

SECTION 4: FINANCE AND TRAVEL**4.1 Financial Expenditures and Signing and Authorization Limits**

Tikinagan will use purchase orders, cheque requisitions, contracts and/or leases for all financial commitments. As verbal commitments made on behalf of Tikinagan may be legally binding but the terms of the same may be difficult to ascertain or prove, all commitments on behalf of Tikinagan must be made only in writing and must be within the employee's authorized expenditure/authorization limit. Only the Associate/Executive Director or designate has the authority to enter into Contracts.

Goods & Non-Consulting Services

Two (2) quotes will be obtained for capital equipment purchases, including vehicles, where the cost of the same is over \$5,000.00. Three (3) quotes will be obtained (whenever possible) where the cost is \$25,000.00 - \$100,000.00. Quotes over \$100,000.00 must be tendered through an open and competitive bidding process. Quotations will be reviewed by the Director of Finance & Administration, and/or Senior Management.

Signing Authority & Limits

Position	Signing Limit	Signing Authority
<u>Program Support</u> File Clerk Finance Clerks Human Resource Generalist/Specialist Maintenance Worker Administrative Support Staff Secretary/Receptionist Trainer/Assistant Management Support Worker Other Administration positions Prevention Services Co-ordinator	NONE	- can <u>request</u> to purchase goods/services only by completing a child care cheque requisition, general cheque requisition or a purchase order
<u>Front-line</u> Residential Care Worker Casual/Relief Worker Child Care Worker Community Support Worker Family Services Worker Intake/Investigation Worker On-Call Coordinator Relief Services Co-ordinator Residential Counsellor Information Systems Worker Other Frontline Workers	NONE	- can <u>request</u> to purchase goods/services only by completing a child care cheque requisition, general cheque requisition or a purchase order
All Direct Services Supervisors All Assistant Direct Services Supervisors	- up to \$5,000.00	- <u>can</u> approve child care expenses (as outlined in Section 6), travel, time sheets, for immediate staff, graduation

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		<p>gifts, emergency financial assistance, cribs, playpens, car seats, groceries for home visits, client medications</p> <ul style="list-style-type: none"> - <u>can</u> approve child care expenses only (as outlined in Section 6)
Administration/Finance Supervisors	- up to \$5,000.00	<ul style="list-style-type: none"> - <u>can</u> approve travel, timesheets, administrative/office supplies
Executive Coordinator	- up to \$3,000.00	<ul style="list-style-type: none"> - <u>can</u> approve travel for Board members
Managers Assistant Managers	- up to \$15,000.00	<ul style="list-style-type: none"> - Service Managers can authorize child care services expenses (as outlined in Section 6) staff travel and time sheets, medical trips for clients, 1:1 relief services, quarterly visits - Admin Managers can approve staff travel, timesheets, office equipment expenses - Finance/Assistant Manager can authorize Agency expenses - no capital purchases - Transportation Charters
Directors of Services Assistant Director of Services Executive Assistant	- up to \$20,000.00	<ul style="list-style-type: none"> - <u>can</u> authorize child care expenses (as outlined in Section 6) staff travel and time sheets., medical trips for clients, 1:1 relief services, quarterly visits - <u>can</u> authorize Board of Directors' expenses - <u>can</u> authorize all expenses directly related to management
Associate/Executive Director Director of Finance & Administration	- up to \$40,000.00 (over \$40,000.00 must have two Senior Management Signatures)	<ul style="list-style-type: none"> - <u>can</u> authorize Agency expenses including wage increments, building maintenance, rental agreements, vehicle purchases, donations, Board of Directors' expenses, large office furnishings, computers, training, employee crisis assistance, etc.

Note: The signing limits referred to above may be changed with the written approval of the Executive Director.

When a delegation of authority or acting appointment in accordance with Policies 1.20 (Delegation of Authority) and 1.21 (Acting Appointments) is in effect, the person to whom authority is delegated and the person in the acting capacity will have signing authority equal to the person they are providing coverage.

Those employees who have signing authority can authorize expenditures for their immediate staff only.

When an employee with signing authority is requesting funds, the same should be authorized by another employee with the required authorization limit in order to avoid a real or perceived conflict of interest. Signing authority does not include transactions that would require a change in signing authority at financial institutions.

An employee with signing authority need not exercise that authority and may refer any request requiring authorization for review where appropriate.

Signing Authority for Cheques

Any two of the following signatures are required on cheques:

- Associate/Executive Director
- Chairperson of the Board
- Secretary Treasurer of the Board – as required
- Director of Finance & Administration
- Finance Controller
- Directors as assigned by the Executive Director
- Finance Manager
- Assistant Finance Manager
- Finance Supervisor(s)
- Assistant Director of Human Resources
- Human Resources Manager
- Property Manager

Credit Card Account Holders Limits, and Process

A corporate credit card is available to the following employees to pay for travel or other expenses incurred in the course of carrying out Agency business:

- Associate/Executive Director
- Director of Finance & Administration
- Executive Assistant
- Directors as assigned
- Finance Manager – Travel Department
- Managers as assigned
- Supervisors as assigned

- Finance Clerk -Travel

Credit cards are to be used for business purposes only. All receipts and supporting documentation are to be submitted to the Finance Department with a brief notation as to the nature of the expenses being submitted. Credit Card expenses are reviewed monthly by the Finance Manager and/or Director of Finance & Administration. The credit card holder is responsible for immediately reporting a lost or stolen card.

Monthly statements are to be paid in a timely manner in order to avoid interest charges. Credit card holders will submit the original receipts for all expenses incurred. Credit card expenses are reviewed monthly by the Director of Finance & Administration.

Statements are sent to each cardholder advising receipts and approved cheque requisitions must be submitted by a certain deadline. If no receipt submitted by the deadline, the purchase amount is automatically sent to Payroll for deduction. Employee will be reimbursed once the receipt is submitted.

The cardholder must review each statement carefully to ensure there are no fraudulent charges made. If they suspect a fraudulent charge, they must contact the credit card provider directly (phone number on the back of the card) and report it immediately. They must also advise Finance that they had contacted credit card provider to start an investigation. This must be done immediately as there is a one hundred (100) day deadline to report fraudulent charges.

Each cardholder is responsible for each charge made on the credit card. All policy guidelines apply when making a purchase. Prior approval must be received (approved cheque requisition) stating what the purchase is for, the amount, purpose, client name/ID if applicable.

Only valid receipts are acceptable, which must show in detail what was purchased, price, taxes and total amount of receipt.

No personal charges are to be made on the company credit card. Only approved work related expenses can be made on the credit card.

4.2 Travel

Tikinagan requires that an employee travel in the most economical and efficient way when providing service to our clients and when conducting Agency business.

Travel Authorization/Request Form

When required to travel, the employee must complete a Travel Authorization/Request Form and have it signed by their Supervisor prior to traveling.

This process must be followed regardless of whether an advance is required or not. An employee must receive authorization to travel.

Travel Advances

- Travel advances may be requested.
- Requests must be submitted in advance using the Travel Authorization/Request Form and Travel Deduction Form.
- The minimum amount of any travel advance is \$50.00.
- Expense Claims must be submitted within ten (10) working days of the trip using Travel Expense Claim Form.
- Any outstanding expense claims in excess of thirty (30) days will be deducted from an employee's regular pay, and the employee is deemed to consent to this when accepting a travel advance.
- Employees' travel accounts must be cleared by March 31, through a payroll deduction or other means.

Prior to receiving a travel advance an employee must sign the necessary documentation acknowledging:

- the employee's agreement to comply with the terms of this policy, Acknowledgement of Receipt and Review of Finance and Personnel Policies and Procedures Manual and Authorization to Deduct from Employee's Pay;
- the employee's understanding that any travel advance must be returned in accordance with this Policy will be deducted from the employee's pay cheque on the date it is due, unless the employee has made prior arrangements for repayment prior to that date;

When an employee has a travel advance, the employee must submit an expense claim for each trip within ten (10) working days of the trip. Failure to do so may result in the advance amount being deducted from their pay cheque.

Tikinagan will not pay excess freight charges for any non-business related freight when an employee travels by air.

Travel Arrangements

An employee's travel arrangements are made by the Travel Clerk. When an Agency vehicle is required, it must be booked in advance. All trips must be recorded in the travel log including trips made with an Agency vehicle.

Changes to Travel

All changes to travel arrangements (including cancellations, re-scheduling, mode of transportation,

accommodations or duration of trip) must be approved by an employee's Supervisor.

All changes to travel arrangements require every employee to:

1. complete a Travel Change/Cancellation Form
2. have the Travel Change/Cancellation Form authorized by their Supervisor during office hours, or by the On-Call Supervisor after office hours
3. submit to the Finance Department/Travel Department

Employees who do not complete and submit the Travel Changes/Cancellation Form are responsible for any surcharges incurred by the Agency. In emergency situations this Form will not be required at the time the change is required, but must be provided at the earliest opportunity.

No Show

Tikinagan will not be held responsible for "no shows" for any travel related expenses. When Tikinagan receives an invoice due to an employee's failure to cancel travel arrangements, the employee will be held responsible for this expense. With regard to accommodations, it is imperative the employee either informs the travel desk/on-call Supervisor or calls the hotel to inform of the cancellation before the required cancellation time as determined by the hotel. Failure to comply may result in charges being deducted off the employee's next pay cheque.

Failure to Travel Economically

Travel time, meals and accommodation expenses, and overtime will not be granted when an employee chooses to use ground travel when air travel is more economical.

Staff Housing

Whenever possible, staff will be booked at a staff housing location first, if available.

Private Accommodation

It is an employee's choice to use private accommodations (i.e. staying with family or friends) instead of a commercial establishment (i.e. hotel/motel). Tikinagan pays private accommodation expenses up to a maximum of \$100.00 per night other than in Northern communities in the Agency's catchment area. Due to the high cost of living in the northern communities the Agency serves, Tikinagan will pay a maximum of \$150.00 per night for private accommodation in those communities. A receipt is required.

Weathered In or Out

When an employee is on Tikinagan's business and weather prohibits them from returning to the workplace, accommodation and meal expenses will be paid. The employee will be entitled to their regular rate of pay for each day absent from duties.

When traveling for personal reasons and unable to return to work due to weather conditions, Tikinagan will not be held responsible in any way and will not pay any expenses. The employee will have to use vacation, CTO (compensating time off) or leave without pay for the time absent from work.

Tikinagan's Vehicles

Employees who operate motor vehicles, including cars, snow machines, boats and all-terrain vehicles, are required to be familiar with and adhere to the Tikinagan Safe Driving and Vehicle Use Policy.

Tikinagan's vehicles are for business use only, are booked in advance and whenever possible are used for all Agency trips.

Daily trip logs will be maintained to ensure tracking of business use of Agency vehicles. Mileage logs must be provided/faxed to the Property Department every Monday on the designated form. When Monday is a holiday the logs must be forwarded on Tuesday morning.

Tikinagan are not responsible for traffic violations or parking tickets that occur while an employee is using an Agency vehicle, or any resulting fines, fees or charges. The employee operating the vehicle at the time is fully responsible for these, and any amounts required to be paid by the Agency is recoverable in full from the employee, including as a deduction from their regular pay, which all employees are deemed to have consented to by operating and Agency vehicle.

If an Agency vehicle is not available, then a Supervisor's signature is required on the Travel Authorization Form in order for the employee to use their personal vehicle.

Tikinagan's vehicles may not, including but not limited to for insurance reasons, be used for personal use or to transport any individuals other than Tikinagan's clients, or on-duty employees and/or Board members.

Family members, personal friends, or any other person other than an on-duty Tikinagan's employee, are prohibited from being a passenger in a Tikinagan's vehicle, nor are Agency staff permitted to charge for or accept payment of any kind to transport an individual in an Agency vehicle.

All traffic violations involving an Agency vehicle must be immediately reported to a Supervisor, Manager or Director or to the Human Resources Department and may result in disciplinary action up to and including dismissal.

Car Rentals

Employees using rented vehicles are required to adhere to the Tikinagan Safe Driving and Vehicle Use Policy.

A car may be rented by an employee only after receiving approval from a Manager. All rentals must be rented in the name of the employee, using the employees personal credit card. Reimbursement for rental expense and associated fuel costs will be provided by Tikinagan upon provision of appropriate receipts.

When there is no access to a taxi service while in our catchment area, rental of a vehicle from a community member will be reimbursed in the maximum amount of \$100.00 per day.

Tikinagan will not be responsible for any traffic violations, parking tickets, unauthorized car rentals or if a rental car is towed away. Tikinagan will not be responsible for any insurance deductibles which may be assessed if a rented vehicle is in an accident. The employee operating the vehicle is fully responsible for these.

Personal Vehicles

Employees using a personal vehicle are required to adhere to the Tikinagan Safe Driving and Vehicle Use Policy. Employees may not transport clients in personal vehicles, without managerial approval.

A Supervisor has the authority to approve an employee's use of a private vehicle for work-related travel, and may do so in exceptional circumstances even if an Agency vehicle is available, providing it is the most economical way and the owner/driver carries the appropriate driver's license and

insurance coverage. Mileage @ \$0.58 per kilometer will be provided when an employee is required to drive their own vehicle with the authorization from their Supervisor.

Employees using their own vehicles for work purposes must carry no less than \$2.0 million public liability insurance and have an OPCF (Ontario Policy Change Forms) endorsement added to their personal automobile policy. An OPCF acknowledges that the vehicle is not for commercial use but gives the driver permission to carry (non-client) passengers for work-related purposes.

Tikinagan will not be responsible for any traffic violations, parking tickets, or any other costs associated with the employees' use of their personal vehicle. Tikinagan will not be responsible for any insurance deductibles which may be assessed if a personal vehicle is in an accident. The employee operating the vehicle is fully responsible for these.

Licensing and Insurance Information

All drivers, whether operating a vehicle on reserve or not, are responsible for maintaining and carrying a valid driver's license. A copy of the license and proper insurance coverage, where required, must be on the employee's personnel file before being allowed to drive Agency vehicle or to use personal vehicles for Agency business, and must be re-confirmed as valid annually thereafter.

Reporting of Accidents

An employee involved in an accident is required to report the accident immediately to the local police and to the employee's Supervisor/Manager or a Director if the Supervisor cannot be reached. The employee is required to complete and submit an Accident/Incident Report Form to their immediate Supervisor who then in turn shall report to either the Director of Finance and Administration or the Associate/Executive Director. A copy shall also be sent to the Property Manager and the Health and Safety Committee.

An Investigation Report will be submitted in accordance with Policy 2.25 (Accident/Incident Reporting) to the Property Manager, Associate/Executive Director and the Director of Finance & Administration. The Employee is also required to complete any report requested by the Police.

Accidents must be dealt with and reported to the insurance company by the Property Manager. A copy of any Accident/Incident Report and the Police Accident Report, if any, will be placed on the employee's personnel file. All of the Tikinagan vehicles will have a card in the glove compartment with the insurance documents that outlines the same in the event of an accident.

Tikinagan will not be held responsible for any accidents in the event an employee is conducting personal business during working hours.

The Tikinagan Safe Driving and Vehicle Use Policy provisions that apply in the event of an accident must be complied with.

4.2(a) Tikinagan Safe Driving and Vehicle Use Policy

Intent

Tikinagan has adopted this policy to provide our employee's with a set of guidelines to ensure the safe operation of motor vehicles while under the employment of Tikinagan, and to provide a set of procedures for acceptable use when operating Tikinagan owned and operated vehicles, or while travelling on Tikinagan business.

Employee Responsibilities

All Tikinagan employees are responsible for the following:

- Complying with the Tikinagan Safe Driving and Vehicle Use Policy and procedures.
- Notifying Managers of any health and safety concerns, so that they may be dealt with promptly.
- Protecting their own health and safety by working in compliance with the law and with safe work practices and procedures. Using appropriate safety equipment as required.
- Reporting unsafe or potentially hazardous conditions, without fear of reprisal to their Manager, Human Resources and Property Department.
- Performing their duties in a manner conducive to safety, following all safety practices and procedures.
- Reporting any incident, injury or hazard as outlined in procedures.

Complying with the Rules of the Road

Any Tikinagan employee that operates a Tikinagan owned and operated vehicle or a personal vehicle while conducting Tikinagan business is required to:

- Hold a valid Driver's License;
- Maintain the appropriate level of insurance;
- Carry their license at all times;
- Adhere to all applicable traffic laws;
- Drive in a safe and courteous manner;
- Adhere to all Tikinagan Policies and Procedures relating to the use of vehicles.

Pre-Trip Vehicle Safety Inspections

Tikinagan employees are required to perform a Pre-Trip Vehicle Safety Inspection prior to the operation of any Tikinagan owned/operated vehicles. Pre-Trip Safety Inspections are critical in the identification and avoidance of potential vehicular malfunctions/defects that may create potential health and safety issues.

Tikinagan employees will be required to complete a copy of the Vehicle Inspection Checklist before embarking on any trip using a Tikinagan owned/operated vehicle. The completed form must be submitted to Property Department after returning from the trip.

Safe Driving Techniques

Drivers are expected to employ safe driving techniques at all times while operating Tikinagan owned and operated vehicles, or while operating personally owned vehicles while on Tikinagan business.

Drivers must:

- Obey all posted speed limits and applicable traffic laws.
- Drivers should maintain a safe following distance between them and the vehicle in front of them, using the three (3) – six (6) second rule, depending on vehicle length.
- Avoid risk-taking when driving.
- When changing lanes, drivers must check mirrors and blind spots and start signaling well before they begin to change lanes.
- Exercise caution while operating Tikinagan vehicles and/or their own vehicle while on Agency business.
- Never stunt (i.e. spinning tires, tailgating, rapid acceleration, off roading etc. will not be tolerated in any company vehicle).
- Leave plenty of room to prevent any hard braking incidents to avoid possible collisions or missing intersections.
- Be courteous on the road to other drivers at all times.
- Avoid aggressive acceleration and unnecessary hard braking.
- Only travel to your preplanned destination, change of routes and destinations must be confirmed with your Supervisor and a Travel Change Form submitted to Travel.

Speeding

- Tikinagan employees are directed to drive within the posted speed limit at all times.
- Vehicles should be operated at speeds that are safe for the conditions, recognizing that, in some circumstances (such as rain, snow or fog) this may be below the posted speed limit.

Good Driving Habits

- **Stay alert:** Weather conditions can change quickly, placing extra demands on your vehicle and your driving skills. Keep your focus on the road and on other vehicles. Eliminate all distractions and make sure you are well rested.
- **Slow down:** Always drive according to weather conditions. Keep a safe distance between you and the vehicle in front of you to avoid having to brake suddenly on a slippery surface.
- **Stay in control:** Make sure you know how to handle your vehicle in all weather conditions.
- **Use your headlights:** when in low visibility conditions, use all of your headlights, not just daytime running lights.
- **Use your turn signal** when turning or changing lanes, do a shoulder check and mirror check prior to changing lanes.
- **Leave space** between yourself and vehicles in front of you for braking.
- **Avoid distractions** – read section in this Policy.
- **Obey the speed limit.**
- **Use your mirrors** for reversing and lane changing. When driving in reverse check all your surroundings prior to backing up by getting out of your car, use a spotter if possible and use your mirrors.
- **Accelerate gradually** with control, do not slam on the gas as you will lose control of the

vehicle. Aggressive acceleration causes unnecessary wear and tear to the vehicle and increases maintenance costs.

- Brake gradually, leave yourself enough space to stop before your target area especially when travelling at high speeds. Unnecessary aggressive or poor braking habits cause wear and tear to the vehicle and increase maintenance costs.

Seatbelts and Other Safety Features

Tikinagan vehicles contain features that promote safer driving, such as seatbelt warning devices and daytime running lights.

Employees are required to:

- Wear a seatbelt all times, including all stages of pregnancy, and ensure that passengers do the same;
- Drive with the headlights on at all times;
- Adjust headrests so the top of the rest is level with the top of the drivers and/or passengers head;
- Ensure all passengers have a proper seatbelt on and all car seats are installed according to the manufacturer's instructions and that child seatbelts are worn correctly; and
- Car seats are found at the Property Department, please have age and size of children with you in order to provide a proper car seat.

Alcohol, Drugs and Driving

- Never drive under the influence of alcohol, narcotics, medications or other drugs that are likely to affect your alertness or driving performance.
- Do not drive if you are unfit to do so. Contact your Human Resources Manager if you are unsure about your fitness to drive.

Fatigue

- Fatigue is basically a lack of sleep. Driving when fatigued significantly increases injury risk by impairing driving skills or the inability to resist falling asleep at the wheel.
- A good night's sleep is required before any long trip.
- Alternatives such as taxis and/or public transport should be considered where practical. If you are concerned about your level of fatigue, please contact your Human Resources Manager.

Use of Mobile Phones

- Tikinagan strictly prohibits the use of mobile phones, PDAs and other electronic equipment while operating Tikinagan owned and operated vehicles, or while operating a vehicle on Tikinagan business.
- The use of hands-free Bluetooth mobile phone system should be kept to a minimum when driving and only used when and if permitted by law.
- To make or receive calls:
 - Pull over and stop if you are alone;
 - Allow a passenger to operate the phone;

- Use voice mail and respond to the call at a safer time; or
- Let someone else drive, freeing you up to make or receive calls.

Employees are solely responsible for any fines and/or charges laid by the authorities for illegal use of a phone or PDA while operating a vehicle in the course of their employment. Employees who choose to violate the Policy will face disciplinary measures up to termination, or face personal legal responsibility if in the course and scope of their duties they are involved in a car accident and there is evidence that they were using their cell phone while driving.

Avoid Distractions

- Distractions may include: adjusting the radio, mobile phones, food and drink, personal grooming and other electronic devices (e.g. GPS devices, laptops, etc.).
- Drivers are expected to make all necessary preparations prior to beginning their journey, and should either pull over and stop before using any electronic devices, eating or drinking, or attending to any personal grooming matters.

Vehicle Maintenance

- Tikinagan owned and operated vehicles will be subject to the Vehicle Maintenance Policy.
- Tikinagan employees that are required to operate a Tikinagan owned and operated vehicle are required to complete the Pre-Trip Safety Checklist to ensure that the vehicle is up to date with maintenance and in safe operating condition.
- In the event that a maintenance issue exists, employees are directed to fill out a Vehicle Maintenance Form.

Inclement Weather

- Inclement weather may include snow, fog, rain, ice, hail and/or high winds.
- During periods of inclement weather, drivers should reduce their speed and drive in a safe fashion to allow for decreased visibility, decreased traction and increased stopping distances.
- In the event that the inclement weather is at a level that makes driving unsafe, or the roads are impassable, Tikinagan employees are directed to stop their vehicle in a safe position, and wait until it is safe to proceed. If they have not yet left for their destination, drivers are directed to inform their immediate Supervisor and/or manager as soon as possible to alert them to the situation, and the inability to travel safely.

Driving at Night

- Drivers should exercise increased levels of caution while driving at night, and take care to avoid over driving their headlights.
- If the distance needed to come to a complete stop exceeds the distance to which you can clearly see, you are over driving your headlights.
- As with inclement weather, drivers should reduce their speed and drive in a safe manner.

First Aid Kits/Road Safety Kits

- Tikinagan owned and operated vehicles will contain a first aid kit and a road safety kit in the trunk for use in case of emergencies. If one is not found in the vehicle as part of the

Pre-Trip Safety Inspection please report this to the Property Department immediately and obtain a replacement before driving.

- Where an employee operates their own personal vehicle for Tikinagan business purposes, they are highly encouraged to carry a first aid kit and road safety kit.

In the Event of an Accident

- In the event of a motor vehicle accident, Tikinagan employees that are operating a Tikinagan owned and operated vehicle should assess the situation and call the appropriate authorities where necessary (Ambulance, Fire Department, Police).
- Where possible, the driver should obtain the appropriate contact information from the other parties involved in the accident, including their insurance information, names and phone numbers.
- Drivers are required to share their appropriate insurance information and contact information with the other parties involved in the accident as well.
- If it is safe to do so, the driver should contact their immediate Supervisor and/or Manager to inform them of the altercation, and provide as much pertinent information as possible.
- Drivers involved in an accident should be aware of the first aid kit stored in the trunk of Tikinagan owned and operated vehicles.
- Once the driver has returned from the accident a full Incident Report must be filled out, signed by all appropriate staff and sent to the Human Resource Department.

Who is Allowed in Tikinagan Vehicles

- Only Tikinagan employees, clients and board members are allowed in the Tikinagan vehicles.
- Family members, personal friends and off duty employees are not allowed in the Tikinagan vehicles.
- Staff are not allowed to charge or accept payment of any kind for transporting an individual.

Vehicle Condition

- All vehicles are expected to be cleaned and free of debris before returning keys to Property Department.
- Return all car seats to the Property Department with the keys.
- Please report any incidents or issues to the Property Department along with vehicle check list.
- Please report any interior damage and spills to the Property Department so that the vehicle can be cleaned.

4.3 Travel Expense Claims

Within ten (10) days following a Tikinagan approved trip the employee is required to complete and submit a Travel Expenses Claim Form to the Finance Department. If a travel advance was provided, and the expense claim submitted is less than the advance, the amount owing to the Agency will automatically be deducted from the employees next payroll, unless the employee made prior arrangements to return funds.

Travel Expense Claim Form

All travel expenses must be claimed on the Travel Expense Claim Form on a regular basis and, in all cases, within ten (10) working days, stating the destination, travel dates, times of departure and arrival, the purpose of the trip and expenses. Original/scanned/faxed receipts for all expenses (excluding meals) are required and must be submitted with all claims. When a car rental has been authorized, the rental agreement must be attached to the Travel Expense Claim Form. Overpayments, namely amounts reimbursed or paid that are not in accordance with Tikinagan's policies shall be recovered from the employee.

Claims must be complete before they are approved by the employee's Supervisor. Approved Travel Expense Claim Forms are submitted to the finance department.

Where a Supervisor/Manager decides to exercise discretion in making an exception to policy, and in order to ensure a proper record for audit purposes, the rationale for the exception must be documented and accompany the claim, and be signed off by the Supervisor/Manager.

Expenses of a personal nature will not be reimbursed. Such expenses include but are not limited to expenses for recreational purposes, personal items, traffic and parking violations.

4.4 Meal Expenses

Tikinagan will provide a reimbursement for meal expenses for all employees while traveling on Agency business.

Expenses – maximum amount including taxes and gratuities – receipts are not required

Meal	Regular Rate	Remote Community Rate
Breakfast	15.00	20.00
Lunch	25.00	35.00
Supper	35.00	45.00
Incidentals		
Total	Maximum per day: 75.00	Maximum per day: 100.00
Incidentals	10.00	10.00

The Regular Rate applies to the following communities:

Dryden	Sioux Lookout	Red Lake
Hudson	Wabigoon	Balmertown
Nakina	Thunder Bay	Kenora
Ignace	Geraldton	Emo
Vermilion Bay		

The Remote Community Rate applies to the following communities within Tikinagan's catchment area:

Allanwater	Neskantaga (Lansdowne House)
Aroland	Slate Falls
Bearskin Lake	Nibinamik (Summer Beaver)
Cat Lake	North Caribou Lake (Weagamow/ Round Lake)
Deer Lake	North Spirit Lake
Eabametoong (Fort Hope)	Saugeen
Fort Severn	Pickle Lake
Kasabonika Lake	Pikangikum
Keewaywin	Poplar Hill
Kingfisher Lake	Sachigo Lake
Kitchenuhmaykoosib Inniuwug (Big Trout Lake)	Sandy Lake
Koocheching	Savant Lake
Lac Seul	Wapekeka
Marten Falls	Wawakapewin
McDowell Lake	Webequie
Mishkeegogamang (New Osnaburgh)	Wunnumin Lake
	Muskrat Dam

As meal expenses are for while traveling on Agency business, breakfast before commencing traveling will not be considered for reimbursement.

When travelling, if a hotel offers a complimentary breakfast, employees can claim for the breakfast allowance.

Lunch can be claimed when travel occurs before 11:30 a.m. Lunch cannot be claimed if travel ends

before 1:30 p.m.

Dinner can be claimed when travel occurs before 6:30 p.m. Dinner cannot be claimed if travel ends before 6:30 p.m.

A rate of \$10.00 per night for Incidentals can be claimed if you are staying overnight for Agency business. Incidentals may include items that may need to be purchased such as toothbrush, toothpaste, comb, hygiene products, etc., if missed while packing for overnight trips.

Receipts are not required for meal allowances and incidentals.

Detailed travel times must be documented for reimbursement. Adjustments will be made for those employees traveling between the Central Standard Time (CST) zone and the Eastern Standard Time (EST) zone.

4.5 Mileage for a Private Vehicle

Tikinagan will pay mileage to employees when they have prior approval from their Supervisor to use a private vehicle for business purposes.

When an employee has received authorization to use a private vehicle, the employee will be reimbursed for mileage at \$0.58 per kilometer. When an employee has received authorization to drive a private vehicle on a winter road (i.e. ice road), within Tikinagan's catchment area, the employee will be reimbursed at \$0.73 per kilometer for distance travelled on the winter road.

Mileage is calculated from the actual point of departure to the actual return destination. Mileage cannot be claimed when an employee travels to or from their home unless it is the shortest distance to the destination. Mileage in excess of the cost of airfare will not be paid unless prior authorization is obtained.

Employees can claim mileage on their travel Expense Claim Form using the following mileage chart. Where a community is not listed on the chart the Employee should consult with the Finance Department to determine the mileage.

All-Weather Roads Mileage Chart

One Way from Sioux Lookout to:	Mileage(km)
Airport Trip	5
Dinorwic	68
Dryden	100
Emo	321
Fort Frances	286
Frenchman's Head	40
Hudson	30
Ignace	144
Kenora	240
Slate Falls	176
Kejick Bay/Whitefish Bay	67
Mishkeegogamang/New Osnaburgh	232
Band Office at Ten Houses	216
Pickle Lake	260
Red Lake	310
Saugeen	130
Savant Lake	112
Thunder Bay	393
Vermilion Bay	141
Wabigoon	75
Wabigoon First Nation	78
Windigo Lake	497
Winnipeg	448

All-Weather Roads Mileage Chart

One Way: (alphabetical – from location)	Mileage (km)
Aroland to Geraldton	74

One Way: (alphabetical – from location)	Mileage (km)
Aroland to Thunder Bay	357
Aroland to Kenora (directly via #102)	827
Berens River to Red Lake	113
Dryden to Thunder Bay	353
Fort Frances to Emo	35
Ignace to Dinorwic	78
Ignace to Dryden	108
Mish to Thunder Bay (via Silver Dollar)	506
Nakina to Aroland	23
Nakina to Thunder Bay	347
Red Lake to Vermilion Bay	176
Savant Lake to Ignace	133
Thunder Bay to Fort Frances	347
Thunder Bay to Kenora	495
Thunder Bay to Geraldton	281
Vermilion Bay to Winnipeg	307

Winter Road Mileage Chart

One way to Pickle Lake:	Winter Road km.	Highway km.
Bearskin (by Windigo Lake)	191	241
Bearskin (by Big Trout Lake)	286	110
Wapekeka	232	110
Kitchenuhmay-koosib (Big Trout Lake)	207	110
Kasabonika	233	110
Wunnumin Lake	147	110
Kingfisher Lake	126	110
Summer Beaver	165	70
Webequie	238	70
Neskantaga (Lansdowne House)	135	70
Eabametoong (Fort Hope)	169	70
North Caribou Lake (Round Lake/Weagamow)	43	241
Muskrat Dam	99	241
Windigo Lake	0	241
Sachigo Lake	187	241
Sandy Lake	142	241
Koocheching	144	241
Keewaywin	112	241

Winter Road Mileage Chart

One Way to Berens River (enroute to Red Lake):	Winter Road km.	Highway km.
Wapekeka	601	0
Kitchenuhmay-koosib (BTL)	576	0
Windigo Lake	407	0
Weagamow	416	0
Muskrat Dam	424	0
Bearskin Lake	516	0
Sachigo Lake	512	0
Koocheching	349	0
Keewaywin	317	0
Sandy Lake	285	0
Deer Lake	291	0
North Spirit Lake	110	0
Poplar Hill	49	0
Pikangikum	28	0
Berens River to Sioux Lookout	0	428

4.6 Relocation

Tikinagan may assist an employee with relocation expenses when appropriate for Management positions, or when the position is relocated by the Agency, and when approved by the Associate/Executive Director or Director of Finance & Administration. Any approval of relocation assistance may be subject to a maximum as determined by the Associate/Executive Director or Director of Finance & Administration.

When relocation expenses are approved by the Associate/Executive Director or the Director of Finance & Administration, Tikinagan may assist an employee by paying expenses for private or commercial accommodation (or a combination of the two) and meals up to a maximum of fifteen (15) consecutive calendar days.

When Tikinagan's pays expenses to relocate an employee, it is expected that employee will make a minimum two (2) year employment commitment. If an employee leaves the Agency prior to the period committed to, relocation expenses must be paid back to the Agency. The amount owing will be pro-rated according to the employee's number of months of continuous service provided as a percentage of the period committed to, and deducted from their final pay cheque. Acceptance of relocation expenses shall be deemed consent to any such deduction. After an initial relocation, any further requests for relocation expenses will be reviewed on a case by case basis.

Accommodation

Hotel accommodations may be reimbursed by the Agency for up to a maximum of fifteen (15) consecutive calendar days. Receipts are required, or a room may be booked on a purchase order issued by the Travel Clerk.

Private accommodation expenses will be paid to a maximum of \$100.00 per night other than in Northern communities. In recognition of the high cost of living in Northern communities in the Agency's catchment area, Tikinagan will pay up to a maximum of \$150.00 per night for private accommodations in these communities.

Meal Reimbursement

The meal rates and requirements listed under Travel may be used/paid while an employee is in transit to their new work place. The meal rates may be used/paid until the employee finds permanent accommodation or up to a maximum of fifteen (15) consecutive calendar days, whichever comes first.

Should an employee be in the midst of relocating, the meal rates may be paid for the initial fifteen (15) calendar day period.

Travel

The relocating employee can claim for transportation while in transit to their new place of residence. The employee is required to submit receipts for bus or train fare, an airline ticket, etc. A maximum of \$0.58 cents per kilometer will be paid when using a personal vehicle to move the employee's belongings.

Moving

When approved, Tikinagan may pay the moving costs for all personal and household effects. Two (2) quotes are required when using a moving company. When any other means of transportation is used, a receipt of the actual moving costs is required (ie. truck/trailer rental, air freight, etc.).

SECTION 4: FINANCE AND TRAVEL

The employee may be reimbursed for moving expenses upon submission of original receipts and a travel expense claim to the finance department.

Only the Associate/Executive Director or Director of Finance & Administration has the authority to approve relocation expenses.

4.7 Payroll

Tikinagan will make appropriate deductions from wages, including the following:

1. Those required by federal or provincial acts or regulations.
2. Those authorized by a Court Order.
3. Amounts consented to in writing by the employee, including but not limited to, deemed consent as stipulated in this Policy Manual.
4. Overpayment of wages by the employer.
5. Outstanding and/or disallowed travel/equipment amounts previously paid to an employee.

At the time of hiring, all employees are required by the Human Resources Department to sign all payroll related forms, including the TD1 Form (for income tax purposes) and the Direct Deposit Form for payroll.

All requests to change banking information for payroll or finance must be done so by completing and signing a Direct Deposit Form. The Finance Department will contact the employee directly for confirmation of changes to banking information. The Finance Department will not accept any requests to changes of banking information via email or telephone without a signed direct deposit form.

All wages are paid bi-weekly, by direct deposit to the employee's bank account

All employees are required to submit properly authorized time sheets. Hours of work must be recorded by the employee and approved by a Supervisor before payment is made.

Authorized time sheets must be submitted to the Payroll Department at the end of each two (s) week pay period for payment and filing in the employee's payroll file. Tikinagan has the authority to withhold pay when time sheets are not submitted on time or have not been approved by a Supervisor.

At the time wages are paid, the employee will get a cheque stub setting out the following information:

1. The hours worked and the period of time covered.
2. The rate of wages.
3. The amount of wages.
4. The amount and purpose of each deduction.
5. Any other payment to which the employee is entitled.
6. The net amount of money being paid to the employee.

4.8 Wages

Permanent Full-time

Tikinagan will pay at least the minimum wage rate on the salary grid for a permanent full-time employee's classification to persons who are required to perform work, unless otherwise specified.

Wages on the salary grid are classified to begin at base levels and increase with higher qualifications for education, work experience, fluency in an Indigenous language of the catchment area, and for being community based.

Term/Contract Employees

The rate of pay for term/contract employees shall be in accordance with the contract.

Casual Employees

Tikinagan will pay casual relief employees at a rate to be determined at the date of hire. Timesheets are to be completed recording hours of work.

4.9 Salary Increases

Where appropriate, Tikinagan may give permanent full-time employees a salary increase, or cost of living allowance on their seniority date, subject to availability of funds. The amount of any incremental increase will normally be based on the Agency's salary grids.

4.10 On-Call Pay

Tikinagan employees will receive on-call pay in accordance with this policy.

This Policy does not apply to full time After Hours Workers, who will continue to receive pay as stipulated in their contracts.

An “on call” rate is a stipend paid to those performing “on call” duties (“On-Call Pay”).

POSITION:	CURRENT RATE OF PAY:
On-Call Co-ordinator	\$800.00 per week or \$114.29 per day for all communities
On-Call Supervisor	\$150.00 per day (Monday to Friday) \$250.00 per day (Saturday, Sunday, Stat Holiday)
On-Call Worker	\$150.00 per day (Monday to Friday) \$250.00 per day (Saturday, Sunday and Stat Holidays)

In addition to On-Call Pay, only the On-Call Worker and On-Call Supervisor will be eligible to be paid their hourly wage when actually responding to calls or situations past three hours. [Example: if a worker responds to a call at 12:00 a.m. and is finished at 4:00 a.m. they are eligible for one (1) hour of wages at their hourly rate in addition to the On-Call Pay.]

All workers will be required to complete and submit tracking forms to account for all time spent actually working during each call. Shifts should not be split.

4.11 Retroactive Pay

Tikinagan may issue approved retroactive pay in appropriate situations.

Only employees currently on payroll at the time any retroactive pay is approved will be considered for retroactive pay.

The Director of Finance & Administration is responsible for ensuring written documentation is given to the employee and Human Resources Department.

4.12 Garnishment of Wages

Tikinagan will honour all legally issued Court Garnishment Orders. An employee will not be disciplined, or otherwise negatively affected, because their wages are garnished, nor will it affect an employee's performance appraisal.

The employee's wages will be reduced by the amount and for the length of time as required by the Court Order.

The employee will be given a copy by the Payroll Department of the amount to be deducted from their payroll and a copy of the Court Order will be placed on the employee's personnel file.

4.13 Donations

Tikinagan receives numerous requests for donations from First Nations and organizations. Tikinagan has limited resources but will consider making donations based on the following criteria:

Criteria for making donations:

- Events/activities involving children or youth, especially if the event could be seen as prevention of children coming into care or the event/activity involves children in Tikinagan's care.
- Events/activities in First Nations served by Tikinagan which could be seen as prevention of children coming into care or building community capacity to address child welfare issues.

Factors to be considered in determining the size of donations:

- The number of participants.
- The link to children in care, staff, or board.
- The likelihood of the event/activity to prevent children from coming into care or to build community capacity to address child welfare issues.

Procedure:

1. All requests for donations will be forwarded to the Finance Department who will circulate the requests to the Directors for consideration.
2. Final approval for any donation will be given by the Directors.
3. The Finance Department will ensure that any approved donation requests are processed.