

Employment Policies

1. Employment Principles
2. Recruitment and Selection
 - *Approved Application (F)*
 - *Sample offer of Employment (F)*
3. Terms and Conditions of Employment
4. Probationary Period
5. Employment Classifications
6. Hours of Work
 - *Hours of Work Agreement (F)*
7. Employee Orientation and Training
 - *Employee Orientation (CH)*
8. Confidentiality and Inventions
9. Termination of Employment
 - *Termination (CH)*
 - *Recommendation to Terminate Employment (F)*
10. Third Party Reference Requests
 - *Authorization To Release Information (F)*
11. Employment of Relatives
12. Gifts, Favours, Entertainment
13. Conflict of Interest
 - *Confidential Declaration of Interest Questionnaire (F)*
 - *Positions Requiring a CDI Questionnaire (F)*
14. Job Posting
 - *Sample Job Posting (F)*
 - *Sample Job Posting Application (F)*
15. Employment References
 - *Sample Reference Check Questions (CH)*
16. Exit Interviews
17. Flexible Work Arrangements
 - *Sample Application for Flexible Work Arrangement (F)*
18. Volunteers
 - *Sample Volunteer Application (F)*
 - *Sample Volunteer Agreement (F)*
19. Moving and Relocation Expenses
 - *Relocation Expense Estimate (F)*
20. Drug and Alcohol Testing
21. Business Travel Expenses
 - *Travel Expense Report (F)*
22. Independent Contractors
23. Dealing with Government Inspectors
24. Student Employment

(F) FORMS (CH) CHECKLISTS

Pay and Performance Policies

1. Pay Principles
2. Job Evaluation
 - *Job Description (F)*
3. Pay Administration
 - *Pay Increase Planning Worksheet (F)*
 - *Pay Increase Summary -- Rates Annualized (F)*
 - *Pay Increase Summary -- Calendarized (F)*
4. Job Performance Review
 - *Job Performance Standards (F)*
 - *Job Performance Review (F)*
5. Pay Range Structure
 - *Construction and Use of a Pay Range (F)*
6. Overtime
 - *Overtime Reporting Form (F)*
 - *Request for Time Off In Lieu (F)*
 - *Overtime Bank Agreement (F)*
 - *Overtime Bank Record (F)*
 - *Agreement for Averaging Hours for Overtime (F)*
7. Reporting Pay
8. Call-in Pay
9. Shift Premium
10. Wage Garnishments
11. Absenteeism
 - *Employee Absence Record for the Year (F)*
 - *Department Absence Summary (F)*
 - *Company Absence Summary (F)*
12. Payroll Advances
13. Incentive Programs

Benefits Policies

1. Benefits Principles
2. Vacation and Vacation Pay
 - *Authorization to Pay Vacation Pay on Each Pay (F)*
3. Holidays
4. Personal Leave of Absence
 - *Leave of Absence Request and Response (F)*
5. Pregnancy Leave
6. Parental and/or Adoption Leave
7. Bereavement Leave

8. Education Assistance Program
 - *Education Assistance Application (F)*
9. Seminars and Conferences
 - *Seminar and Conference Report (F)*
10. Professional Association Membership
11. Benefits Related to Part-Time Employment
12. Personal Emergency Leave
13. Short-Term Disability/Sick Pay Benefits
 - *Schedule of Short Term Disability Benefits (F)*
14. Retirement
15. Family Medical Leave
 - *Request For Family Medical Or Compassionate Care Leave (F)*
16. Jury or Court Witness Leave
17. Military/Reservist Leave of Absence
18. Employee Assistance Program
19. Employee Recognition Program
20. Employee Discount Program
21. Company Vehicles
 - *Operation of Company Vehicle Agreement (F)*
 - *Vehicle Log (F)*

Employee Relations Policies

1. Employee Relations Principles
2. Dispute Resolution
 - *Dispute Resolution (F)*
3. Workplace Harassment
4. Accommodation on the Basis of Disability
5. Conduct and Behaviour
6. Discipline
 - *Recommendation to Terminate Employment (F)*
7. Personal Information Protection
 - *Authorization to Release Personal Information (F)*
8. Computer, Email and Internet Use
 - *Examples of Email and Internet Uses (F)*
 - *E-mail and Internet Policy Acknowledgement and Agreement (F)*
9. Religious Accommodation
10. Dress Code
11. Whistleblower Protection
12. Community Service
 - *Community Service Leave Confirmation Report (F)*
13. Instant Messaging
14. Social Media
15. Searches and Surveillance

Total: Policies - **98** Forms - **54** Checklists - **7**

(F) FORMS (CH) CHECKLISTS

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Health and Safety Policies

1. Health and Safety Principles
2. Accident and Injury Reporting
3. Accident Investigation
 - *Accident Investigation (CH)*
4. Personal Protective Equipment
 - *Safety Subsidy Request (F)*
5. Joint Health and Safety Committee
6. Alcohol in the Workplace
 - *Sample Notice Announcing Alcohol Policy (F)*
7. Working Alone
8. Cell Phone Use
9. Workplace Violence
 - *Violent Incident Report (F)*
 - *Violent Incident Investigation (CH)*
 - *Sample Workplace Violence Risk Assessment (F)*
 - *Sample Violence in the Workplace Compliance (CH)*
10. Civil Emergencies and Business Interruptions
 - *Emergency Telephone Contact List (F)*
11. Smoking in the Workplace
12. Scented Products in the Workplace
13. Return to Work Program
 - *Return to Work Plan (F)*
14. Workplace Hazardous Materials Information System (WHMIS)
15. Pandemic Planning Overview
 - *Pandemic Continuity Plan (CH)*
16. Fitness to Work
 - *Influenza-like Infection Assessment (F)*
17. Restricted Access
 - *Visitor Influenza-like Infection Assessment (F)*
18. Work From Home
19. Emergency Leave—Declared Emergencies
 - *Emergency Telephone Contract List (F)*
20. Restricted Access Added
 - *Infection Assessment Form (F)*
21. Contact Control and Monitoring During a Pandemic
 - *Contact Control Monitoring Log (F)*
22. Work From Home
23. Healthy Workplace in a Pandemic
24. Pandemic Crisis Support
25. Hazardous Duty Incentive During a Pandemic