

Personnel Policy

Port Credit Business Improvement Area (PCBIA)

January 13, 2013

The main purpose of this policy is to ensure compatibility with the spirit and intent of related policies of the Corporation of the City of Mississauga.

Conditions of Employment

1. General Conditions

- a. All employees shall adhere to the policies and procedures as set out in this policy.
- b. The Board of the PCBIA may at any time amend any employee benefits or contributions to such benefits at its discretion and in conformity with Federal and Provincial statutes.
- c. An employee who drives a vehicle for PCBIA business must be in possession of a valid Class “G” Ontario driver’s license.
- d. An employee who drives a private vehicle for PCBIA business shall insure the vehicle appropriately, at the cost of the employee.
- e. All employees shall adhere to the smoking regulations set out in the “Smoke Free Ontario Act”.
- f. All employees must agree to the written job description for the position they fill.

2. Offers of Employment

A Prospective employee will be offered a salary in accordance with the salary range approved for that position by the Executive Committee of the PCBIA.

3. Probationary Period and Process

- a. The Probationary period for new employees is ninety (90) calendar days.
- b. Newly hired employees will be evaluated during the probationary period by the Executive Committee or designates.
- c. Probationary employees will be terminated in accordance with the Employment Standards Act of Ontario, as amended.
- d. It is understood that the PCBIA has the right to modify work schedule in accordance with the provisions of the Employment Standards Act and at such times, as it is necessary for the efficient operation of the PCBIA.

4. Salary Administration

- a. The annual rate pay to any employee shall be established by the PCBIA.
- b. Salaries will be review annually by the Executive Committee and approved by the Board of the PCBIA.
- c. Procedures for implementing step increases shall be as follows:
 - New employees hired between January 1 and June 30, will receive their first review no later than the following February 1.
 - New employees hired between July 1 to December 31 shall receive their first review no later than the following July 1.

- Contingent upon an acceptable Goal and Performance Development Plan review, an in-grade increase on January 1 will be approved. The next review shall take place no later than the following January 1 and all subsequent annual reviews shall also be completed no later than February 1.
- d. Cost of Living adjustment may occur annually, contingent upon an acceptable Goal and Performance Development Plan review.
 - e. Goal and Performance Development Plan reviews will normally occur at least once per year. Individual circumstances may require more frequent reviews.

5. Pay Day

- Pay will be bi-weekly.

6. Overtime

- a. All overtime must be pre-approved.
- b. Overtime will be compensated by either payment at 1 ½ times the normal rate pay or by time in lieu calculated at 1 ½ times the overtime hours worked. Lieu time must be taken at a time that is mutually agreeable between the staff member and the PCBIA. All overtime and lieu time shall be compensated within the calendar year in which it is earned.
- c. Employees who are required to work on a Designated Holiday shall receive time off or pay equal to 1 ½ times the normal rate pay at a time mutually agreeable between the employee and the employer.

7. Designated Holiday and Vacations

- a. The PCBIA Board of Directors will approve a vacation schedule, as required, for new or existing employees.
- b. Each employee will be entitled to a holiday with full pay on any designated holiday which may fall on a working day, provided they work the regularly scheduled shift preceding and following the holiday.
- c. Designated Holidays are:

New Year's Day	Civic Holiday
Family Day	Labour Day
Good Friday	Thanksgiving Day
Victoria Day	Christmas Day
Canada Day	Boxing Day

- d. When any designated holiday falls on a Saturday or Sunday and is not proclaimed as being observed on some other day, the normal working day immediately following will be deemed to be the holiday for the purpose of this policy.
- e. When a designated holiday falls on an employee's scheduled day off or during their vacation leave, the employee will receive another day off with pay.
- f. All vacation leave and vacation pay shall be based on a calendar year.
- g. Vacation leave must be taken in the 12-month period beginning in January and ending in December, in the year in which the vacation is earned, at a mutually agreeable time.
- h. The PCBIA Board of Directors in exceptional circumstances may approve a deferral of vacation leave to the following year.
- i. Employees terminating shall have their vacation pay pro-rated based on their entitlement by the date of termination.

8. Absence of Work

- a. An employee will be entitled to nine (9) days for illness or personal leave for each calendar year only.

b. An employee will received payment for incidental leave in the following circumstances:

- Illness of an immediate family member (parent, son, daughter or partner)
- Personal days requested in advance.

9. Leave of Absence

Any leave of absence will require consultation with the Executive Committee of the PCBIA and Board approval.

At least two (2) weeks' notice should be given before the requested leave of absence unless required due to an emergency. All requests shall be in writing, stating the reason.

10. Compassionate and Bereavement Leave

Bereavement leave arising from the death in the immediate family will be granted with pay up to maximum of five (5) normally scheduled working days inn accordance with the Employment Standards Act of Ontario as amended.

Compassionate leave may be granted after consultation with the Executive Committee of the PCBIA.

11. Jury Duty/Subpoena Notice

An employee who is required to serve as a juror or attend quasi-judicial tribunals where subpoenas may be issued will be paid in accordance with the applicable legislation and/or regulations.

12. Inclement Weather

If the PCBIA offices are open, time lost due to inclement weather must be reconciled.

13. Pregnancy and Parental Leave

Pregnancy and Parental Leave is granted in accordance with the provisions of the Employment Standards Act of Ontario as amended.

14. Professional Development, Conference, Employment Expenses and Professional Fees

Employees authorized to attend a conference or convention will be paid the following allowable expenses:

- a. Transportation expenses equal to but exceeding economy air travel will be paid upon presentation of receipts;
- b. Mileage at the approved City of Mississauga rate where the employee elects to use his/her motor vehicle for travel, providing the mileage and parking costs do not exceed the economy airfare provided for in (a) above;
- c. Hotel accommodation, ground transportation, meals as approved by the Board (only when not included in conference fees); and
- d. The PCBIA will pay one hundred percent (100%) of the cost of registration, for an employee attending a conference or convention.
- e. Receipts for all expenses including meals, hotel accommodation, ground transportation etc., must be provided for reimbursement.