

Employment Policies

1. Employment Principles
2. Recruitment and Selection
 - *Approved Application (F)*
 - *Offer of Employment (F)*
3. Terms and Conditions of Employment
4. Probationary Period
5. Employment Classifications
6. Hours of Work
7. Employee Orientation and Training
 - *Employee Orientation(CH)*
8. Confidentiality and Inventions
9. Termination of Employment
 - *Recommendation to Terminate Employment (F)*
 - *Termination for Cause Letter without Serious Fault (F)*
 - *Termination(CH)*
10. Third Party Reference Requests
 - *Authorization to Release Information (F)*
11. Employment of Relatives
12. Gifts, Favours, Entertainment
13. Conflicts of Interest
 - *Confidential Declaration of Interest Questionnaire (F)*
 - *Positions Requiring Questionnaire (F)*
14. Job Posting
 - *Job Posting (F)*
 - *Job Posting Application (F)*
15. Employment References
 - *Reference Check Questions (F)*
 - *Authorization to Collect Personal Information (F)*
16. Exit Interviews
17. Flexible Work Arrangements
 - *Application for Flexible Work Arrangement (F)*
18. Volunteers
 - *Volunteer Application Form (F)*
 - *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
25. Interns and Co-op Students
26. Adverse Weather

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 (F)*
 - *Request for Time Off In Lieu (F)*
 - *Overtime Bank Agreement (F)*
 - *Overtime Bank Record (F)*
7. Reporting Pay
8. Call-in Pay
9. Shift Premium
10. Wage Garnishments and Deductions of Support Payments
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
3. Holidays
4. Personal Leave of Absence
 - *Leave of Absence Request and Response (F)*
5. Maternity Leave
6. Parental and/or Adoption Leave
7. Bereavement of Family Event 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. Family Responsibilities Leave
13. Short Term Disability/Sick Pay Benefits
 - *Schedule of Benefits (F)*
14. Retirement
15. Family Medical Leave
16. Jury or Court Witness Leave
17. Reservist Leave
18. Employee Assistance Program
19. Employee Recognition Program
20. Employee Discount Program
21. Company Vehicles
 - *Operation of Company Vehicles Agreement (F)*
22. Matching Grants Program
 - *Matching Grants Application Form (F)*
 - *Eligible Organizations for Matching Grant Donations (F)*
23. Parking
 - *Parking Request Form (F)*
24. Suggestion Program
 - *Suggestion Submission Form (F)*
 - *Suggestion Evaluation Guidelines (CH)*
25. Paternity Leave
26. Voluntary Retirement Savings Plans

Employee Relations Policies

1. Employee Relations Principles
2. Dispute Resolution
 - *Dispute Resolution (F)*
3. Workplace Harassment
4. Workplace Accommodation on the Basis of Disability
5. Conduct and Behaviour
6. Discipline
7. Personal Information Protection
 - *Authorization to Release Personal Information (F)*
8. 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. Web logs (Blogs)
15. Searches and Surveillance
16. Personal Relationships
17. Access to Employee Records
18. Accommodation on the Basis of Gender Expression or Gender Identity
19. Waste Reduction and Recycling
20. Social Media Management

Health and Safety Policies

1. Health and Safety Principles
2. Accident and Injury Reporting
3. Accident Investigation
 - *Accident Investigation (CH)*
4. Personal Protective Equipment
5. Health and Safety Committee
6. Alcohol in the Workplace
 - *Notice Announcing Alcohol Policy (F)*
7. Working Alone
8. Cell Phone Use
9. Workplace Violence
 - *Violent Incident Report (F)*
 - *Workplace Violence Risk Assessment (F)*
 - *Violent Incident Investigation (CH)*
 - *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
 - *Return to Work Plan (F)*
14. Workplace Hazardous Materials Information Systems (WHMIS)
15. First Aid
 - *Minimum content of the first-aid kit to be provided by an employer (CH)*
 - *Minimum content of the first-aid kit in a vehicle (capacity of 5 workers or less) (CH)*
16. Pandemic Planning Overview
 - *Pandemic Continuity Plan (CH)*
17. Fitness to Work
 - *Employee Influenza-like Infection Assessment (F)*
18. Restricted Access
 - *Visitor Influenza-like Infection Assessment (F)*
19. Work from Home
20. Contact Control and Monitoring During a Pandemic
 - *Contact Control Monitoring Log (F)*
21. Healthy Workplace in a Pandemic
22. Pandemic Crisis Support
23. Hazardous Duty incentive During a Pandemic

Total: Policies - **108** Forms - **52** Checklists - **8**