

# FINANCE AND PERSONNEL POLICY

Effective April 1, 2023

# TIKINAGAN CHILD AND FAMILY SERVICES FINANCE AND PERSONNEL POLICY

## TABLE OF CONTENTS

#### INTRODUCTION

l.1	Tikinagan's Vision Framework	I.1
	I.1.1 Residential Services Vision Statement	l.7
	I.1.2 Residential Services Mission Statement	l.7
	I.1.3 Residential Services Goals	l.7
1.2	Tikinagan's Mandates	I.8
1.3	Agency History	I.9
1.4	Community Context	l.10
l.5	Mamow Obiki-ahwahsoowin: An Overview of Tikinagan's Service Model	l.13

#### **SECTION 1: ADMINISTRATION**

1.1	Hiring	
1.2	Interviewing, Hiring, Supervising or Promoting of Immediate Family Members	
1.3	Advertising/Recruitment	
1.4	Screening	1-4
1.5	Interviews	
1.6	Criminal Record Check and Criminal Convictions	1-7
1.7	Child Abuse Registry Disclosure	
1.8	Offers of Employment	
1.9	Drug Testing	1-11
1.10	Employee Classifications	
1.11	Term-Employment	1-14
1.12	Documentation	
1.13	Forms	
1.14	References	
1.15	Orientation Period	
1.16	Probationary Period	1-19
1.17	Lateral Transfer to Comparable Position	<u></u> 1-20
1.18	Transfers at the Employee's Request	
1.19	Promotions	
1.20	Delegation of Authority	
1.21	Acting Appointments	1-24
1.22	Suspension With/Without Pay	
1.23	Disciplinary and Corrective Measures	
1.24	Dismissal for Just Cause	
1.25	Lay-Offs	
1.26	Dismissal With or Without Just Cause	1-34
1.27	Procedure on Termination, Resignation or Retirement	
1.28	Resignation	1-37
1.29	Exit Interview	

1.30	Retirement	1-39
1.31	Attendance/ Sign-in Book	1-40
1.32		1-41
1.33	Telephone System	1-42
1.34	Emergency Telephone Numbers	1-43
1.35		1-44
1.36	Commissioner for Oaths	1-45
1.37	Staff Equipment and Materials	1-46
1.38	Photocopying	1-47
1.39	Petty Cash	1-48
1.40	Boardroom Usage (Internal & External Reservations)	1-49
1.41		1-50
1.42		1-51

#### **SECTION 2: WORKING CONDITIONS AND EMPLOYMENT STANDARDS**

2.1	Confidentiality - Obligation and Oath of Confidentiality	2-1
2.2	Confidentiality - Access to and Disclosure of Employee and Client Files and Information	2-3
2.3	Confidentiality - Security and Maintenance of File Room Facilities	2-8
2.4	Confidentiality - Security and Maintenance of Office Facilities and Equipment	2-9
2.5	Confidentiality - Media	
2.6	Conflict of Interest	
2.7	Seniority	
2.8	Staff Conduct	2-17
2.9	Alcohol and Non-prescribed Drugs While "on Duty"	2-19
2.10	Off-Duty Conduct and Events	2-20
2.11	Outside Employment and Other Activity	2-21
2.12	Attendance	2-23
2.13	Hours of Work	2-24
2.14	Overtime and Compensating Time Off (CTO)	2-26
2.15	Recording Hours of Work	2-29
2.16	Training and Development	
2.17	Performance Appraisal	
2.18	Harassment	2-33
2.19	Internal Employee Complaints Review Process	2-39
2.20	Internal Client Complaints Review Process	
2.21	Accident/Incident Reporting	
2.22	First Aid & First Aid Training	
2.23	Emergency Response Plan/Fire Prevention	
2.24	Smoke, Vape, and Scent-Free Facilities	2-49
2.25	Information Technology And Social MediaPolicy	2-51
2.26	Mobile Device	2-56
2.27	Accessibility for Ontarians with Disabilities Act, 2005	2-58
2.28	Workplace Violence	2-59
2.29	Community Evacuation Procedures	2-63
2.30	Whistleblower Policy	
2.31	Disconnecting From Work	2-68

#### **SECTION 3: EMPLOYEE BENEFITS**

3.1	Insured Benefits	3-1
3.2	Pension Plan	3-3
3.3	Holidays and Holiday Pay	3-4
3.4	Vacation	3-5
3.5	Culture and Wellness Leave	3-7
3.6	Leave of Absence Without Pay	3-8
3.7	Sick Leave	3-10
3.8	Long-Term Absences Due to Illness or Injury	3-12
3.9	Bereavement Leave	3-12
3.10	Other Leaves	3-14
3.11	Pregnancy Leave	3-15
3.12	Parental Leave	3-17
3.13		3-19
3.14	Jury Duty Leave	3-20
3.15	Employee Assistance	3-22
3.16	Years of Service	3-23

### SECTION 4: FINANCE AND TRAVEL

4.1	Financial Expenditures and Signing and Authorization Limits	4-1
4.2	Travel	4-5
4.2(a)	Tikinagan Safe Driving and Vehicle Use Policy	4-9
4.3	Travel Expense Claims	4-14
4.4	Meal Expenses	4-15
4.5	Mileage for a Private Vehicle	4-17
4.6	Relocation	4-20
4.7	Payroll	4-22
4.8	Wages	4-23
4.9	Salary Increases	4-24
4.10	On-Call Pay	4-25
4.11	Retroactive Pay	4-26
4.12	Garnishment of Wages	4-27
4.13	Donations	4-28