

Employment Policies

1. Employment Principles
2. Recruitment and Selection
 - *Application for Employment (F)*
 - *Sample Offer of Employment (F)*
3. Terms and Conditions of Employment
4. Probationary Period
5. Employment Classifications
6. Hours of Work
 - *Averaging Hours of Work Agreement (F)*
7. Employee Orientation and Training
 - *Employee Orientation Check Chart (CH)*
8. Confidentiality and Inventions
9. Termination of Employment
 - *Termination Check Chart (CH)*
 - *Recommendation to Terminate Employment (F)*
 - *Sample Termination for Cause Letter (F)*
10. Third Party Reference Requests
 - *Authorization to Release Information (F)*
11. Employment of Relatives
12. Gifts, Favours and Entertainment
13. Conflicts 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 (F)*
16. Exit Interviews
17. Flexible Work Arrangements
 - *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
25. Interns and Co-op Students
 - *Work Placement Registration Form (MB) (F)*
 - *Work Station Confirmation (MB) (F)*
 - *Employer's Accident Report (MB) (F)*
 - *Work-Based Learning Consent and Agreement (SK) (F)*

Pay and Performance Policies

1. Pay Principles
2. Job Evaluation
 - *Job Description Form (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 Form (F)*
 - *Job Performance Review Form (F)*
5. Pay Range Structure
 - *Construction and Use of a Pay Range (F)*
6. Overtime
 - *Overtime Reporting Form (F)*
 - *Request for Compensatory Time Off in Lieu of Overtime Pay (F)*
 - *Overtime Bank Agreement (F)*
 - *Overtime Bank Record (F)*
 - *Agreement for Averaging Hours for Overtime Entitlement (F)*
7. Reporting Pay
8. Call-in Pay
9. Shift Premium
10. Wage Garnishments
11. Absenteeism
 - *Employee Absence Record for Year (F)*
 - *Department Absence Summary (F)*
 - *Company Absence Summary (F)*
12. Pay 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 Form (F)*
5. Maternity Leave
6. Parental and/or Adoption Leave
7. Bereavement Leave
8. Education Assistance Program
 - *Education Assistance Application Form (F)*
9. Seminars and Conferences
 - *Seminar and Conference Report (F)*
10. Professional Association Membership
11. Benefits Related to Part-Time Employment
12. Family Leave
13. Short-Term Disability/Sick Pay Benefits
 - *Schedule of Benefits (F)*
14. Retirement
15. Compassionate Care Leave
 - *Request for 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)*
22. Critically Ill Child Care Leave
 - *Request for Critically Ill Child Care Leave (F)*
23. Crime-Related Child Death or Disappearance Leave

Employee Relations Policies

1. Employee Relations Principles
2. Dispute Resolution
 - *Dispute Resolution Form (F)*
3. Workplace Harassment
4. Accommodation on the Basis of Disability
5. Conduct and Behaviour
6. Discipline
 - *Recommendation to Terminate Employment (same as in SPP 2.09) (F)*
7. Personal Information Protection
 - *Authorization to Release Personal Information (F)*
8. Computer, Email and Internet Use
 - *Examples of Email/Internet Uses (F)*
 - *Computer, Email and Internet Use 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
16. Personal Relationships
17. Access to Employee Records

Health and Safety Policies

1. Health and Safety Principles
2. Accident and Injury Reporting
3. Accident Investigation
 - *Accident Investigation Check Chart (CH)*
4. Personal Protective Equipment
 - *Safety Subsidy Request Form (F)*
5. Health and Safety Committee
6. Alcohol and Drugs in the Workplace
 - *Sample Notice Announcing Alcohol and Drug Use Policy (F)*
7. Working Alone
8. Cell Phone Use
9. Workplace Violence
 - *Violent Incident Report Form (F)*
 - *Violent Incident Investigation Checklist (CH)*
 - *Sample Workplace Violence Risk Assessment Form (F)*
 - *Sample Violence in the Workplace Compliance Checklist (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 Information System (WHMIS)
15. First Aid
 - *First Aid Attendant Requirements (F)*
 - *First Aid Kit Requirements (F)*
 - *First Aid Kit Contents Requirements (F)*
 - *First Aid Room Requirements (F)*

Total: Policies – **93** Forms – **58** Checklists – **5**