

## 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

## 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 - **97** Forms - **52** 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