

Employment Policies

1. Employment Principles
2. Recruitment and Selection
 - *Application for Employment (F)*
 - *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
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
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
22. Matching grants 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
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
16. Health and Safety Principles
17. Accident and Injury Reporting

(F) FORMS (CH) CHECKLISTS

Health and Safety Policies

18. Accident Investigation
 - *Accident Investigation (CH)*
19. Personal Protective Equipment
 - *Safety Subsidy Request (F)*
20. Joint Health and Safety Committee
21. Alcohol in the Workplace
 - *Sample Notice Announcing Alcohol Policy (F)*
22. Working Alone
23. Cell Phone Use
24. Workplace Violence
 - *Violent Incident Report (F)*
 - *Violent Incident Investigation (CH)*
25. Civil Emergencies and Business Interruptions
 - *Emergency Telephone Contact List (F)*
26. Smoking in the Workplace
27. Scented Products in the Workplace
28. Return to Work Program
 - *Return to Work Plan (F)*
29. Workplace Hazardous Materials Information System (WHMIS)
30. Pandemic Planning Overview
 - *Pandemic Continuity Plan (CH)*
31. Fitness to Work
 - *Influenza-like Infection Assessment (F)*
32. Restricted Access
 - *Influenza-like Infection Assessment (F)*
33. Work From Home
34. Emergency Leave—Declared Emergencies
35. Restricted Access Added
 - *Infection Assessment Form (F)*
36. Contact Control and Monitoring During a Pandemic
 - *Contact Control Monitoring Log (F)*
37. Work From Home
38. Healthy Workplace in a Pandemic
39. Pandemic Crisis Support
40. Hazardous Duty Incentive During a Pandemic

Total: Policies - **99** Forms - **46** Checklists - **6**