shall provide at least four (4) weeks notice of resignation.
3. All other employees shall provide at least two (2) weeks notice of resignation.
4. Notices of resignation shall be in writing and provided to the employee's immediate supervisor.
5. A proper notice shall result in an employee resigning in good standing, which will be noted on the employee's personnel file.

POLICY	Policy Number:	A 7.0
Employee Exit Interview	Effective Date: Revision Date: Page: 1 of 1	

GENERAL POLICY

- To assist in the development of a positive working environment, the Executive Director may ask a departing employee to participate in a confidential exit interview.

SPECIFIC POLICIES

1. The exit interview will be conducted by the Executive Director and a summary of the interview will be placed in the employee's personnel file.

PART B – EMPLOYEE BENEFITS AND WAGE / SALARY ADMINISTRATION

POLICY	Policy Number:	B 1.0
Benefit Enrolment and Administration	Effective Date: Revision Date: Page: 1 of 2	

GENERAL POLICY

- The employer believes in providing employees and their families with access to a Benefit Plan that provides for their health and protection.

SPECIFIC POLICIES

Group Insurance Benefit Plan

Enrolment

1. Employees who work at least twenty (20) hours each week and who are not classified as temporary or casual will be eligible to enroll in the Huu-ay-aht First Nations Group Insurance Benefit Plan, Huu-ay-aht First Nations Group Pension Plan and the BC Medical Services Plan, after being employed for three (3) months of continuous employment.

Group Benefit Coverage

2. Employees eligible for participation in the Group Insurance Benefit and Pension Plans shall refer to the Benefit Booklets for details of benefit coverage.

Termination of Coverage

3. Employees shall have their participation in the Huu-ay-aht First Nations Group Benefit Plans terminated immediately following the last day of employment.

POLICY	Policy Number:	B 1.0
Benefit Enrolment and Administration - *Continued*	**Effective Date:** **Revision Date:** **Page: 2 of 2**	

SPECIFIC POLICIES

Administration of Group Insurance Benefits

4. The Plan Administrator shall be responsible for the administration of the Group Insurance Benefit Plan and providing support and information to employees in the processing of benefit claims.

Benefits Plan Premiums

5. Premiums for Group Insurance Benefits are paid fifty percent (50%) by the employer and fifty percent (50%) by the employee, with the employee's share deducted from their pay.

Other Benefits

Employment Insurance

6. All employees shall have Employment Insurance premiums deducted from their pay, in accordance with Canada Employment Insurance Regulations.

Canada Pension Plan

7. All employees shall have Canada Pension Plan premiums deducted from their pay, in accordance with Canada Pension Plan Regulations.

Workers Compensation

8. All employees shall have their Workers Compensation premiums paid by the employer.

POLICY	Policy Number:	B 2.0
Wage and Salary Administration	Effective Date: Revision Date: Page: 1 of 5	

GENERAL POLICY

- It is the employer's policy to develop a wage and salary structure and administration program that provides for equal pay for work of an equal value and that is comparable to similar organizations including local and First Nation governments of a similar size. It is also the policy to recruit and retain qualified employees, and to reward employees' years of service and good performance.

SPECIFIC POLICIES

Review and Approval of the Wage and Salary Administration Program

1. The employer shall review the Wage and Salary Administration Program, including the wage and salary structure, at least **every three (3) years,** with the first review prepared prior to April 1, 2011.

2. The Executive Council shall have the authority, upon recommendation of the Executive Director, to amend the Wage and Salary Administration Program, to include the Wage and Salary Structure, without notice.

Responsibility for the Huu-ay-aht Government Wage and Salary Administration Program

3. The Executive Director shall have the responsibility for the development, review and administration of the Wage and Salary Administration Program set out in the HR Policy Regulation.

POLICY	Policy Number:	B 2.0
Wage and Salary Administration – *Continued*	**Effective Date:** **Revision Date:** **Page: 2 of 5**	

SPECIFIC POLICIES

Development and Administration of the Huu-ay-aht Government Wage and Salary Structure

4. All employment positions shall have a specific wage or salary structure with a Minimum, Mid-point, and a Maximum.

5. The **minimum of the wage or salary structure** shall be the minimum wage or salary the employee can receive within the classification. New employees who have only the minimum qualifications will normally start at this level.

6. The **mid-point of the wage or salary structure** shall be the maximum wage or salary for a new employee who meets or exceeds the requirements and qualifications for the position. The mid-point shall be the recommended wage or salary level for an employee who started near the minimum of the wage or salary structure and now has five (5) years of continuous service within the position.

7. The **maximum of the wage or salary structure** shall be the maximum wage or salary the employee, after several years of continuous and satisfactory employment, can receive while employed within that position.

Approval of New Hire Rates

8. The Selection Committee shall have the responsibility to recommend the wage or salary offer for the successful applicant for a new position.

9. Offers of employment require the approval of the Executive Director before the offer is made by the relevant Director.

10. All new hire rates of pay shall be in accordance with Huu-ay-aht Government Wage and Salary Administration Policy.

POLICY	Policy Number:	B 2.0
Wage and Salary Administration – *Continued*	**Effective Date:** **Revision Date:** **Page: 3 of 5**	

SPECIFIC POLICIES

Employee Wage and Salary Increases

11. It is the employer's policy, where the budget permits, and employee performance warrants a wage or salary increase, to generally provide the employee with an annual wage or salary increase.

12. The Directors shall have the responsibility for determining and recommending wage or salary increases and adjustments for all employees within their Programs, in accordance with the guidelines developed by the Executive Director.

13. The Executive Director shall have the authority to approve all employee wage and salary increases and adjustments subject to the Huu-ay-aht Government Wage and Salary Administration Policy. Executive Council shall have the authority to approve a salary increase or adjustment for the Executive Director.

Employee Wage or Salary on Demotion

14. Where an employee is demoted for just cause to a position classification with a lesser wage or salary structure, the employee shall have a rate of pay that is within the wage or salary structure of the new position.

15. The date of the demotion shall become the employee's new anniversary date for the purpose of performance evaluations and wage reviews.

Employee Wage or Salary on Promotion

16. Where an employee is promoted to another position with a greater wage or salary structure, the employee shall have a rate of pay that is within the new wage or salary structure of the new position.

17. The date of reclassification shall become the employee's new anniversary date for the purpose of performance evaluations and wage reviews.

POLICY	Policy Number:	B 2.0
Wage and Salary Administration - *Continued*	**Effective Date:** **Revision Date:** **Page: 4 of 5**	

SPECIFIC POLICIES

Compensation for Increased Responsibility

18. Where an employee has been requested to temporarily (for more than five work days) assume the responsibilities of another position with a greater wage or salary structure, the employee's wage or salary level shall be temporarily adjusted to a wage or salary level within the structure of the temporary position and not less than the employee's current salary level.

19. Where it is determined that an employee will temporarily assume increased responsibilities of another position, the Director shall have the authority to approve the temporary increase in responsibility, except as defined below.

20. Where it is determined that an employee will temporarily assume responsibilities of their Director, the Executive Director will need to pre-authorize the temporary increased responsibility.

Wage and Salary Adjustment for Increased Formal Qualifications or Education

21. Where an employee achieves higher formal qualifications or education while in a position and where the qualifications or education are relevant to the requirements of the position, the Director may recommend to the Executive Director a wage or salary adjustment for the employee.

Compensation on Employment Separation

22. Upon termination of employment, employees shall receive full payment for accrued wages or salary, including regular pay, approved overtime pay, accrued vacation pay and any other monies owing by, or on, the next regularly scheduled pay period.

POLICY	Policy Number:	B 2.0
Wage and Salary Administration – *Continued*	**Effective Date:** **Revision Date:** **Page: 5 of 5**	

SPECIFIC POLICIES

Payment of Wages or Salaries

Salaried Employees

23. Full-time salaried employees shall normally be paid bi-weekly for 75 hours of work.

Hourly Paid Employees

24. Hourly paid employees shall be paid for actual hours worked and approved by the employee's immediate supervisor.

Error in Pay

25. Overpayment of wages shall be recovered by subsequent payroll deduction.

26. Where the employee believes there has been an error on his/her pay cheque, the employee should immediately discuss the matter with Payroll. Corrections in pay will be reflected on the employee's next pay cheque.

Payroll Deductions

27. The employer shall make all payroll deductions required by law or court order. Such deductions shall include, but not be limited to, Federal Income Tax (where applicable), Canada Pension Plan, Employment Insurance, and wage garnishments.

Pay Cycle and Pay Cheque Distribution

28. Pay cheques shall be distributed by Payroll or deposited into the employee's bank account on every second Friday afternoon for services performed for the two (2) week period ending on the previous Friday.

PART C – WORKING CONDITIONS

POLICY	Policy Number:	C 1.0
General Holidays	Effective Date: Revision Date: Page: 1 of 2	

GENERAL POLICY

- A General Holiday is a day on which eligible employees (part-time and full-time) are entitled to a day off with pay. To be eligible, they must have worked for the employer for at least thirty (30) days.

SPECIFIC POLICIES

1. An employee who received wages for at least fifteen (15) of the thirty (30) days prior to the holiday shall receive her/his regular rate of pay for the employee's normal hours of work for the holiday.

2. Employees who have not worked fifteen (15) of the thirty (30) calendar days immediately prior to the holiday shall receive one-twentieth (1/20) of their regular wages earned during the thirty (30) calendar days prior to the holiday.

3. The following days are designated as paid General Holidays:

New Year's Day	British Columbia Day
Good Friday	Labour Day
Easter Monday	Thanksgiving Day
Remembrance Day	Christmas Day
Victoria Day	National Aboriginal Day
Canada Day	Family Day

4. Where a General Holiday falls on a Saturday, the employer shall declare the working day immediately preceding the General Holiday as the day off with pay, and where a General Holiday falls on a Sunday, the employer shall declare the working day immediately following the General Holiday as the day off with pay.

POLICY	Policy Number:	C 1.0
General Holidays - *Continued*	**Effective Date:** **Revision Date:** **Page: 2 of 2**	

SPECIFIC POLICIES

5. Where a General Holiday falls during the employee's scheduled vacation leave, a holiday with pay shall be added to the employee's vacation leave or granted at another mutually convenient time.

6. Employees who are required to work on a General Holiday, shall be paid, in addition to their regular rate of pay for that day, at a rate equal to one and one half times the regular rate of pay for the time worked on that day.

7. Where an employee is authorized to work on a day during the declared Christmas break that is not otherwise a General Holiday, the employee shall receive her / his regular pay for the day, or partial day, worked in addition to equivalent time off in lieu to be scheduled by the employer in consultation with the employee.

8. Executive Council shall have the authority to declare additional general holidays, which shall be done by way of amendment to the HR Policy Regulation.

POLICY	Policy Number:	C 2.0
Hours of Work	Effective Date: Revision Date: Page: 1 of 2	

GENERAL POLICY

- Employees shall work a work day and a work week as determined by the employer, which takes into account operational requirements, applicable legislation, fairness, and internal equity.

SPECIFIC POLICIES

Normal Hours of Work

1. The normal hours of work for full-time employees shall be Monday through Friday, from 8:30 a.m. to 4:00 p.m., and seven and one-half (7.5) hours per day and thirty-seven and one-half (37.5) hours per week.

2. Employees eligible for a meal period, shall be entitled to a one-half (½) hour paid meal period, normally to be taken daily from 12:00 p.m. to 12:30 p.m. or as approved by the employee's immediate supervisor.

3. Other work schedules shall require the pre-authorization of the Executive Director or the immediate supervisor, as determined by the Executive Director.

4. Employees' hours of work shall not exceed forty-eight (48) hours in a week, unless an averaging agreement is in place, or in the case of an emergency as determined by the employee's immediate supervisor.

5. Employees on field assignment may be required to work a flexible work schedule as determined by the employer.

6. Employees shall be entitled to two (2) fifteen (15) minute paid breaks per day, with the scheduling as determined by their immediate supervisor.

POLICY	Policy Number:	C 2.0
Hours of Work - *Continued*	**Effective Date:** **Revision Date:** **Page: 2 of 2**	

SPECIFIC POLICIES

Time Sheets and Time Clock

7. All employees must punch in and out on the employer's time clock on a daily basis. Employees must punch out to attend personal appointments and if they leave work early so that accurate records are kept.

8. An employee who leaves work to attend an out-of-office meeting but who will be returning to the office before the end of the day is not required to punch out until the end of the day.

9. An employee who leaves work to attend an out-of-office meeting and who will not be returning to the office that day must punch out before leaving and submit a time sheet to cover the time worked for the balance of the day.

10. Time sheets must be approved by an employee's immediate supervisor. In the absence of the supervisor, the employee's Director shall have approval authority.

11. Time sheets not turned in by the due date shall not be processed until the next pay period.

POLICY	Policy Number:	C 3.0
Overtime	Effective Date: Revision Date: Page: 1 of 2	

GENERAL POLICY

- The employer acknowledges that due to emergencies and workload, there may be the need for some employees to work overtime from time to time. Where overtime is required, and preauthorized, overtime will be compensated. Overtime will not be regularly scheduled for employees.

SPECIFIC POLICIES

Eligibility for Overtime

1. All non-exempt employees shall be eligible for overtime compensation. Managerial employees who are deemed exempt in accordance with the *Canada Labour Code*, shall not be eligible for overtime compensation.

Overtime

2. Hours worked in excess of 7.5 hours a day or 37.5 hours a week, when approved, shall be deemed overtime and shall be compensated in time off in lieu, at the rate of one and one-half (1½) hours off for each overtime hour worked.

3. Employees who are exempt from overtime compensation may be provided reasonable time off in-lieu as approved by the Executive Director. The Chief Councillor may approve time off in lieu for the Executive Director.

4. An approved leave with pay, including a designated General Holiday, shall be considered as time worked in calculating overtime.

Authorized Overtime

5. All overtime hours, except in the case of an emergency, must be preauthorized by the employee's immediate supervisor, in order for the employee to receive overtime compensation.

POLICY	Policy Number:	C 3.0
Overtime - *Continued*	**Effective Date:** **Revision Date:** **Page: 2 of 2**	

SPECIFIC POLICIES

Authorized Overtime - *Continued*

6. Overtime hours worked in the case of an emergency must be authorized before time sheets are handed in before overtime compensation will be provided.

Accumulation and Scheduling of Time-off in Lieu of Direct Overtime Compensation

7. Employees who accumulate time for working overtime are encouraged to take the time off within 12 months of having earned it.

8. The scheduling of time off for approved overtime must be pre-authorized by the employee's immediate supervisor at least one week in advance.

POLICY	Policy Number:	C 4.0
Call-Back to Work	Effective Date: Revision Date: Page: 1 of 1	

GENERAL POLICY

- Employees called back to work by the employer, and who actually report to work, whether they work or not, shall receive a minimum of three (3) hours pay. Where the employee has worked a normal work week of 37.5 hours and is called back to work the overtime policy will apply. This policy does not apply to employees who voluntarily provide services to the community.

POLICY	Policy Number:	C 5.0
Lateness and Absenteeism	Effective Date: Revision Date: Page: 1 of 1	

GENERAL POLICY

- Employees are expected to commence and leave work in accordance with their work schedule. Employees who are unable to do so should notify the employer as soon as possible. The proper notification of lateness or absenteeism will assist the employer in finding a suitable and timely replacement where required.

SPECIFIC POLICIES

1. Employees unable to report for work at the commencement of a scheduled work day or as required by the employer, shall personally notify their immediate supervisor, or in the absence of the immediate supervisor, the Executive Director, within twenty (20) minutes of the scheduled commencement time.

2. Employees wanting to leave work early, will need to receive preauthorization from their immediate supervisor.

3. Employees attending to work outside of the office or attending outside meetings and conferences are encouraged to phone into the office once per day, or as required by the employee's immediate supervisor.

4. Unauthorized lateness or absenteeism may result in disciplinary action, including loss of pay for the period of absence.

5. Employees absent from work for three (3) or more continuous days without notifying their immediate supervisor shall be subject to discipline, which may include the termination of their employment for cause.

POLICY	Policy Number:	C 6.0
Travel Time	Effective Date: Revision Date: Page: 1 of 2	

GENERAL POLICY

- Employees shall be compensated for travel time where the travel is pre-authorized by their immediate supervisor for the purpose of employer business, or to attend conferences and conventions where requested by the employer.

SPECIFIC POLICIES

Compensation for Travel Required by Employer

1. Travel time outside of the employer's office and while on employer business or to attend a conference or convention at the request of the employer on a normal work day and during normal working hours shall be compensated as part of the employee's regular work day.

2. Where the employee has already worked 7.5 hours in a day or 37.5 hours in a week, the travel time shall be compensated in accordance with the overtime policy.

3. Travel time to attend or participate in a conference or convention not at the request of the employer shall not be compensated.

Travel for Professional Development and Training

4. Professional development and training shall be recognized as an employee and employer shared responsibility and benefit.

5. Travel time associated with the employee's attendance / participation at professional development and training courses or programs shall not be compensated.

POLICY	Policy Number:	C 6.0
Travel Time – *Continued*	**Effective Date:** **Revision Date:** **Page: 2 of 2**	

SPECIFIC POLICIES

Travel to and from the Employer's Office

6. Travel time to and from the employee's residence and the employer's office shall not be compensated.

7. Travel time to and from one employer office to another employer office at a different geographical location, shall be compensated, however the employee is expected to schedule their travel so as to minimize such travel time.

PART D – LEAVE POLICIES

POLICY	Policy Number:	D 1.0
Vacation Leave	Effective Date: Revision Date: Page: 1 of 4	

GENERAL POLICY

- Employees will be provided with the needed opportunity to relax and enjoy time away from work by receiving, where entitled, annual vacation leave with vacation pay.

SPECIFIC POLICIES

1. **Full-time Directors / Management employees** will be entitled to the following:

Years of Continuous Service	Days Earned Per Month (Work Days)	Vacation Pay Entitlement (% of Earnings)	Annual Vacation Entitlement (Work Days)
One (1) through Three (3)	1.25	6.0	15
Four (4) through Eight (8)	1.66	8.0	20
Nine (9) through Fourteen (14)	2.0	10.0	25
After Fifteen (15) Years	2.5	12.0	30

2. **Part-time Directors / Management employees** shall be entitled to the same amount of vacation as full-time employees, however, their vacation pay shall be calculated based on their part-time earnings.

POLICY	Policy Number:	D 1.0
Vacation Leave - *Continued*	**Effective Date:** **Revision Date:** **Page: 2 of 4**	

SPECIFIC POLICIES

3. **Full-time employees** who are not classified as temporary will be entitled to the following:

Years of Continuous Service	Days Earned Per Month (Work Days)	Vacation Pay Entitlement (% of Earnings)	Annual Vacation Entitlement (Work Days)
One (1) through Three (3)	.83	4.0	10
Four (4) through Eight (8)	1.25	6.0	15
Nine (9) through Fourteen (14)	1.66	8.0	20
After Fifteen (15) Years	2.0	10.0	25
After Twenty (20) Years	2.5	12.0	30

4. **Part-time employees** who are not classified as temporary will be entitled to the same vacation entitlements as full-time employees; however, their vacation pay shall be calculated based on their part-time earnings.

5. **Temporary employees** are generally not eligible for vacation leave. Where vacation leave is granted, the leave must have the approval of the Executive Director. Temporary employees will receive vacation pay in the amount of four percent (4%) of their total wages.

6. **Casual employees** will receive 4% of vacation pay on each pay cheque. They are not eligible for vacation leave.

7. Vacation leave will accrue based on the anniversary date of the employee's employment.

Scheduling of Vacation Leave

8. Employees shall submit their vacation leave requests in writing to their immediate supervisor for approval at least ten (10) work days before the date they wish to commence their vacation leave.

POLICY	Policy Number:	D 1.0
Vacation Leave - *Continued*	**Effective Date:** **Revision Date:** **Page: 3 of 4**	

SPECIFIC POLICIES

Scheduling of Vacation Leave - *Continued*

9. The scheduling of vacation leave shall take into account the date the employee requests vacation leave, operational requirements, and the employee's length of employment.

10. Employees shall not be eligible to schedule vacation leave during their first year of employment, although they will accumulate vacation pay.

11. The number of days vacation leave shall not exceed the employee's vacation entitlement.

12. Vacation leave earned in one year may be carried forward to the next year to a maximum of five (5) vacation days, with the written authorization of the Executive Director. Vacation leave carried forward must be taken during the first three (3) months of the year it is carried over to.

13. The scheduling and approval of vacation leave for all non-managerial employees shall be the responsibility of the applicable Directors.

14. The scheduling and approval of vacation leave for all employees with a reporting relationship to the Executive Director shall be the responsibility of the Executive Director.

15. In the rare case where an employee refuses to schedule a vacation, the employer shall have the authority to schedule the employee's vacation leave and require the employee to take the leave.

16. The Executive Council shall have the authority to approve the scheduling of the vacation leave of the Executive Director.

Approved Leave with Pay during an Employee's Scheduled Vacation Leave

17. Where an employee qualifies for sick leave, bereavement leave or any other approved leave with pay during his/her vacation leave, such leave shall not be included as vacation leave.

POLICY	Policy Number:	D 1.0
Vacation Leave - *Continued*	**Effective Date:** **Revision Date:** **Page: 4 of 4**	

SPECIFIC POLICIES

Other

18. The period of vacation leave displaced with another approved leave with pay shall be re-scheduled.

19. Earned or accrued vacation leave must be taken in time off, and shall not be paid out, except upon termination of employment.

20. Where an employee terminates her/his employment and is later re-hired, the employee's new employment date shall determine vacation leave entitlement. Past seniority will be lost.

21. Employees who are transferring within Huu-ay-aht bodies are eligible to carry forward accrued years of continuous service and vacation leave. Documentation of accrued years of service must be presented to the Executive Director for approval.

POLICY	Policy Number:	D 2.0
Sick Leave and Family Illness Leave	Effective Date: Revision Date: Page: 1 of 3	

GENERAL POLICY

- The employer shall provide all non-casual employees with paid sick leave and paid family illness leave. Casual employees are not eligible to receive sick leave or family illness leave.

SPECIFIC POLICIES

Sick Leave

1. **Sick Leave** shall be defined as the period of time an employee is permitted to be absent from work at her/his regular rate of pay due to an illness, accident related disability, injury or quarantine of the employee.

2. **Family Illness Leave** shall be defined as the period of time an employee is entitled to be absent from work with pay to attend to the personal health needs of an immediate family member (see Definition section).

Leave Limitation

3. Full-time employees shall earn sick leave and family illness leave at a combined rate of one and one-quarter (1¼) days for each month of employment in which the employee received his/her regular pay for at least fifteen (15) work days.

4. Part-time employees shall earn sick leave and family illness leave on a prorated basis consistent with their scheduled regular hours of work.

5. An employee shall not earn or be eligible for sick leave and family illness leave for any period of time in which the employee is on leave without pay, under suspension or on lay-off.

6. An employee shall continue to earn sick leave and family illness leave while on approved or certified sick or family illness leave, or other leave, where the employee receives his/her regular pay.

POLICY	Policy Number:	D 2.0
Sick Leave and Family Illness Leave - *Continued*	**Effective Date:** **Revision Date:** **Page: 2 of 3**	

SPECIFIC POLICIES

Leave Limitation - *Continued*

7. An employee, upon the approval of the immediate supervisor, in writing, shall be entitled to a maximum of five (5) work days family illness leave with pay per calendar year to attend to the illness or medical needs of an immediate family member. Family illness leave shall be deducted from earned sick leave.

Leave Carry-Over

8. Earned unused sick leave shall continue to accumulate from year to year to a maximum of 35 days.

9. Deductions shall be made from accumulated leave for each work day or part of a work day an employee is absent for sick leave or family illness leave.

Certification of Sick Leave

10. Employees who take more than three (3) consecutive sick leave days must provide a Doctor's certificate, confirming that they were unable to work due to illness or injury for the duration of the absence.

11. The employer reserves the right at all times, to require a Doctor's certificate.

12. Failure to provide a Doctor's certificate when required to do so will result in the employee not being paid for the related period of sick leave.

Position and Employment Protection

13. The employer shall not dismiss, suspend, lay-off, demote or discipline an employee because of absence due to personal or work-related illness or injury.

POLICY	Policy Number:	D 2.0
Sick Leave and Family Illness Leave - *Continued*	**Effective Date:** **Revision Date:** **Page: 3 of 3**	

SPECIFIC POLICIES

Position and Employment Protection - *Continued*

14. An employee on sick leave not resulting from a work related illness or injury, who has completed three (3) consecutive months of employment with the employer, shall be entitled to position and employment protection for a period not exceeding eighteen (18) continuous months, after which time the employment agreement will be deemed to be ended due to the employee's inability to work.

15. An employee, who has suffered a work-related illness or injury, may not be dismissed, subject to lay-off, demoted or disciplined because of absence from work due to the illness or injury. Where reasonably practicable, the employee will be returned to his/her position, or be assigned to a different position, with different terms and conditions of employment where the employee is unable to perform the work required prior to the absence.

Other Employment While on Sick Leave

16. An employee shall not work for another employer while on sick leave.

POLICY	Policy Number:	D 3.0
Compassionate Care Leave	Effective Date: Revision Date: Page: 1 of 1	

GENERAL POLICY

- The employer shall provide all employees with a compassionate care leave without pay to provide care or support to an immediate family member of the employee who has a serious medical condition with a significant risk of death within 26 weeks.

SPECIFIC POLICIES

1. All employees are entitled to up to eight (8) weeks compassionate care leave without pay to care for an immediate family member with a medical condition that puts that person at risk of dying within the next 26 weeks.

2. Employees making application for compassionate care leave must request the leave, in writing, and include a medical certificate from a qualified medical practitioner as to the health risk of the immediate family member.

3. Where an employee is unable to produce a medical certificate prior to the leave, the employee must produce a medical certificate within 15 days of the employee's return to work following the period of compassionate care leave.

4. An employee on approved compassionate care leave will have protection from dismissal, suspension, lay-off, demotion or other discipline because of the compassionate care leave.

5. Upon return from compassionate care leave, the employee must be reinstated to her/his former position or a comparable position if their existing position has been altered as a consequence of a reorganization.

6. If the family member passes on before the scheduled end of the compassionate care leave, the compassionate care leave shall end on the day that the family member dies.

7. All compassionate care leaves shall require the written approval of the Executive Director.

POLICY	Policy Number:	D 4.0
Bereavement Leave	**Effective Date:** **Revision Date:** **Page: 1 of 2**	

GENERAL POLICY

- All employees shall be entitled to bereavement leave with pay.

SPECIFIC POLICIES

Death of an Immediate Family Member of the Employee

1. An employee may be granted up to five (5) consecutive work days leave with pay where there has been a death of an immediate family member (see Definition section), as approved by the Executive Director or, if the leave is for the Executive Director, the Chief Councillor.

2. An employee may also be granted up to three (3) consecutive work days leave with pay for the purpose of travel and/or to administer the affairs of the estate, as approved by the Executive Director or, if the leave is for the Executive Director, the Chief Councillor.

3. Bereavement leave pay for part-time employees shall be calculated at a daily rate equal to 1/20th of their earnings during the previous 30 calendar days.

Office Closure

4. With authorization from the Executive Council, the offices of the employer may close to mourn the death of a Huu-ay-aht First Nations Ha'wilth.

5. Employees scheduled to work shall be paid their regular rate of pay.

POLICY	Policy Number:	D 4.0
Bereavement Leave - *Continued*	**Effective Date:** **Revision Date:** **Page: 2 of 2**	

SPECIFIC POLICIES

Other Funeral

6. An employee may be provided bereavement leave with pay for up to one-half (½) day, to attend a funeral of a Huu-ay-aht citizen, other than an immediate family member.

Extension of Bereavement Leave

7. Bereavement leave for the death of an immediate family member may be extended under exceptional circumstances as approved in advance by the Executive Director.

POLICY	Policy Number:	D 5.0
Maternity and Parental Leave	Effective Date: Revision Date: Page: 1 of 3	

GENERAL POLICY

- All eligible permanent employees are entitled to maternity and parental leave. Such leave shall be without pay.

SPECIFIC POLICIES

Entitlement to Maternity Leave

1. A female employee who has completed six (6) consecutive months of continuous employment will be eligible for a maternity leave of up to seventeen (17) weeks.

2. The maternity leave may be taken any time during the period that begins eleven (11) weeks before the expected date of delivery and ends seventeen (17) weeks after the actual delivery date.

3. The employee must provide written notice of their intention to take the leave at least four (4) weeks prior to the date the leave is to begin.

Entitlement to Parental Leave

4. An employee who has completed six (6) consecutive months of continuous employment and who assumes actual care and custody of a new-born or newly adopted child, is entitled to parental leave of absence of up to 37 weeks, but the combined maternity and parental leaves may not exceed 52 weeks in total.

5. The employee must provide written notice of their intention to take the leave at least four (4) weeks prior to the date the leave is to begin.

6. Parental leave is available to either parent, natural or adopting, and may be shared by both parents in such a way that the total period of leave does not exceed 37 weeks. Where the employee is requesting parental leave related to the adoption of a child, the employee should provide the Executive Director with appropriate documentation or a declaration.

POLICY	Policy Number:	D 5.0
Maternity and Parental Leave - *Continued*	**Effective Date:** **Revision Date:** **Page: 2 of 3**	

SPECIFIC POLICIES

Timing of Parental Leave

7. Parental leave may be taken any time, and in one continuous period, within the fifty-two (52) weeks following the child's birth or the time the child actually comes into the parent's custody.

Benefits during Maternity and Parental Leave

8. Coverage under the employer's Group Insurance Benefits Plan shall continue during the leave period providing the employee pays, within a reasonable time, any contributions she or he would normally have paid. The employer shall continue to pay his or her required share of benefit premiums so long as the employee pays their required premiums.

Employment Status

9. The employer shall not dismiss, suspend, lay-off, demote or discipline an employee because the employee is pregnant or has applied for leave of absence under this policy.

10. During approved leave, the employee shall be informed in writing of every employment, promotion or training opportunity for which the employee is qualified.

Return to Employment

11. Upon the employee's return to work from maternity or parental leave, the employee shall be reinstated into his or her former position, or be given a comparable position in the same location, if the original position has been altered as a consequence of a reorganization.

POLICY	Policy Number:	D 5.0
Maternity and Parental Leave - *Continued*	**Effective Date:** **Revision Date:** **Page: 3 of 3**	

SPECIFIC POLICIES

Period of Maternity and Parental Leave

12. The total period of the maternity and parental leave shall not exceed fifty-two (52) weeks.

Other Employment While on Leave

13. An employee on maternity or parental leave shall not accept outside employment.

POLICY	Policy Number:	D 6.0
Court Leave	Effective Date: Revision Date: Page: 1 of 1	

GENERAL POLICY

- Employees shall be granted court leave to appear in court for the purpose of being available for jury selection, serving on a jury, attending as a witness in court or any legal proceeding where employees have received a subpoena or summons, and where the required attendance is not the result of any personal action of the employee.

SPECIFIC POLICIES

1. Leave of absence with pay shall be given to every employee who is required to serve on a jury; or is summoned to attend as a witness in any proceedings held before a court, judge, justice, magistrate, coroner or the Huu-ay-aht Tribunal. In the event the court is paying for the court duties, the employee must notify the employer and the amount of that pay will be deducted from the employee's regular pay.

2. Employees requesting court leave shall apply in writing to the Director or the Executive Director as applicable. Approval shall be in writing.

3. An employee appearing as a party in a court proceeding shall receive leave without pay. The employee may utilize overtime or vacation time to cover the absence.

4. Staff who support work related clients attending court as part of their jobs do not require court leave to attend court with a client.

POLICY	Policy Number:	D 7.0
Education Leave	Effective Date: Revision Date: Page: 1 of 2	

GENERAL POLICY

- The employer encourages employees to upgrade their formal qualifications. Education leave shall be subject to the approval of the Executive Director.

SPECIFIC POLICIES

Requests for Education Leave

1. Employees requesting an education leave shall make a written application to the Executive Director outlining:

- Nature and cost of course(s) or program of study;
- Institution of study;
- Duration of the course(s) or program of study;
- Benefit to her / his current position and the employer; and
- Training, Certificate, Diploma or Degree to be achieved.

2. Part-time or full-time education leave may be granted where the increased education or training will result in a direct benefit to the employer, where funding permits, where it would be equitable to grant the leave and/or where the period of leave will not result in an operational hardship to the employer.

Eligibility for Education Leave

3. Full-time and part-time employees may be eligible for full-time or part-time education leave upon approval of the Executive Director. Full-time leave is normally unpaid while part-time leave may be paid or unpaid, at the discretion of the Executive Director. Where education leave is granted, the employee must submit letters of intent for each semester outlining course hours and will be required to submit copies of official transcripts for each course.

POLICY	Policy Number:	D 7.0
Education Leave - *Continued*	**Effective Date:** **Revision Date:** **Page: 2 of 2**	

SPECIFIC POLICIES

Eligibility for Education Leave - *Continued*

4. Prior to the actual leave, the employee shall provide his/her immediate supervisor with a written work report outlining any ongoing work to be completed and any deadlines that will be arising during the leave period.

5. An employee on full-time education leave shall have the option of continuing her/his enrollment in the employer's Group Insurance Benefits Plan, excluding short term and long-term disability coverage, providing the employee pays 100% of the benefit premiums.

6. An employee who withdraws from their studies will no longer qualify for education leave and must either return to work or apply for another form of leave.

POLICY	Policy Number:	D 8.0
Rehabilitation Leave	Effective Date: Revision Date: Page: 1 of 2	

GENERAL POLICY

- All employees are encouraged to be healthy and free of substance abuse. Where it becomes apparent to the employer that an employee is in need of counselling or treatment, the employer shall act promptly, firmly and yet compassionately to support the employee.

SPECIFIC POLICIES

Issues for Mandatory Referral

1. Substance Abuse – drug or alcohol issues which affect the employee's job performance, or which result in violence or threats of violence to elders, community members, employees or Executive Councillors.

Referral Process

2. **Self Referral – Employee Requests Service** – Employee recognizes they are having a problem and makes contact with one of the following for an assessment and referral:

- EAP representative;
- their own medical doctor;
- a drug and alcohol counsellor;
- another counsellor of their choosing; or
- the Executive Director (for referral).

POLICY	Policy Number:	D 8.0
Rehabilitation Leave - *Continued*	**Effective Date:** **Revision Date:** **Page: 2 of 2**	

SPECIFIC POLICIES

Referral Process - *Continued*

3. **Supervisor/Employee Mutual Referral** – Supervisor and employee mutually agree that help is needed. Supervisor talks to the employee about their concerns and directs the employee to see one of the following for assessment and referral:

   - EAP representative;
   - their own medical doctor;
   - a drug and alcohol counsellor;
   - another counsellor of their choosing.

Mandatory Referral

4. **Mandated by Employer due to risk or activity that is presenting a serious problem in the work place** –The problem is serious enough that the employer requires the employee to seek help as part of their continued employment agreement. The employee's medical doctor will then be required to set up an agreement with the employee to give progress reports to the employer.

Approval of Rehabilitation

5. The Executive Director or, if the Leave is for the Executive Director, the Chief Councillor shall have the authority to approve rehabilitation leave.

6. Where rehabilitation leave is approved, the employee may use sick leave, time off in lieu or vacation pay to cover it. If the employee has exhausted those leaves, the employee may qualify for EI sickness benefits.

Refusal to Accept Rehabilitation Leave

7. Where the employee refuses to accept or complete treatment for substance abuse, the employee shall be subject to discipline, including employment termination.

POLICY	Policy Number:	D 9.0
Personal Leave	Effective Date: Revision Date: Page: 1 of 1	

GENERAL POLICY

- The employer recognizes that an employee may have a need to request a leave from work for personal reasons. Such requests for leave shall be in writing, reviewed on an individual request basis, and shall be without pay.

SPECIFIC POLICIES

1. An employee requesting a leave for personal reasons shall present their request in writing to their Director for review if the leave is for one day and to the Executive Director if it is for more than one day, preferably at least two (2) weeks before the leave is to commence. The Director or Executive Director, as applicable, will then decide whether or not to grant the personal leave.

2. A personal leave shall generally not exceed a period greater than three (3) months and shall be reviewed in accordance with the following:
   - the employee's stated reasons for the leave;
   - operational requirements and commitments;
   - availability of other leave(s) or earned time off (excluding sick leave).

3. All earned time off must be taken before personal leave is granted (Example: Vacation Leave and Overtime Leave).

4. The Chief Councillor shall have the authority to approve personal leave for the Executive Director.

5. An employee on personal leave may continue participation in the Group Insurance Benefits Plans, excluding short-term and long-term Disability, providing the employee pays 100% of all premiums.

6. An employee on personal leave shall not accept outside employment without pre-authorization from the Executive Director.

POLICY	Policy Number:	D 10.0
Convocation / Graduation Leave	Effective Date: Revision Date: Page: 1 of 1	

GENERAL POLICY

- Employees shall be eligible for a leave without pay to attend their own convocation or graduation exercise.

SPECIFIC POLICIES

1. Request for convocation/graduation leave shall be requested in writing to the employee's Director or the Executive Director as applicable at least ten (10) work days before date of the leave.

2. The Executive Director shall have the authority to approve a convocation / graduation leave for up to one (1) day.

POLICY	Policy Number:	D 11.0
Special Cultural Leave	Effective Date: Revision Date: Page: 1 of 1	

GENERAL POLICY

- Employees shall be eligible to participate in custom or traditional events.

SPECIFIC POLICIES

1. Employees requesting special cultural leave shall make their request to their Director or to the Executive Director in writing at least thirty (30) days in advance of the date of leave.

2. Only the Executive Director has the authority to approve a special cultural leave. Only the Chief Councillor has the authority to approve a special cultural leave for the Executive Director.

3. Special cultural leave shall be without pay and shall normally not exceed one (1) day.

POLICY	Policy Number:	D 12.0
Personal Emergency Leave	Effective Date: Revision Date: Page: 1 of 1	

GENERAL POLICY

- The employer recognizes that personal emergencies occasionally occur and has responded to that by providing a limited amount of personal emergency leave for full-time employees, to be granted on a discretionary basis.

SPECIFIC POLICIES

1. All full-time employees may receive up to three days of personal emergency leave with pay to deal with personal emergencies that are not otherwise covered by another form of leave (for example, if the daycare is closed due to bad weather).

2. An employee who wishes to take a personal leave must receive permission in writing from their Director and must inform the Director of the nature of the personal emergency before the leave will be granted.

3. If it is the Director who is requesting personal emergency leave, the Director must obtain the approval of the Executive Director. The Chief Councillor has the authority to approval a personal emergency leave for the Executive Director.

4. No more than three days annually may be taken by any one employee for personal emergency leave.

POLICY	Policy Number:	D 13.0
Campaigning Leave	Effective Date: Revision Date: Page: 1 of 1	

GENERAL POLICY

- The *Election Act* requires that an employee who intends to run for Huu-ay-aht elected office must take a leave of absence for the duration of the campaign, and must resign from employment if elected.

SPECIFIC POLICIES

Requirement for Leave

1. An employee who intends to seek nomination for an Huu-ay-aht elected office must provide written notice to the Executive Director prior to his or her nomination. Employees are encouraged to provide as much notice as possible so that arrangements can be made for coverage of their positions, and shall provide no less than one week of notice.

2. Campaigning leave shall be without pay.

Benefits During Campaigning Leave

3. Coverage under the employer's Group Insurance Benefits Plan shall continue during the leave period providing the employee pays, within a reasonable time, any contributions she or he would normally have paid. The employer shall continue to pay its required premiums so long as the employee pays his or her required premiums.

After the Election

4. If the employee is not elected, the employee shall return to his or her position beginning on the first work day after the election results are announced.

5. If the employee is elected, the employee shall resign from his or her position before taking the Oath of Office. An employee who takes the Oath of Office without resigning shall be deemed to have resigned on the date the oath was taken.

PART E – PERFORMANCE MANAGEMENT POLICIES

POLICY	Policy Number:	E 1.0
Harassment	Effective Date: Revision Date: Page: 1 of 8	

GENERAL POLICIES

- All employees have the right to:
  - work in a safe and respectful environment;
  - employment free of harassment;
  - protection from harassment;
  - confidentiality in the review of harassment complaints; and
  - be fully informed of any complaint made against them.

Harassment (General Definition)

- Harassment is any improper behaviour by a person that is directed at and offensive to an employee, and which the harasser knew or ought to have reasonably known would be unwelcome.

- Harassment can consist of a single and serious incident or several incidents over a period of time, and which tend to create a negative or hostile work environment. Harassment may occur in face to face situations or it may occur through written, electronic or telephone communication. It includes:
  - threats, intimidation or verbal abuse;
  - unwelcome remarks or jokes about subjects such as race, religion, disability or age;
  - displaying sexist, racist or offensive pictures or posters;
  - unnecessary physical contact.

- Discrimination with respect to an employee's or person's age, race, colour, nationality, ancestry, religious affiliation, family or marital status, disability, sex, sexual orientation or criminal conviction for which a pardon has not been granted also constitutes harassment and is covered by this Harassment Policy.

POLICY	Policy Number:	E 1.0
Harassment – *Continued*	**Effective Date:** **Revision Date:** **Page: 2 of 8**	

GENERAL POLICIES

Sexual Harassment

- Sexual Harassment includes offensive or humiliating behaviour that is related to a person's gender, as well as behaviour of a sexual nature that creates an intimidating, unwelcome, hostile, or offensive work environment, or that could reasonably be thought to place sexual conditions on a person's job or employment opportunities.

- Acts of sexual harassment may include, but are not limited to: questions and discussions about a person's sexual life; jokes of a sexual nature; displaying material of a sexual nature; touching a person in a sexual way; commenting on someone's sexual attractiveness or sexual unattractiveness; eyeing someone in a suggestive way; and writing sexually suggestive letters or notes.

Psychological Harassment

- Psychological harassment means any vexatious behaviour in the form of repeated and hostile or unwanted conduct, verbal comments, actions or gestures that affect an employee's dignity or psychological integrity and that results in a harmful work environment for the employee. A single serious incident of such behaviour that has a lasting and harmful effect on an employee may also constitute psychological harassment.

Management Rights

- This policy does not apply to normal managerial activities or responsibilities, such as performance counselling and discipline or performance evaluation, so long as they are not being performed in a discriminatory manner.

POLICY	Policy Number:	E 1.0
Harassment – *Continued*	**Effective Date:** **Revision Date:** **Page: 3 of 8**	

SPECIFIC POLICIES

1. The employer will not accept harassment in any form, and considers harassment to be a serious offence subject to discipline.

2. This policy applies to harassment committed within the course of employment by an employee against another employee and occurring at or away from the workplace, and during or outside normal working hours. It also applies to harassment by a community member against an employee while the employee is working.

3. Allegations of harassment will be dealt with in a fair, unbiased and timely manner.

Confidentiality of Complaints

4. An employee who has information relating to a harassment complaint has an obligation to communicate that information to the appropriate Director or to the Executive Director in a discrete and confidential manner. Harassment complaints will be shared with the alleged harasser and with the individual assigned to investigate the complaint. The fact that a complaint has been made will also be shared with any witnesses who the investigator is requested to interview by either the complainant or the alleged harasser.

What to do if Harassment Occurs

5. An employee who feels harassed must immediately make the alleged harasser aware of their disapproval and/or uneasiness. To avoid any misunderstanding, the employee should clearly state to the alleged harasser that their action or behaviour amounts to harassment under the terms of the Harassment Policy and should request that the alleged harasser immediately stop the offensive behaviour.

6. Any employee who feels harassed should keep a written record of all incidents of harassment. The written record should include the nature of the behaviour, dates, times, witnesses (if any), and the action taken by the employee to tell the alleged harasser of their disapproval.

POLICY	Policy Number:	E 1.0
Harassment – *Continued*	**Effective Date:** **Revision Date:** **Page: 4 of 8**	

SPECIFIC POLICIES

What to do if Harassment Occurs - *Continued*

7. An employee who feels harassed may, if unable to resolve the matter directly with the alleged harasser, make a harassment complaint to their Director. If the complaint relates to the Director, it should be brought to the Executive Director. If it relates to the Executive Director, or if it is the Executive Director who is making the complaint, it should be brought to the Chief Councillor of Executive Council, or his/her designate.

Once a Complaint has Been Made

8. The first task of the Director will be to review the complaint with the Executive Director and determine whether it falls within the parameters of the Harassment Policy. The complaint may not fall within the policy if the subject matter of the complaint does not meet one of the definitions of harassment as described above.

9. Complaints that do not fall within the parameters of the Harassment Policy will be handled by the employee's Director in the same way as any other employment issue. The Director will attempt to resolve the employee's concern, but will not follow the Harassment Policy in doing so.

10. Where the complaint is determined to fall within the Harassment Policy, the Executive Director will either begin to investigate it or will delegate another individual to investigate the complaint. At the request of the complainant, a harassment complaint may also be handled informally (as per the previous section of this policy).

(a) Where the Alleged Harasser is an Employee

11. As soon as the Executive Director receives a complaint of harassment, he or she will meet with the complainant to determine whether any changes in reporting relationships or work locations are necessary while the complaint is being investigated.

POLICY	Policy Number:	E 1.0
Harassment – *Continued*	**Effective Date:** **Revision Date:** **Page: 5 of 8**	

SPECIFIC POLICIES

Once a Complaint has Been Made - *Continued*

12. The Executive Director or her/his delegate will, within one day of receiving the complaint, provide a copy of it (or summary of it if it was made verbally) to the alleged harasser and encourage the alleged harasser to prepare a response to the complaint.

13. The Executive Director or her/his delegate will interview the complainant, the alleged harasser, and any witnesses identified by either party as soon as possible after receiving the complaint. Interviews will be recorded on audiotape wherever possible. The individual conducting the investigation will then prepare a report of the investigation results summarizing their findings and making a determination as to whether harassment occurred. The report will be provided to the Executive Director (if written by someone other than the Director) within five (5) days of the completion of the report.

14. The Executive Director will review the report and within five (5) days will:

a. advise the alleged harasser and the complainant of the report results, in writing; and

b. advise the complainant and the alleged harasser in writing that the employer accepts or rejects the report and that appropriate action will be taken, as warranted.

15. Within 10 days of receiving the report, the Executive Director will determine and initiate corrective or disciplinary action, as warranted.

POLICY	Policy Number:	E 1.0
Harassment – *Continued*	**Effective Date:** **Revision Date:** **Page: 6 of 8**	

SPECIFIC POLICIES

Once a Complaint has Been Made - *Continued*

16. If harassment is found to have occurred, the discipline policy will be followed.

(b) Where the Alleged Harasser is a Member of the Public

1. As soon as the Executive Director receives a complaint of harassment, he or she will meet with the complainant to determine whether any changes in working conditions are necessary while the complaint is being investigated.

2. The Executive Director or her/his delegate will, within one day of receiving the complaint, send a copy of it (or summary of it if it was made verbally) to the alleged harasser and encourage the alleged harasser to prepare a response to the complaint.

3. Where the complaint relates, in part or in whole, to matters within the purview of Executive Council or in cases of repeated harassment by the same harasser, the Executive Director will immediately inform Executive Council and may turn the complaint over to Executive Council for investigation. Executive Council may retain a third party to assist in the investigation of a harassment complaint.

4. The complaint investigator will interview the complainant, the alleged harasser, and any witnesses identified by either party as soon as possible after receiving the complaint. Interviews will be recorded on audiotape wherever possible. The individual conducting the investigation will then prepare a report of the investigation results summarizing their findings and making a determination as to whether harassment occurred. The report will be provided to the Executive Director (if written by someone other than the Director) within five (5) days of the completion of the report.

5. Once the interviews are completed, the individual conducting the investigation will then prepare a report of the investigation results summarizing their findings and making a determination as to whether harassment occurred. The report will be provided to the Executive Director (if written by someone other than the Director) within five (5) days of the completion of the report.

POLICY	Policy Number:	E 1.0
Harassment – *Continued*	**Effective Date:** **Revision Date:** **Page: 7 of 8**	

SPECIFIC POLICIES

6. The Executive Director will review the report and within five (5) days will:

a. advise the alleged harasser and the complainant of the report results, in writing; and

b. advise the complainant and the alleged harasser in writing that the employer accepts or rejects the report and that appropriate action will be taken, as warranted.

7. Within 10 days of receiving the report, the Executive Director will advise Executive Council of the report results and, after consulting with Executive Council, the Executive Director will determine any appropriate corrective or disciplinary action. The Executive Director will implement corrective or disciplinary action promptly. If the Executive Director is the complainant, Executive Council will make the determination as to whether a corrective action is required and will implement any such action.

8. For the first occurrence of harassment, the harasser will be warned in writing that such conduct is unacceptable and must not reoccur.

9. For the second occurrence of harassment, there is be a range of possible consequences, taking into account the seriousness of the harassment, including the following:

- loss of access to the premises where the complainant works for a period of up to three months;
- loss of internet access to the complainant for a period of up to three months; and
- loss of telephone access to the complainant for up to three months.

10. For the third occurrence of harassment, there is to be a range of possible consequences, taking into account the seriousness of the harassment, including:

POLICY	Policy Number:	E 1.0
Harassment – *Continued*	**Effective Date:** **Revision Date:** **Page: 8 of 8**	

SPECIFIC POLICIES

- a declaration by the Executive Director, after consulting with Executive Council, that the harasser has interfered with the employee in his or her capacity as a public officer, which is a contravention of section 34 of the *Code of Conduct and Conflict of Interest Act*, with the result that a ticket will be issued in accordance with Division 3 of Part 3 of the *Offence and Law Enforcement Act*;
- loss of access to the premises where the complainant works for a period of up to twelve months;
- loss of access to specified Huu-ay-aht government meetings for a specified time
- loss of internet access to the complainant for a period of up to twelve months;
- loss of telephone access to the complainant for up to twelve months; and
- the withholding of any discretionary benefit that the harasser would otherwise have been eligible to receive.

11. Subsequent occurrences of harassment may result in additional tickets and progressively larger fines in accordance with section 34 of the *Code of Conduct and Conflict of Interest Act*.

12. The Executive Director is “another authority” for the purposes of the *Offence and Law Enforcement Act* and is authorized to carry out the enforcement of this harassment policy.

Right to File a Complaint

13. This policy does not preclude an employee from filing a complaint of harassment under the *Canadian Human Rights Act*.

POLICY	Policy Number:	E 2.0
Confidentiality	Effective Date: Revision Date: Page: 1 of 4	

GENERAL POLICY

- All employees shall respect the confidentiality of information received or gained as an employee that is designated below as confidential or which may in the future be designated as confidential under the *Freedom of Information and Protection of Privacy Act*, including personal information about other employees, Huu-ay-aht citizens and others. Any inquiry about whether information is confidential or not is to be made to the Executive Director prior to the release or disclosure of that information. If there is any conflict between this Policy and the *Freedom of information and Protection of Privacy Act*, once it is adopted, the Act shall take precedence to the extent necessary to resolve the conflict.

SPECIFIC POLICIES

Confidentiality

1. In the course of their employment, employees will be party to confidential information about the employer and its business dealings and about Huu-ay-aht citizens. Confidential information includes:

(a) personal information about individuals, including:

i. Medical, psychiatric, or physiological diagnosis, condition, treatment or evaluation;

ii. Employment, occupation or educational history (with the exception of the employee's workplace contact information);

iii. Finances, income, assets, liabilities, net worth, bank balances, financial activities or credit worthiness;

iv. Eligibility for income assistance or social service benefits or the level of benefits;

POLICY	Policy Number:	E 2.0
Confidentiality - *Continued*	**Effective Date:** **Revision Date:** **Page: 2 of 4**	

SPECIFIC POLICIES

Confidentiality - *Continued*

v. Sexual orientation, religious or political beliefs or associations, or racial or ethnic origin, and information indicating the individual's Huu-ay-aht citizenship;

vi. Information compiled and identifiable as part of an investigation into a possible violation of the law, except to the extent that disclosure is necessary to prosecute the violation or continue the investigation; and

(b) personal information about employees including:

i. Any information about an employee other than the employee's name and position or title, business telephone number, business address, business email, business fax number and other business contact information. Employee contact information may be shared publicly, but all other employee personal information (such as home phone number or home address) may not be disclosed without the explicit written consent of the employee prior to the release of the information;

ii. Information obtained on a tax return or gathered for the purpose of collecting a tax;

iii. Personal recommendations or evaluations, character references or personnel evaluations about the individual, the disclosure of which could reasonably be expected to reveal the identity of an individual that supplied, in confidence, a personal recommendation or evaluation, character reference or personnel evaluation; and

iv. Information consisting of the individual's name, home address, or home telephone number.

POLICY	Policy Number:	E 2.0
Confidentiality - *Continued*	**Effective Date:** **Revision Date:** **Page: 3 of 4**	

SPECIFIC POLICIES

Confidentiality - *Continued*

(c) private information about the employer, any record or document which has not been designated by Executive Council as a Huu-ay-aht public record or which is designated as such under Huu-ay-aht legislation or where the disclosure has been authorized by the Executive Director in writing.

2. If an employee has any doubt about whether or not any information is confidential, the employee must check with the Executive Director before releasing any information so that a determination be made as to whether or not the information can be released.

3. When an employee becomes employed and provides the employer with personal information related to the employee's personal circumstances in order to receive benefits and in order for the employer to be able to communicate with the employee, the employee is deemed to have consented to the employer using that information for benefit purposes or for communication purposes such that explicit consent of the employee to use the information for those purposes is not required. Information that is about expenses incurred by an employee while travelling at the expense of the employer is not considered personal information, nor is this information related to the details of a license, permit or other form of certification required in order for the employee to carry out his or her responsibilities.

4. All employees will keep strictly confidential all confidential information acquired during the course of their employment and all personal information about Huu-ay-aht citizens and employees. Employees acknowledge the proprietary nature of any confidential material and information and will not use, copy, duplicate or disclose to third parties any of such items without express written consent from their supervisors. Employees will take reasonable precautions to prevent confidential information from being discovered, used or copied by third parties.

POLICY	Policy Number:	E 2.0
Confidentiality - *Continued*	**Effective Date:** **Revision Date:** **Page: 4 of 4**	

SPECIFIC POLICIES

Confidentiality - *Continued*

5. Information deemed confidential by the employer under the *Freedom of Information and Protection of Privacy Act* shall not be disclosed to Huu-ay-aht citizens including family members, the general public, other First Nations organizations, and to outside organizations or interest groups, without the preauthorization of the Executive Director, or the Executive Council, as applicable, or as required by law. Employees will not disclose confidential information to other employees unless they have a legitimate need to know for the purposes of their employment.

6. Any breach of confidentiality will result in a thorough investigation in accordance with the relevant legislation and an appropriate level of disciplinary action, which may include termination of employment.

7. The employee's obligations of confidentiality will continue indefinitely, both during the course of the employee's employment and after that employment terminates.

POLICY	Policy Number:	E 3.0
Conflict of Interest	Effective Date: Revision Date: Page: 1 of 2	

GENERAL POLICY

- Employees must not place themselves in a position of conflict, either actual or apparent, by being in a position where their personal interests have the potential to conflict with the interests of their employer. A conflict will exist where the employee has an opportunity to further his or her direct or indirect private interest through their employment. An employee is considered to benefit indirectly if a member of their immediate family, or someone who is financially dependent upon the employee or upon whom the employee is financially dependent, would realize a benefit. For further information, see the *Code of Conduct* and *Conflict of Interest Act.*

SPECIFIC POLICIES

1. Employees shall not conduct personal business or the business of an organization other than the employer during normal working hours, without the preauthorization of the Director or the Executive Director, as applicable.

2. An employee may only take other employment while working for the employer where such employment does not conflict with the duties, responsibilities and required working hours of the employee, and where it does not conflict with the interests and business of the employer, with such conflict to be determined by the Executive Director, in his or her sole discretion.

3. Employees or members of the employee's immediate family shall not misuse for profit, political gain or personal gain, an opportunity belonging to the employer, where the employee or immediate family member has knowledge of the opportunity through the employee's employment.

4. Employees shall not take part in discussions or decisions involving a business, or an organization in which the employee or a member of the employees' immediate family, has an interest.

POLICY	Policy Number:	E 3.0
Conflict of Interest - *Continued*	**Effective Date:** **Revision Date:** **Page: 2 of 2**	

SPECIFIC POLICIES

5. Employees must not use their access to the employer's information, resources or monies in such a manner to put themselves, their immediate family or close personal friends at an advantage over other Huu-ay-aht citizens.

Declaration of a Conflict of Interest

6. It is the responsibility of the employee to immediately discuss any potential, apparent or actual conflict of interest with their Director, or the Executive Director, as soon as the employee becomes aware of the conflict.

7. It is the responsibility of the Directors to immediately discuss any potential, apparent or actual conflict of interest with the Executive Director, and the responsibility of the Executive Director to discuss any such conflict of interest with Executive Council.

8. Failure of an employee to declare, bring forward or remedy a potential, apparent or actual conflict of interest involving the employee or a member of the employee's immediate family, shall be subject to discipline.

9. All allegations of potential, apparent or actual conflicts of interest shall be investigated promptly by the Executive Director to protect the integrity of both the employee and the employer and, where appropriate, to determine the necessary disciplinary and remedial courses of action.

10. The Executive Director or Executive Council as applicable must review the alleged conflict with the affected employee(s) before rendering a decision as to whether a conflict exists.

POLICY	Policy Number:	E 4.0
Professional and Personal Standards (Conduct of Work)	**Effective Date:** **Revision Date:** **Page: 1 of 2**	

GENERAL POLICY

- Employees shall conduct and present themselves in a professional manner at all times, including while performing work for the employer, representing the employer, participating in employer organized activities or events, and when dealing with outside organizations or persons. Employees shall comply with the Code of Conduct, as described in Part 2 of the *Code of Conduct and Conflict of Interest Act,* which are summarized below.

SPECIFIC POLICIES

1. An employee's personal appearance and dress shall be appropriate to the employee's employment position, the image of the employer, and the nature of the employee's work assignments.

2. Employees shall use the facilities, property, and supplies which are owned or rented by the employer, with care and due diligence, and as authorized.

3. Employees owe a duty of loyalty to their employer and shall not breach that duty by publicly criticizing their employer and its policies, other employees or the Executive Council. Employees may comment, making clear they are doing so on their own behalf, on Huu-ay-aht matters of public interest providing the comments are in keeping with the teachings of ii-saak.

4. Employees shall display a level of integrity and professionalism that always promotes the image and mandate of the employer.

5. Employees are to carry out the duties and responsibilities of their positions to the best of their ability, and according to the employer's policies and procedures.

6. Employees are encouraged to use their initiative to find ways of doing their work more efficiently, effectively, and economically.

POLICY	Policy Number:	E 4.0
Professional and Personal Standards (Conduct of Work) - *Continued*	**Effective Date:** **Revision Date:** **Page: 2 of 2**	

SPECIFIC POLICIES

7. Employees are to promptly carry out instructions from their supervisors and managers, be cooperative with their supervisors and co-workers, and work as a team with other employees.

8. Employees are expected to conduct themselves in a manner that brings credit to themselves, their program and the employer and as required by our laws must:

- fulfill the Huu-ay-aht oath (which is attached as Appendix 1 to the HR Policy Manual);
- uphold, respect and obey Huu-ay-aht laws;
- uphold and respect lawful decisions of a Huu-ay-aht body;
- treat Huu-ay-aht citizens, other public officers, and members of the public equitably and impartially;
- perform their official duties in a conscientious and professional manner; and
- prepare for and attend meetings related to the performance of their duties.

9. Employees shall not accept any fees, gifts, or other tangibles offered in reward or payment for duties performed by virtue of their position, notwithstanding traditional values or recognition except as permitted by the *Code of Conduct* and *Conflict of Interest Act*.

10. Employees shall not use employer owned or leased equipment, vehicles and software for their personal use or pleasure, without the preauthorization of the Executive Director.

11. No employee shall perform or be requested to perform a task that is unethical or morally inappropriate.

12. Employees will not participate in partisan political activity during the working day or at any time during which the employee is on official business, unless authorized in advance by the Executive Council.

POLICY	Policy Number:	E 5.0
Alcohol and Drugs	Effective Date: Revision Date: Page: 1 of 1	

GENERAL POLICY

- Employees will not consume or be under the influence of alcohol or illegal drugs, nor shall they be impaired by the excessive use of over-the-counter or prescribed drugs, while working, including while attending Huu-ay-aht First Nations functions and events, when representing the employer. Employees who violate this policy may be subject to discipline or, required to attend treatment if the employee admits to being addicted to alcohol or drugs (see Rehabilitation Leave Policy) or both.

POLICY	Policy Number:	E 6.0
Employee Performance Evaluation	Effective Date: Revision Date: Page: 1 of 2	

GENERAL POLICY

- Employees shall have regular and scheduled formal performance evaluations for the purpose of providing performance recognition, fostering employee self-development, and identifying performance and personal areas for development.

SPECIFIC POLICIES

Scheduling of the Employee Performance Evaluation

1. During the probationary period, the Executive Director and the Directors shall receive a written performance evaluation after three (3) months of probation. All other employees shall receive a written performance evaluation after two (2) months of probation.

2. In addition, all employees shall receive a written performance evaluation immediately prior to the conclusion of their probationary period.

3. Employees shall receive an annual written performance evaluation scheduled twelve (12) months from the completion of the employee's probationary period and every twelve (12) months thereafter.

4. If the performance of the employee requires improvement, the employee's supervisor or director may provide written direction outside the formal evaluation process.

Administration of the Employee Performance Evaluation

5. The immediate supervisor of the employee shall be responsible for the development and presentation of the employee's performance evaluation. Where the immediate supervisor of the employee is Executive Council, Executive Council shall evaluate the employee's performance.

POLICY	Policy Number:	E 6.0
Employee Performance Evaluation - *Continued*	**Effective Date:** **Revision Date:** **Page: 2 of 2**	

SPECIFIC POLICIES

Administration of the Employee Performance Evaluation - *Continued*

6. The manager of the evaluating supervisor shall review and sign the written performance evaluation before it is presented to the employee.

7. The employee performance evaluation process shall include an employee self-evaluation, a supervisor evaluation, and where appropriate, peer, subordinate, committee and external organization evaluations.

8. Employees shall sign their performance evaluation as being read/received, be provided with a signed copy of their evaluation, and have the signed original of the evaluation placed within the employee's Personnel File.

9. The employee shall have the opportunity to comment on their evaluation and have the comments placed in their Personnel File.

POLICY	Policy Number:	E 7.0
Discipline, Suspension and Dismissal	Effective Date: Revision Date: Page: 1 of 5	

GENERAL POLICIES

- For the purpose of this Policy, discipline shall be generally defined as an orderly and progressive process for the purpose of improving an employee's performance or conduct, through corrective or punitive action. In cases of very serious misconduct, one or more steps in the process may be skipped by the employer.
- Discipline shall be administered for "just cause".
- The act or conduct giving rise to the need for discipline may occur during or outside of the scheduled workday, normally while the employee is working, or engaged in a work-related activity. For greater clarity, releasing confidential information is considered a work-related activity, even if done during non-working hours. The level and nature of the disciplinary action will depend on the seriousness of the misconduct.

SPECIFIC POLICIES

Corrective Counselling

1. Prior to taking disciplinary action, the employee's immediate supervisor shall make reasonable efforts to counsel the employee by explaining the nature and impact of the employee's questionable conduct and suggesting corrective measures.

2. Where the employee's supervisor or manager receives information suggesting that an employee has engaged in conduct deserving of discipline or has observed such conduct themselves, no discipline will be implemented until the employee has been given an opportunity to explain the conduct in question. If the employee's supervisor or manager finds the explanation to be unsatisfactory, the employee will be subject to discipline.

POLICY	Policy Number:	E 7.0
Discipline, Suspension and Dismissal - *Continued*	**Effective Date:** **Revision Date:** **Page: 2 of 5**	

SPECIFIC POLICIES

Disciplinary Procedures

3. **Verbal Warning** – If after corrective counselling, an employee's performance or conduct does not improve to the level required, the employee's immediate supervisor shall provide the employee with a verbal warning. The verbal warning shall be noted in the employee's Personnel File, with the details of the warning recorded. Every warning, whether verbal or in writing, shall consist of the following:

   a. An explanation of the poor performance or misconduct that has resulted in a warning being given;

   b. An explanation of what the employee must do to correct their performance or misconduct so that the employee understands the standard they must meet going forward; and

   c. A caution that if the required standard is not met or misconduct is repeated, the employee will be subject to further discipline, up to and including termination of employment with cause.

4. **Written Warning(s)** – Where a verbal warning does not result in the required level of performance or conduct, the employee's immediate supervisor, in consultation with the Director or the Executive Director, where applicable shall issue a written warning.

   Where poor performance or questionable conduct continues, one further written warning shall be provided by the Director upon consultation with the Executive Director.

   An employee may apply to the Executive Director for the removal of a verbal or written warning from the employee's personnel file 12 months after the date the warning was issued, if no further discipline has been issued since then. If the Executive Director feels that the employee's performance or conduct has improved to a satisfactory level, the warning shall be removed from the personnel file.

POLICY	Policy Number:	E 7.0
Discipline, Suspension and Dismissal - *Continued*	**Effective Date:** **Revision Date:** **Page: 3 of 5**	

SPECIFIC POLICIES

Disciplinary Procedures - *Continued*

5. **Disciplinary Probation** – The Executive Director upon consultation with the Directors where applicable, shall have the authority to place an employee on disciplinary probation for just cause for a period of not more than three (3) months. Such action shall be in writing and must contain the specifics of the conduct for which the employee is being placed on probation. Also included must be the conditions and performance requirements, which must be met, for an employee to be removed from probation. A copy signed by both the employee and the Executive Director shall be placed permanently in the employee's Personnel File, with a copy provided to the employee.

6. **Suspension** – Where poor performance or questionable conduct continues, the Executive Director in consultation with the Directors, as applicable, shall issue a notice of suspension without pay to the employee. Depending upon the disciplinary act, the suspension may be from two days to two weeks in duration.

7. **Dismissal** – Where all previous discipline and counselling efforts have failed to resolve continuing poor performance or questionable conduct or where the disciplinary act is sufficiently serious, the employee may be dismissed with cause. Only the Executive Director has the authority to approve the dismissal of an employee and the Executive Director may not delegate this authority. The Executive Director shall immediately notify the employee, in writing of the dismissal and the reason for it.

   A notice of employment termination shall be placed permanently in the employee's Personnel file.

POLICY	Policy Number:	E 7.0
Discipline, Suspension and Dismissal - *Continued*	**Effective Date:** **Revision Date:** **Page: 4 of 5**	

SPECIFIC POLICIES

8. Grounds for Discipline include, but are not limited to:

- Insubordination;
- Excessive tardiness;
- Excessive absenteeism;
- Unsatisfactory job performance;
- Drinking alcohol on the job[1];
- Using illegal drugs on the job[4;]
- Reporting to work while inebriated by alcohol or illegal drugs[4;]
- Improperly using or releasing confidential information;
- Intentionally damaging or destroying the Huu-ay-aht government property;
- Failure to adhere to this policy, the Human Resources Policy Regulation to other Huu-ay-aht laws; or to other applicable provincial or federal laws;
- Theft;
- Assault;
- Failing to declare or rectify a conflict of interest;
- Repeated or serious harassment of another employee;

[1] The employer acknowledges its obligations under applicable Human Rights legislation. Employees who are addicted to drugs or alcohol will not be dismissed without first being given an opportunity to attend, complete and adhere to a program of rehabilitation, paid for by the employer.

POLICY	Policy Number:	E 7.0
Discipline, Suspension and Dismissal - *Continued*	**Effective Date:** **Revision Date:** **Page: 5 of 5**	

SPECIFIC POLICIES

Grounds for Discipline include, but are not limited to: - *Continued*

- Excessive personal communication during working hours;
- Usage of the employer's computer equipment to access inappropriate or unauthorized websites;
- Falsification of records, reports, etc.;
- Lying to the employer;
- Lying to Huu-ay-aht citizens, suppliers or others while performing one's job;
- Dishonesty;
- Endangering the safety of other employees;
- Threat of use or direct use of political influence or force;
- Engaging in criminal activities.

PART F – PROFESSIONAL DEVELOPMENT POLICY

POLICY	Policy Number:	F 1.0
Professional Staff Development and Training	**Effective Date:** **Revision Date:** **Page: 1 of 2**	

GENERAL POLICIES

- The employer values its employees and recognizes the benefits to the employee of the ongoing development of the employee's abilities, skills and knowledge. The employer views professional development and training ("training") as a shared responsibility between the employer and the employee.

SPECIFIC POLICIES

Request for Training

1. An employee requesting training shall make written application to their Director thirty (30) days before the commencement of the training. Information describing the training, and the benefits that it will provide to both the Huu-ay-aht Government and the employee shall be included in the application.

2. The Executive Director may require an employee to complete training.

3. The Executive Director shall have the authority to approve professional development and training for all employees. The Chief Councillor shall have the authority to approve training for the Executive Director. No employees are permitted to attend training without having received pre-authorization.

POLICY	Policy Number:	F 1.0
Professional Staff Development and Training - *Continued*	**Effective Date:** **Revision Date:** **Page: 2 of 2**	

SPECIFIC POLICIES

Review of Applications for Training

4. Applications for professional development and training shall be assessed in accordance with the following criteria:

- availability of funds
- relevance to the employee's current position
- relevance to the growth of the employee
- relevance to the current and future needs of the employer
- ability to integrate training into the work schedule
- recommendations of immediate supervisor
- suitability of timing (e.g. time of year)
- motivation and past performance of the employee
- previous training supplied to employee by the employer
- length of service with the employer.

Attendance at Training

5. As training is a joint responsibility and benefit, time spent in travel and attending training beyond the normal workday and normal work week, shall not be compensated.

6. The cost of approved training-related travel, enrollment, and the reasonable cost of lodging and meals where required, shall be paid by the employer.

Training Report

7. Upon completion of the training, the employee shall provide a report to the Director or the Executive Director, as appropriate, describing the direct application of the professional development and training to their position and the employer, and the suitability of the training for other employees.

PART G – OCCUPATIONAL HEALTH AND SAFETY

POLICY	Policy Number:	G 1.0
Health and Safety	Effective Date: Revision Date: Page: 1 of 3	

GENERAL POLICY

- The employer acknowledges the right of employees to work in a healthy and safe environment. The employer shall ensure the development and management of a safe and healthy workplace, with the Executive Director having overall responsibility for the development and management of the Health and Safety Program. The employer's Occupational Health and Safety Program shall be developed and administered in accordance with Part II of the *Canada Labour Code.*

SPECIFIC POLICIES

Safety Committee

1. An Occupational Health and Safety Committee (the "Committee") shall be established, maintained and composed of at least two (2) non-managerial employees, and one manager/coordinator.

2. The Committee shall report to the Executive Director.

3. The Committee shall comply with, and enforce all health and safety regulations and provisions within the *Canada Labour Code, B.C. Workers Compensation Act*, and the provisions under W.H.M.I.S. (Workplace Hazardous Materials Information System).

Responsibilities of the Safety Committee shall include:

4. Meeting at least quarterly and during emergencies when required;

5. Ensuring that adequate records are maintained on work accidents, injuries, health hazards and complaints;

POLICY	Policy Number:	G 1.0
Health and Safety - *Continued*	**Effective Date:** **Revision Date:** **Page: 2 of 3**	

SPECIFIC POLICIES

Responsibilities of the Safety Committee shall include: **-** *Continued*

6. Receiving and reviewing complaints relating to the safety and health of employees;

7. Participating in all inquiries and investigations concerning occupational health and safety;

8. Requesting information from the employer identifying existing or potential hazards with respect to materials or equipment in the workplace;

9. Providing recommendations to the employer on the requirements for health and safety equipment and supplies (i.e., first aid);

10. Conducting inspections and making recommendations for avoiding unsafe, hazardous or dangerous conditions;

11. Providing recommendations on the training and education of employees on health and safety in the workplace;

12. Assisting in the development of procedures to ensure employee safety and protection.

Responsibilities of the Employee shall include:

13. Taking all reasonable and necessary precautions to ensure their own safety and health and that of anyone affected by their work;

14. Complying with employer instructions concerning safety and health;

15. Reporting any hazards and accidents in the workplace to their immediate supervisor;

16. Using safety materials, equipment, devices and/or clothing either furnished by the employer or prescribed by a Regulation.

POLICY	Policy Number:	G 1.0
Health and Safety - *Continued*	**Effective Date:** **Revision Date:** **Page: 3 of 3**	

SPECIFIC POLICIES

Responsibilities of the Employer shall include:

17. Reviewing and acting on the recommendations of the Safety Committee.

18. Providing a safe and healthy work environment, including first aid and supplies, appropriate safety equipment and clothing, protective devices for machinery, tools and equipment, and the proper level of ventilation, lighting and noise.

19. Training and education of employees (i.e., hazardous materials, fire and emergency procedures and the safe operation of equipment and tools).

20. Developing a program to manage work place hazardous materials.

PART H – MISCELLANEOUS WORKPLACE POLICIES

POLICY	Policy Number:	H 1.0
Position Descriptions	Effective Date: Revision Date: Page: 1 of 2	

GENERAL POLICY

- All regular full-time and part-time positions, and temporary positions with an employment period of greater than three (3) months, shall have an approved written position description in place before an employee is hired to perform the responsibilities of the position. All positions shall be consistent with the organization chart and budget approved by Executive Council.

SPECIFIC POLICIES

1. The position description shall define the position title, reporting relationship, summary of position responsibilities, and the specific duties and responsibilities of the position, but does not imply that they are the only duties and responsibilities.

2. The defined position description and position qualifications are the prerequisites for the development and administration of the employer's wage and salary program, recruitment and employee selection, employee performance evaluation, the employee training and development plan and other human resource management plans and programs.

3. The development and review of position descriptions and position qualifications shall be the responsibility of the Executive Director, in consultation with the Directors, with the exception of the Executive Director description and qualifications, which shall be the responsibility of the Executive Council. The Executive Director has authority to set specific positions within the organizational chart, departments and budget that are set by Executive Council.

4. Position descriptions shall be formally reviewed at least every three (3) years.

POLICY	Policy Number:	H 1.0
Position Descriptions - *Continued*	**Effective Date:** **Revision Date:** **Page: 2 of 2**	

SPECIFIC POLICIES

5. Position descriptions shall be altered when there are significant and permanent changes in responsibilities and/or authority as approved by the Executive Director or Executive Council, as appropriate.

6. Position descriptions and position qualifications will be presented to the Executive Director for review and approval. Executive Council shall have the responsibility to approve the position description for the Executive Director.

7. Employees shall receive a copy of their position description, and an orientation to their position responsibilities and authority immediately upon the commencement of their employment.

POLICY	Policy Number:	H 2.0
Employee Personnel Records	Effective Date: Revision Date: Page: 1 of 2	

GENERAL POLICY

- Appropriate personnel records shall be maintained for every employee. All information retained in the personnel record shall be the overall responsibility of the Executive Director.

SPECIFIC POLICIES

1. One file will be kept on each employee of Huu-ay-aht Government.

2. The Employee Personnel File will contain specific employee information including, but not limited to:

- Letter of Application and Employment Resume
- Offer of Employment and Employment Agreement
- Documentation of Education and Training
- Employee Performance and Development Plans
- Letters of Discipline
- Letters of Employee Resignation
- Letters of Lay-off
- Letters of Appreciation and Promotion
- New Hire – Payroll Documents
- Group Insurance Benefits and Pension Enrolments
- Letters of Wage / Salary Increases / Adjustments
- Employer Approval of Requests for Leave
- Medical Certification Letters / Documents
- Workers Compensation Documents
- Record of Employer Property
- Record of Employment (ROE)

3. No documentation will be placed in an employee's file without the employee's knowledge.

POLICY	Policy Number:	H 2.0
Employee Personnel Records - *Continued*	**Effective Date:** **Revision Date:** **Page: 2 of 2**	

SPECIFIC POLICIES

4. Personnel records will be kept confidential and secure at all times.

5. Employees are entitled to review their file at any reasonable time during regular office hours. Employees can make arrangements to view their file by contacting the Human Resource Manager and shall only be allowed to view their file in the presence of a designated employee.

6. Employee files are kept for a minimum of three (3) years after an employee terminates employment, in accordance with the *Canada Labour Code Regulations*.

7. An employee with a known medical condition may choose to provide relevant information to the employer in case of a medical emergency. This information is kept in a sealed envelope and can be opened only by emergency medical personnel, the designated Health and Safety employee or the Executive Director if the injured employee is unable to speak for himself/herself.

8. Personal employee information within the Personnel File shall not be released to anyone other than the employee's Director, the Executive Director, or the Human Resources Manager without the written consent of the employee, except where required by law or where required for human resource purposes, such as accessing a benefit for the employee.

9. It is the employee's responsibility to ensure that the personal information in their personnel file is accurate.

POLICY	Policy Number:	H 3.0
Conviction of a Criminal Offence	Effective Date: Revision Date: Page: 1 of 1	

GENERAL POLICY

- An employee convicted of a criminal offence for which a pardon has not been granted, where the offence harms or compromises the reputation or position of the employer, or where the offence interferes with an employee's ability to perform his/her duties and responsibilities, may be subject to the termination of her/his employment for cause.

SPECIFIC POLICIES

1. An employee who is convicted of a criminal offence is required to provide written notification to the Executive Director of the conviction and of the nature of the offence to which the conviction relates in writing. The Executive Director will then determine if the offence provides cause for the termination of the employee's employment.

POLICY	Policy Number:	H 4.0
Traffic Violations and Vehicle or Vessel Accidents or Damage	**Effective Date:** **Revision Date:** **Page: 1 of 1**	

GENERAL POLICY

- An employee receiving a traffic violation while on employer business, whether the employee uses a vehicle owned or rented by the employer, or his/her own personal vehicle, shall be solely responsible for paying any resulting fines.
- Where a vehicle or vessel belonging to or rented by the employer is involved in an accident, or is otherwise damaged, as a result of employee negligence, the employee shall be required to personally cover all of the costs not covered by vehicle insurance for the repair of the vehicle or vessel.

SPECIFIC POLICIES

1. An employee who receives a traffic violation or who is involved in a motor vehicle or vessel accident while on employer business must report it to the Executive Director at the earliest possible opportunity.

2. If the Executive Director determines that any amounts are payable by the employee, the employee will be required to enter into a written repayment agreement whereby the employer deducts a fixed amount from the employee's pay cheque until the debt is repaid.

POLICY	Policy Number:	H 5.0
Smoking Within the Offices and Vehicles of the Huu-ay-aht Government	**Effective Date:** **Revision Date:** **Page: 1 of 1**	

GENERAL POLICY

- For the health, safety and well being of all Huu-ay-aht Government employees, clients, visitors and other personnel, all Huu-ay-aht Government buildings, offices and vehicles are designated as Non Smoking. In addition, smoking is prohibited within three (3) meters of all entranceways to the buildings of the employer. Employees shall be responsible for ensuring that clients and visitors comply with this policy.

POLICY	Policy Number:	H 6.0
Driver's Licence/Operator Card	Effective Date: Revision Date: Page: 1 of 1	

GENERAL POLICY

- An employee who is required to have a current Driver's License of a specific class, or a Certificate of Competency to perform their assigned duties and responsibilities, shall be required to maintain that certification and provide proof of the that certification to the Executive Director. An employee failing to maintain their required license or certification may be subject to the suspension or termination of their employment.

SPECIFIC POLICIES

1. An employee who loses his or her license or certification and who drives a motor vehicle or vessel as part of their assigned duties, must report that loss to the Executive Director as soon as possible after the loss occurs.

2. An employee may not operate a motor vehicle or vessel without the required license or certification.

POLICY	Policy Number:	H 7.0
Personal Vehicles Used For Business	**Effective Date:** **Revision Date:** **Page: 1 of 1**	

GENERAL POLICY

- An employee required to drive their personal vehicle in the performance of their assigned duties and responsibilities or for business travel, shall have the cost of the business insurance only reimbursed by the employer.

SPECIFIC POLICIES

1. An employee required to drive their personal vehicle for business purposes is required to purchase liability insurance with a value of at least $2 million and supply the employer with proof of such coverage.

2. The employer will reimburse the employee for the incremental cost of the liability insurance required above and for the incremental cost imposed by having the vehicle insured for “business use” instead of “personal use”.

POLICY	Policy Number:	H 8.0
Work Related Computer Usage	Effective Date: Revision Date: Page: 1 of 4	

GENERAL POLICIES

- This Policy is designed so that all employees understand what is expected of them with respect to the use of the employer's electronic communication system (email, internet, jump drives and all other computer usage).

SPECIFIC POLICIES

Computer Usage

1. Employees are expected to use computer technology for business related purposes only. This would include a reasonable amount of social communication between employees using the email system. All email communication that is work related must occur through the Huu-ay-aht.org domain. All email communication must comply with other sections of this HR Policy and must not result in a reduction of work hours or distraction on the job.

2. When using computer technology, employees are expected to conduct themselves honestly and appropriately in accordance with iisak, and to respect the copyright, software licensing rules, property rights and privacy of others, just as they would in any other business dealings.

POLICY	Policy Number:	H 8.0
Work Related Computer Usage- *Continued*	**Effective Date:** **Revision Date:** **Page: 2 of 4**	

SPECIFIC POLICIES

Computer Usage - *Continued*

3. The employer reserves the right to monitor and log any and all computer technology usage. Employees should not have any expectation of privacy regarding their computer technology usage. Any monitoring done by the employer will only occur if the employer has reason to suspect that the employee has breached this Policy or if it appears that computer usage is resulting in a reduction in productivity on the part of the employee or in harm to the employer's computer network.

4. The display of any kind of offensive or sexually explicit image or document on the employer's computer system is a violation of the Harassment Policy and will result in the discipline of the employee who undertakes that display.

5. The employer's computer resources must not be used to violate the laws and regulations of Canada or of the province. Use of any computer resources for illegal activity is grounds for immediately dismissal.

6. Any file downloaded via the internet into the employer's network becomes the property of the employer. Any file that is downloaded must be scanned for viruses before it is run or accessed. All software must be downloaded by the employer's computer technologist.

7. Employees must not, for any reason, share their email, network or related electronic communication passwords or security passwords with their colleagues. The misuse of other employee's user IDs and passwords will be cause for discipline. To protect password security, employees should log off when their computers are unattended and should periodically change their passwords.

8. The internet shall in no way be used to complete any online purchasing transactions or ordering unless authorized in writing by the Executive Director or unless the transaction is performed by the Finance Department in the ordinary course of business or unless the department has an authorized account through the Finance Department. Only the Executive Director is authorized to approve or make such transactions.

POLICY	Policy Number:	H 8.0
Work Related Computer Usage- *Continued*	**Effective Date:** **Revision Date:** **Page: 3 of 4**	

SPECIFIC POLICIES

Computer Usage - *Continued*

9. The employer's electronic communications system shall not be made available for use by third parties (including family members or the general public) without prior authorization from the Executive Director.

Data Storage Device Usage

10. Every data storage device connected to or accessed by Huu-ay-aht government computer, including MP3 players or IPods (referred to collectively as "Devices") must be numbered or identifiable and assigned to one person's responsibility. That person will be responsible for storing the Device securely during office hours and for storing it in a locked drawer or filing cabinet when the office is closed.

11. The sharing of electronic information by employees is governed by the Policy on Confidential Information.

12. Devices may not be taken from the employer's premises without specific authorization from the Executive Director.

13. Under no circumstances shall an employee be permitted to download employment information from a Device onto a home computer nor shall an employee send work related information via email to non-work related addresses without the prior approval of the Executive Director.

14. Personal Devices may not be connected to or accessed by the employer's computers.

POLICY	Policy Number:	H 8.0
Work Related Computer Usage- *Continued*	**Effective Date:** **Revision Date:** **Page: 4 of 4**	

SPECIFIC POLICIES

Communication via Social Media

15. Any work related issues of concern are to be discussed by employees with their direct supervisors, Directors or with the Executive Director with a view to remedying the issue rather than being posted on publicly accessible social media. Such discussions are prohibited because they would breach the duty of loyalty that all employees owe to their employer.

16. Mechanisms used to share information on the Internet, including Facebook, may be used for Huu-ay-aht Government business but only with the prior approval of the Executive Director.

17. Employees may not use any personal social media during working hours without the prior written approval of the Executive Director.

POLICY	Policy Number:	H 9.0
Entry Into the Huu-ay-aht Government Offices and Facilities	**Effective Date:** **Revision Date:** **Page: 1 of 1**	

GENERAL POLICIES

- Unauthorized persons are not permitted entry into the “employee only” office areas during work hours and into all facilities of the employer after office hours. The Executive Director shall designate an employee to be responsible for managing the distribution and return of building keys.

- For safety and security reasons, employees are required to inform their immediate supervisor before entering the employer’s offices after hours.

POLICY	Policy Number:	H 10.0
Personal Use of the Telephone and Facsimile Equipment	**Effective Date:** **Revision Date:** **Page: 1 of 1**	

GENERAL POLICY

- Employees may not use the telephones and facsimile equipment of the employer for the purpose of making long distance personal telephone calls or transmitting personal facsimiles, unless they have received authorization from the Executive Director and agreed to pay the related costs that are charged to the employer.

- Local personal telephone calls during work hours are to be kept as brief as possible so as not to interfere with employee productivity.

POLICY	Policy Number:	H 11.0
Use and Return of Huu-ay-aht Government Property	**Effective Date:** **Revision Date:** **Page: 1 of 1**	

GENERAL POLICY

- Any property belonging to the employer that is assigned to or used by an employee, including computers, cameras, policy manuals, program materials, keys and vehicles, is the sole property of the employer to be used by the employee only for business purposes. The Executive Director shall ensure that all property assigned to an employee is recorded and signed for by the employee when issued by, and when returned to, the employer.

SPECIFIC POLICIES

1. When an employee ceases working for the employer, regardless of the reason, the employee must promptly return to the Executive Director, all of the employer's property and must ensure that the property is in proper working condition.

POLICY	Policy Number:	H 12.0
Telephone Sales	Effective Date: Revision Date: Page: 1 of 1	

GENERAL POLICY

- Employees will under no circumstances order or accept goods sold by telephone solicitation while at work or while performing work off-site.

POLICY	Policy Number:	H 13.0
Voting	Effective Date: Revision Date: Page: 1 of 1	

GENERAL POLICY

- The employer respects the right of all employees to vote in Federal, Provincial, Civil and Huu-ay-aht First Nations Elections and Referendums.

SPECIFIC POLICIES

1. On voting days, all employees entitled to vote will be allowed sufficient time off with pay so that they will have four consecutive hours within which to attend the polls. For Instance, if an employee normally leaves work at 4:30 p.m. and the polls are open till 8:00 p.m., the employee may leave work as early as 4:00 p.m., if necessary, in order to vote. In this example, the employee would then receive one-half hour of pay. However, all employees are encouraged to vote outside of working hours if at all possible so that the disruption in services on election days is kept to a minimum.