



**Anglican Diocese
of Niagara**

**Human Resources Manual
for
Diocesan Staff-persons**

Issued with episcopal approval: January 16, 2018

Dear fellow diocesan staff-members,

This human resources manual contains policies, directives, practices and protocols for Cathedral Place staff-persons who are working for the Synod of the Diocese of Niagara and who report, directly or indirectly, to the Bishop of Niagara. The manual is not exhaustive of every issue that one might face when working within the Diocese, and does not answer every question that might be raised. It does however aim to provide a helpful foundation of core values, how best to work together and overall, how to accomplish our work within the Diocese by describing how to best create a constructive and safe working environment.

It is important to remember that though this document is intended to support a healthy and helpful working environment, this environment ultimately depends on the work each individual does to ensure these values are upheld. Each person brings unique gifts and expertise into the workplace each day, and these gifts will enable us to support the mission and ministry of the Synod of the Diocese of Niagara to the best of our abilities. The policies, practices, protocols and guidelines presented here are subject to change from time to time as policies, practices and protocols evolve and grow. Staff-persons shall be notified of such changes when they become effective.

Should staff-persons have any questions or concerns, they should not hesitate to speak to a supervisor, Director, the Director of Human Resources, or the Bishop. This will help to ensure everyone's needs are being met.

Sincerely,

A handwritten signature in black ink, appearing to read 'Terry DeForest', is positioned above the typed name.

The Reverend Canon Terry DeForest
Vision Advocate and the Director of Human Resources
The Synod of the Diocese of Niagara

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Organizational overview

Our Vision for Ministry



Living our vision:

In prayer and thoughtful reflection and deliberation, the people of the Synod of the Diocese of Niagara have formulated a vision for ministry which in turn speaks to and drives the development of our Anglican community.

"Where there is no vision, the people perish..." so saith the King James Version of Proverbs 29:18a! Other translations and paraphrases sound less dire. "If people can't see what God is doing, they stumble all over themselves..." The Message or "the people get out of hand..." The Jerusalem Bible. But none recommend living without vision; but what blessings unfold where there is vision?

We, as the Diocese of Niagara, trust in the God of mission. We believe, therefore, that God is doing powerful things in the world, around, amongst, within and, at times, in spite of us. Since 2008, we have been guided by a particular Vision for Ministry calling us to follow Jesus, the Christ, passionately. Baptism initiates us into this adventure and deputizes us to work with God and with so many others to pursue excellence, practise justice and grow. Responding to that call and nurtured by the values of spiritual discipline, valuing diversity, honesty and integrity, passion and hard work, we flower in life-giving ways. We are, consequently, more boldly prophetic as partners in social justice-making, more generous and innovative, engaged in life-changing worship and

being raised up as leaders for and in God's ministry. We will still stumble on the way, but we are delighted in finding, afresh, a vision-guided way.

General Information

This manual presents policies and practices pertaining to the Synod of the Diocese of Niagara, herein referred to simply as "the Diocese of Niagara" or "the Diocese."

There is a distinction to be made in law between staff-persons and office-holders (who serve under the licence of the bishop). Nevertheless, in this manual the words "staff," "staff-person" or "staff-persons" are intended to refer to both staff-persons and office-holders alike.

Outlines of roles and responsibilities [Staff-person expectations]

Hiring

When a position becomes available and is to be filled through an advertised process, a job posting will be placed in one or more common areas to which all staff-persons have access. Any interested staff-person may apply for a position by providing an updated version of their résumé along with a letter expressing their interest in the position.

Where all job skills and abilities are equal between an internal and external candidate, the internal candidate will be offered the position.

Whether advertising for internal or external applicants, the Diocese welcomes and encourages applications from people with disabilities for all vacancies at Cathedral Place. Accommodations are available on request for candidates in all aspects of the selection process.

Job descriptions

Every staff-person shall be provided with a job description that clearly sets out:

- The purpose of the position,
- The duties and responsibilities, and
- The reporting relationship(s).

The job description will be reviewed annually by the staff-person's immediate supervisor in consultation with the staff-person and the Director of Human Resources. If the position, its duties, responsibilities or reporting relationships are changed, the job description shall be amended accordingly.

Office hours and breaks

For the Diocesan Offices the following work hours apply:

Hours for September to June: 9 a.m. to 5 p.m., Monday to Friday, with one hour designated for lunch, as unpaid time

Summer Hours: 8:30 a.m. to 4:30 p.m., Monday to Thursday, with half an hour designated for lunch as unpaid time, with Fridays off.

Fridays in July and August are typically scheduled off and Diocesan Offices are closed. This schedule may vary from year to year, dependent on when holidays fall in July and September.

Lunch periods:

From September to June, one hour is designated for lunch. On the summer schedule, half an hour is designated for lunch. Lunch periods are not considered paid time. Adequate telephone answering and reception service, however, shall be provided during lunch periods.

Coffee breaks:

There are two 15-minute coffee breaks each day. Adequate telephone answering and reception service, however, shall be provided at such times.

Christmas closing

The Diocesan office will close each year between Christmas Day and January 1 inclusive. This practice may be changed in the future without notice. Time off during the Christmas closing is not counted as vacation time taken.

Worship and community gatherings

In keeping with our role as staff who resource and support the Christian ministries of a wider diocesan family, we worship together. The pattern of this worship shifts, but at present we worship together a couple of times a month, often scheduled on Wednesday mornings at 9:15. All members of the staff are invited to take part in this worship time. On the occasions we share in Holy Eucharist, all are invited to receive the sacrament, but no one is compelled to do so.

On the weeks when we do not worship together, we have community events, which range from social events to staff training. All members of the staff are expected to take part in these staff community-building events. Particular training offerings are elective, when, in the opinion of the staff-person's supervisor, the training on offer is not directly relevant to a staff-person's particular job responsibilities.

Cancellation of Cathedral Place Office Operations Protocols & Practices

Severe weather conditions, prolonged hydro or other utility interruptions, unsafe building conditions, localized or city-wide emergencies, or other circumstances which would preclude the safe continuation of on-site activities at Cathedral Place, may result in cancellation of Cathedral Place office operations.

As an adjunct to this Protocol, the Executive Administrator shall issue, maintain and promulgate a current notification practices document for facilitating notification of cancellations under the circumstances covered by Sections 1b and 2 below. Every staff member must provide up to date contact information to receive this notification. Staff with disabilities will always be notified as soon as possible.

No staff will be expected to attend or remain in attendance on a day when Cathedral Place office operations are cancelled except (at the call of the Executive Administrator, in consultation with the Property Manager) as follows:

- Those staff who are directly involved with snow- or ice-clearing or building emergencies; and,
- the Night/Weekend Desk Staff, in those cases where some events or building uses are not also cancelled,

The Cathedral congregation and Jamesville Children's Centre are asked to generate and execute their own policies, protocols and practices.

1) Whole Day Cancellations

- a) When both the Hamilton-Wentworth District (Public) School Board and the Hamilton-Wentworth Catholic District School Board declare that **schools are closed** (for reasons relevant to this the subject matter of these protocols and practices, rather than for Professional Development Days, labour disputes, etc.) on a particular day, **Cathedral Place office operations will be automatically cancelled. If the time of year is such that the school boards would not normally issue a declaration (winter/summer breaks), part b of this section would apply.**
- b) If there is no reasonable expectation of a school board declaration, or in the event of unsafe building or local conditions discovered prior to the commencement of operations, **both** the Bishop or, in her/his absence, the Executive Administrator (or her/his designate) **and** the Dean (or her/his designate), will consult about the need for, extent and timing of a cancellation of Cathedral or diocesan events, or, other Cathedral Place building uses.

2) Mid-Day Cancellations

The Bishop or, in her/his absence, the Executive Administrator or his/her designate may decide that worsening weather conditions, prolonged hydro or other utility interruption, unsafe building or local conditions, or city-wide emergency warrant cancellation of Cathedral Place office operations for the remainder of a day.

The Dean or her/his designate may similarly decide that circumstances warrant cancellation of Cathedral operations for the remainder of a day.

Notification Practices

In the event of public declarations (TV or radio broadcasts) of cancellation of school (for reasons relevant to these protocols and practices) by both the Hamilton-Wentworth District (Public) School Board and the Hamilton-Wentworth Catholic District School Board, staff will be deemed to have been notified. The Communications Coordinator will, however, reinforce the message through social media and our website.

In the event of unsafe building or local conditions discovered prior to the commencement of operations or during a time when the school boards are not expected to make a declaration, after consultation with one another, the Dean and Executive Administrator, or their designates, will notify staff via a notification “tree” maintained for this purpose. The notification “tree” will place staff with disabilities first.

In the event of a mid-day cancellation, all staff will be notified by the Executive Administrator or her/his designate of a mid-day cancellation affecting their activities by e-mail and/or intercom.

In the event of any cancellation of events or building uses:

The Executive Administrator or her/his designate will notify the Property Manager, who will, in turn, directly contact all affected (outside, diocesan-booked, and/or Cathedral-booked) scheduled building users for that particular day about the cancellation of affected events.

The Executive Administrator and the Dean, or their designates, will notify the Communications Coordinator about the cancellation of events.

The Communications Coordinator will notify social and other media about the cancellation of events scheduled to be held at Cathedral Place and will update the diocesan website.

If access to the building is possible, the Executive Administrator may request that the outgoing voice-mail message for Cathedral Place be changed to an alternate greeting informing callers of the cancellation of events.

Facilities management and contact when the Synod Office is closed

The Dean, the Executive Administrator and the Property Manager or their designates, are on call for urgent property maintenance issues and emergencies, and serve as after-hours contacts for alarms and authorized building access.

Parking

Free parking is currently made available on site for staff. All vehicles are parked at the owner's risk and the Diocese cannot be responsible for any damage to a vehicle or any loss of personal items.

When special events are occurring at the Cathedral or Diocesan offices where many guests are expected, staff-persons are asked to park off-site in order to provide parking for our guests.

Expected Conduct

Dress

The Diocese has chosen to offer a 'business casual' dress environment for staff-persons. Staff members are expected to use good judgement and to show courtesy to their co-workers and those whom we serve in a manner that is presentable and appropriate. Fridays are frequently a more casual day. Whatever the day of the week, Cathedral Place is a place of business.

Should staff-persons be asked to attend a business meeting in the Synod Office or elsewhere, attire should be appropriate to the business environment.

Any questions as to the content of this directive or its interpretation should be directed to the Director of Human Resources.

Safe work environment

A cross-section of tools is deployed to ensure that work at the Diocese is safe, emotionally, spiritually and physically.

- We operate under the Occupational Health and Safety guidelines of the Province of Ontario, have an active staff training program and have a Joint Health and Safety Committee.

We comply with the provisions of the Occupational Health and Safety Act [Cf. Part III.0.1 Violence and Harassment].

Allergies

Scented products can cause adverse and at times, serious allergic reactions. These reactions can mean that an individual is faced with an unsafe work environment. Out of respect for all individuals, scented products of any kind are discouraged in the Synod Office.

We realize that it may not be possible to remove all scented products and therefore if a staff member has a reaction to a scented product and informs the person responsible of this reaction, those responsible must refrain from wearing or bringing the product to the office in the future. If the request is not respected, the Director of Human Resources and the Joint Health and Safety Committee will review the circumstances and make a recommendation for resolution.

Smoking

Smoking is not permitted in the buildings or on the grounds of Cathedral Place except for the designated area on the western side of the grounds, at least 4 meters away from entrances.

Conflict of interest

Staff must acknowledge and formally declare their own actual or potential conflict of interest in any area prior to the discussion and decision-making process. Staff must also acknowledge and formally declare their own actual or perceived conflict of interest involving other person(s) prior to the discussion or decision-making process.

Examples of conflict of interest include:

- Where there is potential for a staff member, one of their family members, or close associates to secure special privileges or consideration;
- Where the staff member is employed by the Diocese and concurrently by an organization which may establish bias;
- Where there is potential to gain financially from information obtained or services provided by the staff of the Diocese.

Once the conflict has been declared, staff or volunteers in the group will decide which of the following is appropriate:

- Leave the room for discussion and decisions;
- Remain in the room, but not participate;
- Remain in the room, participate, but declare the conflict each time;
- Remain in the room and participate fully; or,
- Completely disassociate from decisions or discussions for a period of time.

Performance reviews

Each staff-person and her/his supervisor(s) shall meet regularly to discuss the staff-person's performance with the aim of:

- Identifying and recognizing achievement
- Encouraging an open dialogue between the staff-person and the supervisor,
- Providing feedback on performance-related issues,
- Identifying areas for improvement and providing coaching and personal development opportunities related to these areas, and
- Identifying any areas where expectations or goals need to be adjusted.

At least annually, the performance of each staff-person shall be evaluated formally in writing, utilizing the performance management process that has been approved by the Bishop. The evaluation shall be discussed with the staff-person, signed by the staff-person and her/his supervisor and placed in the staff-person's personnel file.

Documents can be made available in an accessible format and both the format of the interview and communicating the results adjusted appropriately for staff-persons with disabilities.

As part of the formal performance review, the staff-person and the supervisor shall establish development goals for the coming year.

Speaking to the media

Communications pertaining to matters affecting the Anglican Church and the Diocese are the responsibility of the Bishop and the Communications Coordinator. If a staff member is contacted, any inquiries must be forwarded to the Communications Coordinator. Unauthorized responses can lead to embarrassment and could incur liabilities.

Social media

See Appendix for Computer and Internet Use.

Police Records Checks

It is required as a condition of employment that every diocesan staff-person present, for review and copying by the Executive Administrator or Senior Administrative Assistant (or their successors or designates), a current, original Police Record Check (PRC). This requirement must be met upon appointment and on or before the third anniversary of the previous version presented. Some positions require a version of the PRC known as a Vulnerable Sector Check. These positions will be identified in the staff-person's letter of appointment or subsequent communications from supervisory staff.

It must be recognized that the existence of a criminal record does not necessarily exclude someone from a position with the Diocese. The information contained in a PRC may become part of a further conversation to determine the suitability of the individual for hiring or continuing employment. However, it needs to be clearly understood that where an individual's behaviour indicates that a vulnerable group could be put at risk should the individual continue in a position of trust, the Church must err on the side of caution.

Should, in the judgement of the Bishop or the Bishop's designate, a particular criminal offence be deemed to put at risk the suitability of a person for a position of employment with the Diocese, appropriate corrective action or discipline up to and including termination on a *with cause* basis may be taken.

See *Instructions for Obtaining a Police Records Check* on the diocesan website for details concerning this requirement.

Work Structure

Probationary Period

New staff- persons are on probation for a period as stipulated in the letter of offer, during which time their employment can be terminated without notice, or pay *in lieu* of notice. Prior to the completion of the probation period, a performance review will be carried out. Written confirmation that the probation period has been successfully completed will be provided to the staff-person within ten business days following the completion of the probation period. In unusual circumstances where appropriate, the probation period may be extended by the employer with at least ten days' notice.

Salary Administration and Benefit Information

Payroll distribution

Salaries are paid on the 15th of each month (or on the preceding Friday when the 15th falls on the weekend) by automatic transfer to the staff member's bank account. It is the staff-person's responsibility to ensure that the payroll department has current and accurate information for payroll, pension and benefits purposes.

Overtime

Full-time hours are defined as 35 hours per week. Any staff-persons who typically work fewer than 35 hours per week are part-time staff-persons.

The threshold for overtime, for those staff-persons who are eligible for overtime, is 44 hours per week. Full-time director level or higher staff-persons are expected to work the hours necessary to accomplish their work, including evenings and weekends, with no extra financial compensation for overtime. For these persons, equivalent time off may

be taken at other appropriate times as agreed with the immediate supervisor. Part-time director level or higher staff-persons are expected to work not more than 10% in excess of their contracted hours in order to accomplish their work.

Only in exceptional circumstances will overtime pay be considered. It is preferable for *in lieu* time to be taken during the months of July, August or December, but permission must be obtained from the relevant supervisor for time off at any time of year.

In the event that additional hours are necessary for evening meetings, a dinner allowance in accordance with the section on Reimbursement of Expenses will be paid, if dinner is not provided, for work of three hours or more.

Job classifications

See Appendix inserted at the end of this document for an organizational chart of jobs within the Diocese.

Safe Church

The Diocese of Niagara is committed to providing a workplace that is demonstrably free from violence, coercion, and discrimination.

It is our policy that sexual assault, sexual harassment, or sexual abuse of any kind, whether to an adult, adolescent or child, male or female, by or to any staff person, contract staff-person or volunteer, will not be tolerated.

We will address any complaints promptly, seriously and systematically, in cooperation with proper authorities where appropriate.

Particularly in relationships of trust where power and authority and confidentiality concerns are present care must be exercised to avoid taking advantage of trust, or abusing power and the responsibility of authority.

An ethic of mutual respect, responsibility and caring for each other and those whom we serve is expected of staff.

Any questions as to the content of this policy or its interpretation should be directed to the Secretary of Synod, Director of Safe Church, Volunteer Management and Screening.

Continuing education and professional development

The Diocese is committed to supporting the professional and personal growth of staff members. For details, contact the Director of Human Resources. As identified in letters of appointment, most permanent full-time Diocesan staff-persons are members of the Continuing Education Plan. C.E.P. members are encouraged to use this resource regularly.

Where C.E.P. funds are not available staff-persons may receive financial support for training courses: up to 100% for job-related courses, and up to 50% for personal development courses, at the discretion of their supervisor. Courses which qualify are:

- Job-related training;
- Skill building courses;
- Courses to improve individual competence; and,
- Learning activities for personal development or growth.

It may be possible to take a 1-week leave for professional development purposes. For detailed information please meet with your supervisor.

Continuing education programs are subject to the approval of the immediate supervisor, who will determine whether the continuing education opportunity will facilitate the work of the Diocese and will be of mutual advantage to the staff-persons and the employing unit.

Final approval of the continuing education program rests with the supervising Director, in consultation with the Director of Human Resources, and the Bishop. Approval of continuing education leave is subject to the requirements of the workplace, as well as budgetary considerations.

Compensation

General performance and workplace issues

Honoraria

Those who serve in full-time director-level or higher positions shall not accept honoraria given to them personally for work done in the parishes of the Diocese of Niagara which falls within either their job description or contracted work hours.

Reimbursement of expenses

This protocol provides for the reimbursement of expenses by the Incorporated Synod of the Diocese of Niagara to staff members, for reasonable expenses incurred while on business for the Diocese. The protocol also applies to the reimbursement of expenses to volunteers and clergy of the Diocese when they are involved in the diocesan boards, committees and other projects, but only to the extent that these expenses are not otherwise reimbursable. Business of the Diocese shall include committee work, meetings and designated groups with responsibility to either the Bishop or the Synod Council. Claims for reimbursement of expenses should be submitted within 60 days following the date the expense is incurred using the appropriate expense claim form and with original receipts attached. Taxes charged must show on the receipt for every purchase. The expense claim form must be signed by the claimant and approved in writing by the Treasurer or person designated as responsible for a particular expenditure. Expenses need to be reimbursed within the calendar year in which they

are incurred. Final claims must be made within thirty (30) days of the end of the year, December 31st.

Responsibilities:

(i) The person making the claim and the person approving the claim are both responsible for ensuring that the claim for reimbursement is in accordance with this protocol and the guidelines of the program to which the expense is to be charged. (ii) The Finance Department reviews expense claims prior to payment.

Guidelines:

Authorization and Approval:

Any expense in excess of \$100.00 must be pre-approved by the person who will be expected to approve the expense claim. No costs should be incurred unless there is reasonable assurance that provision has been made, and is still available in the diocesan budget, for the expense.

The Director of Finance will, from time to time and in consultation with the Bishop or her/his designate, designate which persons have the authority to approve expense claims having regard to the needs of the organization both for responsiveness and good internal control.

Documentation:

The "Expense Sheet" form must be properly completed, signed by the claimant and approved in writing by the appropriate person. It must be submitted to the Finance Department at Cathedral Place within 60 days of incurring the expense. Original receipts should be provided to substantiate the claim. Receipts must indicate the amount of HST paid.

An individual may choose to use a personal credit card in the payment of expenses if this is the most convenient means of doing so. However, the annual card fee or any service charge related to the use of a personal credit card is the sole responsibility of the individual claiming the expense and is not reimbursable by the Diocese.

The specific nature of expenditures must be identified. Items marked "Miscellaneous expenses" will not be reimbursed.

Eligible Expenses:

Travel:

The most economical method of transportation must be used when travelling outside the Diocese. If a staff-person chooses another mode of transportation, s/he will be personally responsible for the difference between the most economical method and the method chosen.

Air Travel:

The most economical fare should be obtained. The staff member is responsible for obtaining refunds for all unused airline tickets.

Automobile:

Mileage may be claimed when the individual is required to travel on diocesan business, except in cases where an alternative cost reimbursement protocol is in place. Staff members who are required to travel on a weekday may claim mileage, calculated as the lesser of actual mileage traveled and the distance between the Cathedral Place and the other location. On Saturdays or Sundays, mileage will be calculated as the lesser of actual mileage traveled and the distance between the staff-person's residence and the other location. For individuals traveling together only one claim can be made for one automobile. Volunteers and clergy who travel for Diocesan business may claim mileage based on actual distance traveled but only to the extent that the travel is not otherwise reimbursable.

Certain charges for parking while on Diocesan business will be reimbursed. The Diocese strives to ensure that mileage rates are within CRA guidelines for non-taxable benefits, however if an individual travels more than 5,000 kilometers a year that individual is solely responsible for ensuring that the appropriate information is reported to the CRA. Parking tickets and fines for motor vehicle violations will not be reimbursed.

Meal Allowance:

Clergy, volunteers and staff members may claim the actual cost of meals up to the fixed allowance of \$50 per day by submitting receipts. The *per diem* meal allowance will not apply where meals are included as part of another reimbursable item (e.g. meal included with transportation charge or/in conference registration fees, etc.). Meals will be reimbursed when the hours of work occur over a mealtime that is not normally worked and when a staff-person is away from the office. On weekends a meal may be provided if a minimum of five hours is worked. When a staff-person is out of town, up to a maximum of \$50.00 per day will be allowed for meals.

Breakfast \$10.00

Lunch \$15.00

Supper \$25.00

Business Meals:

Meal receipts must include the names of all who participated in the meal. Business meals involving others besides Diocesan staff will be paid by the most senior staff person present. Business meals involving solely Diocesan staff will only be reimbursed in exceptional circumstances and must have prior permission of the Executive Administrator.

Accommodation:

Moderately priced hotels are to be used; luxury accommodation is to be avoided.

Other:

Costs of obtaining passport, visa, or traveler's medical insurance are not allowable unless incurred for the sole purpose of travel on diocesan business.

Computers:

All diocesan staff-persons have been provided computer access for work purposes. Therefore internet, software, hardware, and other services for home computers will not be eligible for reimbursement except for the support costs associated to the offsite access for senior staff, as required by the Diocese.

Mobile Devices:

Technical support will only be provided for devices obtained with Diocesan approval. Those staff whose job requires occasional offsite or outside of business hours access may be eligible to receive an event-specific honorarium in acknowledgment of allowing use of their personal cell phone for work related duties. Those staff whose job requires continuous accessibility may be eligible to receive a business use subsidy of cell phone costs on a monthly basis in exchange for allowing their personal cell phone to be available for work related calls or other digital communications

No person who is driving for Diocesan business purposes should use any hand-held device while driving or while stopped at a traffic light etc.. Safety is important to all of us and as members of the Church we can be an example to others in creating safe communities.

Employee and Family Assistance Plan (EFAP)

The Employee and Family Assistance Plan is, at time of publication, provided by Shepell and is available to all staff and their families. Their telephone contact number is 1-800-387-4765, TTY at 1-877-338-0278, and online at www.workhealthlife.com. Health and wellness information bulletins from Shepell are posted on the Diocesan website under Clergy Resources/Wellness. The plan provides confidential, professional, short-term assistance for a variety of concerns including:

- Stress management
- Alcohol/ drug addiction (including smoking)
- Marital and family concerns
- Fitness and nutrition concerns
- Career and work-related concerns
- Retirement
- Care of elderly and disabled family members
- Bereavement
- Depression and anxiety
- Legal counselling
- Online counselling
- Career counselling

- Naturopathic services

Accessibility for Ontarians with Disabilities Act

The Diocese will make every reasonable effort to ensure that its policies, practices and procedures are consistent with the principles of dignity, independence, integration and equal opportunity by:

- Ensuring that all people who interact with diocesan staff receive the same value and quality of service;
- Allowing all those with disabilities to do things in their own ways at their own pace when accessing services as long as this does not present a safety risk;
- Using alternative methods when possible to ensure that all those with disabilities have access to the same services, in the same place and in a similar manner;
- Taking into account individual needs when providing services;
- Communicating in a manner that takes into account the individual's disability; and to the extent possible, providing notice of disruptions in service.

Workplace harassment and complaints

Workplace harassment is defined as:

- Engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome.

Workplace harassment may include bullying, intimidating or offensive jokes or innuendos, displaying or circulating offensive pictures or materials, or offensive or intimidating phone calls.

Workplace violence or workplace harassment will not be tolerated.

Any questions as to the content of this directive or its interpretation should be directed to the Secretary of Synod, Director of Safe Church, Volunteer Management and Screening.

Complaints process:

Should an staff-person have a complaint pertaining to Workplace Harassment, they should proceed in the following way:

- 1) Notify a supervisor, or relevant department head, of the situation.
- 2) Should the problem not be resolved, contact the Director of Safe Church.
- 3) An appeal of the decisions as per (2) above may be made to the Bishop.

Workplace violence

Workplace violence means:

- The exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker

- An attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker
- A statement or behaviour that it is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker.

All staff-persons are responsible for contributing to and maintaining a safe work place by refraining from behaviour that constitutes workplace violence. Compliance with this directive is mandatory. Infractions will be considered to be misconduct and appropriate discipline will be imposed up to and including termination for cause.

Corrective action

It is the expectation that a supervisor and staff-person will be able to work out performance and conduct issues on a daily basis. In the event that normal supervisory and coaching activities are unable to resolve a problem, the following corrective action process shall be used.

1. The supervisor will meet with the staff-person to talk about the conduct/performance issue and clarify the expectations. This discussion will be documented, including a timeframe for corrected action to be evident, and placed in the staff-person's file. If appropriate the staff-person may be referred to the EFAP. The supervisor will identify what, if any, training or other resources might be necessary to assist the staff-person in fulfilling expectations.
2. If the problem is not corrected within the established timeframe, a written corrective action letter will be given to the staff-person stating the issue(s), and expected improvement. This letter will include specific steps to be taken by the staff-person with strict time limits on their completion.
3. If the issue remains unresolved after (1) the conversation and (2) written corrective action, the supervisor will consult with the Director of Human Resources concerning appropriate disciplinary action up to and including terminating the staff-person's employment.

Corrective action may be imposed in instances of, but not necessarily limited to:: excessive absenteeism, insubordination, poor job performance, or disregard for Diocesan policies. The Diocese has the right as employer to use this Corrective Action process when necessary and to bypass any corrective action steps if the situation dictates. The employment of staff members may be terminated if the corrective action process fails to correct the staff-person's behaviour or in instances of serious misconduct.

Appeal procedure

A staff-person may appeal decisions or actions, including but not limited to corrective action affecting them in accordance with the following procedure. It is not appropriate to discuss differences/complaints regarding supervisors with fellow staff-persons.

Inquiries or concerns related to the interpretation or implementation of human resources policies, directives, practices or protocols, administration of the office or any other related matter should be addressed to the relevant supervisor or Director. If, after this discussion, the issues have not been resolved, the staff-person may refer the matter to the Director of Human Resources. If the matter involves the Director of Human Resources, the staff-person may request that the matter be brought to the attention of the Bishop in a timely manner.

Benefits

Health and dental benefits

When each staff-person is hired, they will be given a booklet containing specific information regarding their benefits. Should staff have any questions regarding specific coverage details, they can first contact the national church Pension Office at 416-960-2484, and, where recommended, contact Manulife Insurance at 1-800-268-6195.

Sick leave & benefits

The diocese provides for 7 paid sick days annually. These cannot be carried over from a previous year.

A Medical Report (doctor's note) may be required for any absence due to illness or injury. A doctor's note is required for an absence in excess of the annual allotment of sick days. Up to \$100.00 per year of the cost of obtaining doctor's notes will be borne by the Diocese of Niagara.

Plans that provide financial security for all benefit-eligible staff-persons are provided by the Diocese. In the event that an illness or injury will lead to an absence in excess of (any previously unclaimed portion of) the annual allotment of sick days, , please see the Appendix concerning sick leaves. These statements of protocols, practices and procedures may be updated from time to time.

Employment Insurance

Premiums are paid by both the staff-person and the Diocese in accordance with Employment Insurance regulations. More information on the Employment Insurance Act is available on the Government of Canada's website, at the following link: <http://laws-lois.justice.gc.ca/eng/acts/e-5.6/>.

Safety insurance

All Cathedral Place staff-persons who are employed by the diocese are covered by the Workplace Safety and Insurance Act. If such a staff-person is injured while performing their job responsibilities the Workplace Safety and Insurance Board will be notified. Staff-persons must report accidents immediately to a supervisor/Director who will then notify the Director of Human Resources [].

In case of injury at work:

- 1) Get first aid immediately, if needed
- 2) Staff-person: Tell your employer about the injury
Employer: Arrange and pay for the transportation to get medical care, if needed
- 3) Employer: Pay staff-person's wages for day of injury
- 4) Employer: Report injury to WSIB within three (3) days if it involves:
 - Health care treatment, or
 - Time away from work, or
 - Lost wages.

Those who have questions about WSIB claims, should contact 1-800-465-5606.

Health and Safety

In case of fire

It is the responsibility of each staff member to know:

- The location of the alarm pull stations;
- The location of the nearest exit(s);
- The check-in station (located in the back parking lot, along the fence bordering the perimeter).

If the staff-person discovers a fire:

- Leave the area immediately;
- Close doors to isolate the fire, if possible;
- Activate the fire alarm;
- Notify those in the proximity of the issue;
- Use the stairs to leave the building;
- Go to the designated check-in station at the back of the parking lot along the bordering fence of the property.

When the staff-person hears the fire alarm:

- Collect essential personal belongings;
- Close the office door and vacate the building using the stairs;
- Go immediately to the designated check-in station at the back of the parking lot along the bordering fence of the property.

Leaving the room:

- Before opening any door, feel the door and knob for heat (use caution as metal knobs can become extremely hot and may burn skin).
- Crouch down low to the floor if smoke enters the room;
- Move to the most protected area;
- Partially open the window for air and to signal for help;
- Close the window if smoke is coming into it;
- Wait to be rescued; don't panic or jump out.

Fire drills are conducted once a month by the Property manager. The check-in point for assembly outside of the building is at the back of the parking lot along the bordering fence of the property.

First Aid

All employers covered by the *Workplace Safety and Insurance Act* are required to have first aid equipment, facilities and trained personnel in all workplaces. Regulation 1101, incorporated into the *Workplace Safety and Insurance Act*, states what each employer is obligated to provide.

Requirements include:

- (1) A first aid station shall be in the charge of a worker who works in the immediate vicinity of the first aid station and who is qualified in first aid to the standards required by Regulation 1101.
- (2) A first aid box shall contain as a minimum the first aid items required by Regulation 1101 and all items in the box shall be maintained in good condition at all times.
- (3) The box shall be large enough so that each item is in plain view and easily accessible.
- (4) The box shall contain enough materials to supply aid for the number of workers in the immediate vicinity.

First aid stations are located at the Reception Desk, Cathedral Office, and staff kitchens.

For other Health and Safety matters, see the Appendices.

Retirement

Normal retirement age for pension purposes is 65. Early retirement may be taken (at reduced pension rates). See the terms of the General Synod Pension Plan of the Anglican Church of Canada and the Canada Pension Plan for more information and for early retirement provisions.

Pensions

Canada Pension:

Both the staff-person and employer contribute to the Canada Pension Plan

General Synod Pension Plan:

Eligible staff-persons are required to join this plan. Full details on the General Synod Pension Plan & Lay Retirement Plan can be obtained from the Pension Office at the Anglican Church of Canada [1 (800) 265-1070].

Long-Term Disability:

Eligible staff-persons are required to join this plan operated by the Pension Office of the General Synod Pension Plan. Full details can be obtained from the Pension Office at the Anglican Church of Canada.

Personnel files

Every staff-person may review their own file by appointment with the Director of Human Resources or his/her designate. The documents and records that are kept in personnel files may include, but not be limited to, the following:

- Employment Agreement/ Letter of Appointment
- Job description
- Hiring Documentation including interview notes, CV and/or resumé, biography and vocational forms and/or personal essays (excluding reference checks)
- Police record check (if appropriate)
- Ordination relevant documentation, where appropriate (including Si Quis and Oaths & Subscriptions, Letters of Orders and/or Marriage Licence Registration)
- Licence(s) or Letter(s) of Bishop's Permission
- Mandate of Appointment as Canon, where appropriate
- Attendance, health-related absences or leaves, leave of absence documentation
- Records of continuing education (Certificates and transcripts, where appropriate, Leadership grant(s) documentation, and sabbatical leave documentation)
- Performance appraisal documentation
- Letters of commendations, awards, honours
- Formal performance improvement or final notice documentation, written, typed and provided to the staff-person
- Personnel Action Forms identifying employment changes such as salary increases and/or job promotions
- Signed commitments to comply with the 'Confidentiality Agreement,' 'Diocesan Sexual Misconduct Policy' and policies in the Staff Manual
- Termination letter/ record

These records will be securely kept in the Episcopal office for the duration of employment with the diocese and will be archived after the staff-person leaves employment with the diocese. The Diocesan Bishop, Executive Administrator, and the Human Resources Director shall have access to information in the personnel files of the staff-persons. Access to information in personnel files relevant to communications at the time of employment transitions or death, Safe Church policy administration, or litigation may also be granted by the Bishop on a case by case basis.

Leaves and other absences

Statutory and public holidays

The following public holidays are paid statutory holidays:

New Year's Day
Family Day
Good Friday
Labour Day

Victoria Day
Canada Day
Thanksgiving Day

Christmas Day
Boxing Day

If a statutory holiday falls on a Saturday or Sunday, or within a vacation period, a compensatory day shall be given.

The following are also paid holidays, though these holidays are not classified as public holidays in Ontario:

Easter Monday
Civic Holiday

Annual vacation

It is the norm that vacation entitlement be taken during the summer months. In some circumstances, exceptions may be made with a supervisor's approval. However, all vacation will be planned to ensure that the Synod office is able to fulfill its mandate to support parishes, clergy and the Bishop's ministries.. Staff-persons should consult with their supervisor well ahead of time to ensure the department's vacation is coordinated. Vacation scheduling is subject to supervisory approval.

Each year's vacation must be taken by December 31st. In exceptional circumstances, and with a supervisor's approval, the staff-person may carry forward vacation for 6 months; however, any vacation not used within this time will no longer be available to the staff-person.

All vacation days must be reported to the Administrative Assistant in the Episcopal Office.

Annual vacation eligibility for those serving in Director level positions and clergy-persons & Licensed Lay-Workers working as diocesan staff is as follows:

In the year of ordination (to the diaconate) or, for lay-persons, serving continuously for 12 months or less since their start date, two full weeks paid leave;

Thereafter, the basic entitlement shall be an annual paid vacation of one full calendar month;

After five years from ordination (to the diaconate) or, for licensed lay-workers, after five years of employment, one full calendar month of paid annual leave plus one extra week paid leave;

After ten years from ordination (to the diaconate) or, for licensed lay-workers, after ten years of employment, one full calendar month of paid annual leave plus two extra weeks of paid leave.

Annual vacation eligibility for other non-occasional, staff shall be as follows:

Prior to the second anniversary of continuous employment since the employment start date, two weeks paid vacation leave;

After more than two years of employment, three weeks paid vacation leave;

After more than seven years, four weeks paid vacation leave;

After more than twelve years, five weeks paid vacation leave; and,

After more than twenty-five years, six weeks paid vacation leave.

Vacation for hourly or occasional workers will, until the second anniversary of continuous employment since the employment start date, be paid out at the rate of 4% of total gross earnings in December of each year or as requested by the staff-person during the year.

After more than two years of employment, will be paid out at the rate of 6% of total gross earnings;

After more than seven years, will be paid out at the rate of 8% of total gross earnings;

After more than twelve years, will be paid out at the rate of 10% of total gross earnings;

After more than twenty-five years, will be paid out at the rate of 12% of total gross earnings.

Sick Leave

For information on Sick Leave, see above on page 23, and the Appendix: Sick Leaves.

Bereavement leave

Bereavement leave is offered to staff-persons at the death of family members and close friends. Please consult a supervisor if the need arises to use bereavement leave. If a bereavement leave will be longer than three days, a supervisor may consult with the Executive Administrator prior to authorizing the leave.

Maternity / parental leave

The Employment Standards Act, 2000, ensures the right to job-protected, unpaid time off work for pregnancy and parental leaves. Employment Insurance provides maternity and parental benefits as per terms and conditions in place from time to time. Staff-persons who are covered by Employment Insurance (E.I.) and accepted by E.I. as a claimant may receive benefits of up to 15 weeks for maternity benefits, and/or up to 35 weeks for parental benefits or, for extended parental benefits, up to 61 weeks (with a reduced benefit paid). Parental leave can be claimed by a staff-person who is a non-maternal partner or an adoptive parent. Such leave may be claimed concurrently or

consecutively by two partners provided that the leave time for both partners is counted towards the depletion of the weeks of leave eligibility.

Modelled on the EI Supplemental Unemployment Benefits (EI SUB) Plan for sick leaves, the diocese offers supplementary maternity and parental benefits. To qualify at the time for supplementary maternity and parental benefits, staff must have at least one year's service, and qualify for and be in receipt of E.I. Maternity or Parental Benefits. These diocesan supplementary benefits are as follows:

- 95% of salary during the 1 week E.I. waiting period (during which no E.I. benefits are paid to either parent);
- A top-up to 95% of salary during the 15 week period that E.I. Maternal Benefits are paid;
- A top-up to 95% of salary during the first 35 week period that E.I. Parental Benefits are paid [or if E.I. Extended Parental Benefits are claimed, the top-up will equal the total dollar amount which would have been provided under E.I. Parental Benefits, but lower monthly amount will be paid out over the period of the longer leave]; and,
- The employer's share of the pension and benefits costs during the leave.

Any staff-person who intends to take pregnancy leave or parental leave should provide a minimum of two weeks written notice to the employer before the start of both the pregnancy/maternity or parental leave. Written notice shall include details regarding the date on which the pregnancy/maternity or parental leave is to commence and the anticipated date of the staff-person's return.

While on maternity or parental leave the staff-person continues to accrue entitlement to paid vacation leave and the Diocese shall continue to pay the employer's portion of premiums to the staff-person benefits plan on behalf of the staff-person and the staff-person shall pay the staff-person's portion of premiums while on pregnancy/maternity or parental leave. Consult the website of Human Resources Canada (<http://www.hrsdc.gc.ca/en/ei/types/special.shtml>) for information pertaining to regulations in place at any given time.

Compassionate leave

Compassionate leave with pay may be provided to all staff for personal emergencies at the discretion of the Bishop in consultation with the Executive Administrator and supervising Director. Factors for determining an emergency include:

- The need for the staff-person to respond;
- A situation over which the staff-person has no control;
- A reflection of appropriate compassion as called for by the theology and traditions of the Diocese of Niagara.

Leave of absence

Leaves of absence may be granted for compassionate or other reasons and these will be judged on a case by case basis. Issues that will be considered:

- How will this leave affect the work of the Diocese?

- What is the reason for the leave?
- The general rule is that the leave of absence will be without salary or housing except in unusual circumstances.

All leaves of a discretionary nature must be approved by the Bishop or Executive Administrator.

Sabbatical leave

The Diocese of Niagara encourages clergy and licensed lay-workers to take periodic sabbatical leaves. Our understanding of the importance of and need for sabbatical leaves is rooted, in part, in the Genesis stories of creation and the 10 Commandments, exhorting us to observe Sabbath rest. Our purpose in granting such leaves is to bring renewed energy and enhanced knowledge & skill to the practice of ministry to benefit both the staff-person and the church.

See the entire sabbatical leave policy as found Appended to this document for details, conditions and requirements.

Other leaves

As provided for by the Employment Standards Act, 2000, staff-persons may be eligible for a range of unpaid leaves: Personal emergency leave; Family caregiver leave; Family medical leave; Critically ill child care leave; Organ donor leave; Crime-related child death or disappearance leave; and Reservist leave. Please consult with the Director of Human Resources about eligibility for particular leaves; duration of said leaves; accrual of entitlement to paid vacation during such leaves; and the possibility of interaction between such leaves. Persons on such leaves may be eligible for EI and supplemental benefits (as modelled on the EI SUB Plan for sick leaves).

Return to work

A doctor's note is required to authorize a return to work in any case when a doctor's note was used to request time away from work. Said note should stipulate any limitations (i.e. initial restrictions on the number of hours to be worked in a day or week), or, restrictions on the staff-person's job activities or upon the staff-person's ability to perform their usual job responsibilities.

After an extended sick leave, if medical information indicates the staff-person is fit to work on a part-time basis for rehabilitation and/or work-hardening purposes, the staff-person will be entitled, on a temporary basis, to a combination of part-time work and any short-term E.I. sick leave, or, long-term disability benefit. Under no circumstances shall EI sick leave or LTD benefits and stipend/housing allowance or salary paid for part-time rehabilitative employment exceed the staff-person's pre-disability earnings.

In any case, please clear and coordinate a partial or full return to work from any sick leave in excess of the (previously unclaimed) remainder of the annual allotment of paid sick days with the Director of Human Resources.

Jury duty

The Diocese recognizes that jury duty is a responsibility of citizenship, and hopes that staff-persons called will respond willingly. Arrange for time off with a supervisor and give him or her a copy of the notification form. Normal salary will be paid in the staff-person's absence, subject to adjustment for fees received for duty lasting longer than 1 week.

Professional Appointments

If it is not possible to arrange professional appointments outside of working hours, you should:

1. Use a paid vacation day; or,
2. Make up the time as negotiated with your supervisor.

General Guidelines

Leaving diocesan employment

We hope that every staff-person will enjoy working with the Diocese but we recognize that staff-persons may leave for any number of reasons. Please refer to the employment agreement when resigning from the position. If the requirements for notice of resignation are not stipulated in the letter of appointment, the staff-person would normally be expected to give one pay period as notice, unless circumstances dictate otherwise. There may be an exit interview arranged. All Synod Office and Diocese of Niagara property must be returned to a supervisor.

Appendices

Appendix: Sexual Misconduct policy

POLICY ON SEXUAL ASSAULT, SEXUAL HARASSMENT AND SEXUAL ABUSE APPLICABLE TO NIAGARA DIOCESAN STAFF AND VOLUNTEERS

Endorsed by the October 2000 Synod of the Diocese of Niagara

The Diocese of Niagara undertakes to ensure that all activities, work and pronouncements, with which it is engaged, uphold the values of love, truth and justice and are demonstrably free from violence, coercion, and discrimination. It is our policy that sexual assault, sexual harassment, or sexual abuse of any kind, whether to an adult, adolescent or child, male or female, by or to any staff person, contract staff-person or volunteer, will not be tolerated. We will actively try to prevent such occurrences and deal with any accusations promptly, seriously and systematically, in cooperation with proper authorities where appropriate. Particularly in relationships of trust where power and authority and confidentiality are dynamic, the greatest of care will be exercised to avoid taking advantage of trust, or abusing power and the responsibility of authority. At all times an ethic of mutual respect, responsibility and caring, as well as modeling wholeness and healthy sexuality in relationships will be the goal. We will practice, advocate and educate to that end.

For more information contact:

Bishop Michael Bird c/o Alison D'Atri: alison.datri@niagaraanglican.ca

or

Canon Marni Nancekivell 905-815-3489 safechurchniagara@gmail.com

Appendix: Sabbatical Leave Policy

Eligibility

Clergy, Licensed Lay-Workers and certain diocesan staff (as per their letters of appointment) are eligible for a two (2) month leave which can be combined with vacation time [usually resulting in a combined total of three (3) months for sabbatical leave purposes], once every seven (7) years of active (non-retired) ministry; provided that:

- A person proposing a leave should have been in the position from which they are taking leave for at least two (2) years.
- Notice should be given at least eight (8) months prior to the start of the proposed leave, preferably enabling budget planning where possible.
- The person requesting a leave submit a written proposal to the following persons: Bishop, Wardens, Regional Archdeacon [for those whose ministry is under the jurisdiction of a Regional Archdeacon] and Director of Human Resources. The written proposal should be one to two (1-2) pages in length, outlining the purpose and elements of the sabbatical leave, including possible outcomes which will be of benefit to the staff-person, parish and diocese and the relevance of those benefits to the diocesan vision for ministry.
- The applicant shall be encouraged, in light of the biblical Sabbath tradition and the fact that vacation time is often part of a sabbatical leave period, to ensure that there are significant aspects of rest incorporated into the sabbatical leave proposal.
- The sabbatical proposal shall make specific plans for sharing the benefits received with the parish, region and/or diocese through presentations, workshops, articles or other publications, *et cetera*, as appropriate for the outcomes of the particular sabbatical leave.
- A written statement of support for the proposal is received from the Director of Human Resources. This support will not be unreasonably withheld.
- The Bishop provides *written* approval of the proposed sabbatical plan.
- A written description of the arrangements for replacement coverage is submitted to the Bishop (or designate), not less than three (3) months prior to the beginning of the leave. If funds are being requested, this plan should include a request for a Sabbatical Replacement Coverage grant and a simple budget outlining how replacement coverage funds will be used.

Costs and Resources: Staff-person

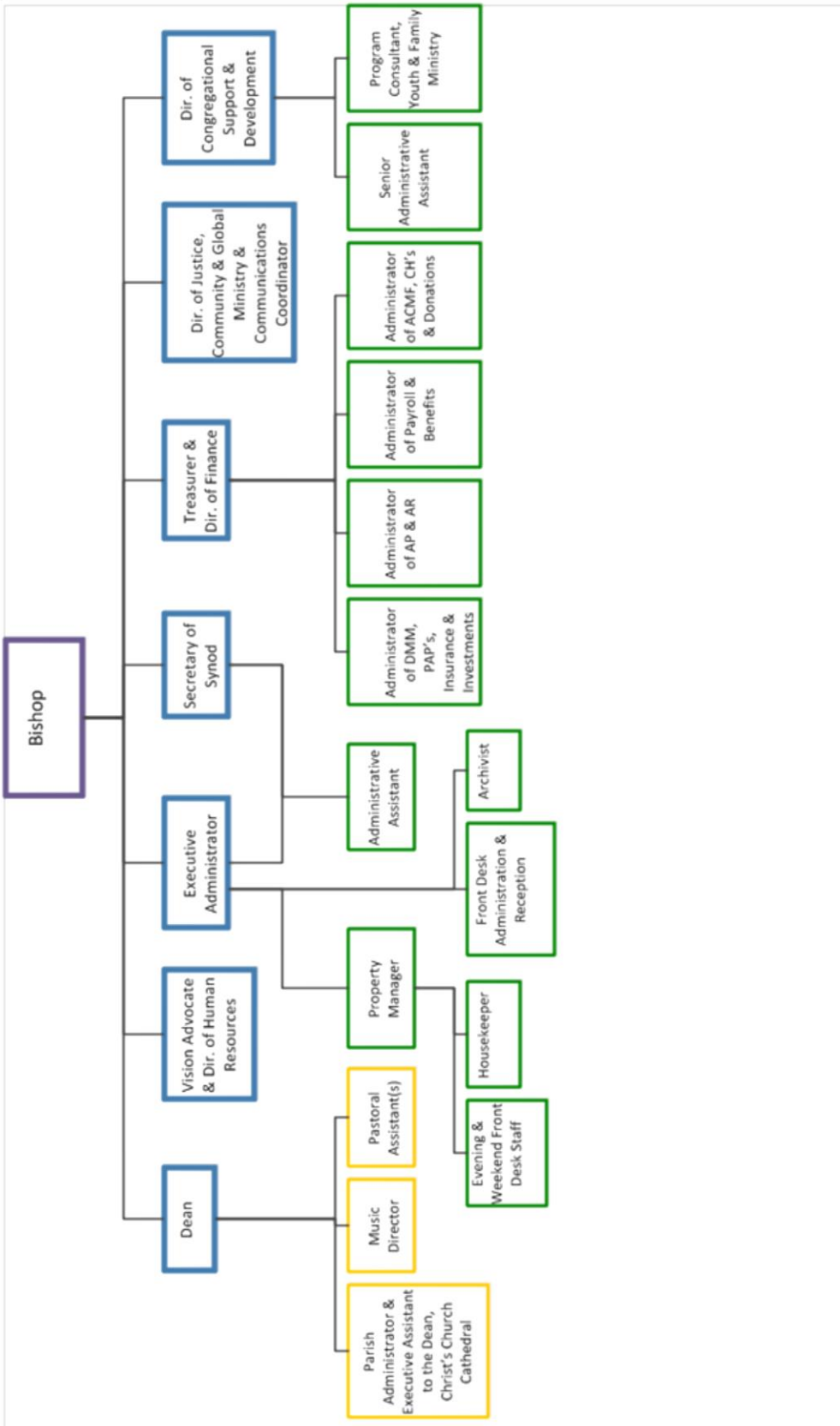
The study and any accommodation and travel costs for the sabbatical leave are borne by the staff-person. Some or all of these costs may be defrayed through successful applications to the General Synod's Continuing Education Plan Sabbatical Grants; the staff-person's own, employer-funded, Continuing Education Plan account; and diocesan Education & Training Grants provided that the distinctive guidelines, timelines and eligibility requirements for the particular granting programme are met. It should be

noted that the greater the lead time in making application for Sabbatical Grants, the greater the likelihood that funds may be available.

Post-Leave Requirements

- The person taking a leave will submit a brief written report to the Bishop, direct supervisor and Director of Human Resources outlining the degree to and manner in which the original proposal's intentions were realized.
- The person taking a leave will, in consultation with the Director of Human Resources, follow through, adjusting as necessary, on the plans for sharing the benefits of the leave with the church.

The person taking a leave is expected, under normal circumstances, to return for at least one (1) year in that position.



Appendix: Health & Safety

Health and Safety Ontario

What the Law Says:

Ontario's Occupational Health & Safety Act (OHSA) gives employers responsibility to:

- Keep a safe and well-maintained workplace; to take all reasonable precautions to protect the workers from illness and/or injury.
- Provide information about the hazards in the workplace, proper safety equipment, training, and competent supervision.
- Post the WSIB's "In Case of Injury at Work" poster and to follow proper procedures in case of injury. (See separate document for poster)
- Post the Occupational Health & Safety Act in the workplace.
- Have worker representation for health and safety—if there are 20+ workers or if the workplace deals with a designated substance, then it must have a joint health and safety committee (JHSC). Construction projects which last more than three months with 20+ workers must also have a JHSC. Workplaces with more than five, but fewer than 20 staff-persons are required to have a health and safety representative.

The supervisors also have responsibilities in the workplace. These include:

- Providing a safe workplace and to assign safe work; taking all reasonable precautions to protect the workers from illness and/or injury.
- Informing the workers about job hazards and training them to do their jobs safely.
- Providing supervision to ensure that they work safely and use equipment and protective devices properly where required.

What is the Business Case?:

Failure to comply with the OHSA could result in fines of up to \$25,000 and/or up to a year's imprisonment. Corporations can be fined up to \$500,000. Employers are also subject to penalties for failing to report to the WSIB—within three days of learning of a workplace injury or illness. Supervisors who fail to comply with the OHSA are also subject to fines of up to \$25,000.

Appendix: Sick Leave

Sick Leaves:

Protocols for Short-Term Sick Leave and Long-Term Disability Leave

These plans provide financial security for all active clergy, Licensed Lay-Workers, Cathedral Place Staff, full-time employees of Canterbury Hills and eligible parish employees on central payroll. This information sheet outlines the usual timeline and markers for those who may be in need of a short-term sick leave or, following that, a long-term disability leave.

The Diocese of Niagara has a special agreement with the Employment Insurance Commission (EI) whereby we “top up” EI payments to 95% of income for up to 119 days. This is called a Supplemental Unemployment Benefit Plan or SUB Plan. It is used during short-term sick leaves. In addition to Niagara’s EI SUB Plan, the national church administers a Long Term Disability (LTD) Plan. That benefit, when a claim for benefit is accepted, begins following the 119 day period (the maximum duration of an EI sick leave). Please know that LTD Plan Premiums are paid by your employer and, therefore, LTD benefits are taxable.

We hope and pray that your illness will be short-lived and you will be able to return to work as soon as possible. However, it is prudent to prepare for all eventualities. Our experience has been that it is much easier to stop the processes of applying for benefits than to start them.

If you follow these steps and complete the necessary forms in a timely fashion, greater income continuity and security are promoted. Contact Ms. Trish Foden, Payroll Administrator, at payroll@niagaraanglican.ca (905.527-1316 x510) for necessary forms or the Director of Human Resources, the Rev’d Canon Terry DeForest – terry.deforest@niagaraanglican.ca (905.527-1316 x. 340) for more information.

Time	Action
Use up any remaining sick days of the annual allotment of sick days	-Medical Report required for an absence in excess of the annual allotment of sick days. It is prudent to arrange for that Medical Report to arrive on or before the date that sick days are exhausted.
Day 1	Day after annual allotment of sick days are exhausted.
After receipt of Medical Report	-Record of Employment (ROE) is issued by diocesan Payroll Administrator dated for Day 1. -Form for promising to repay balance owing of amounts loaned at the beginning of the sick leave period; to maintain EI Sick Leave benefits and to reimburse the diocese for all EI Sick Leave benefits received is sent to

	the office-holder/employee.
Upon issuance of ROE	<p>-EI Sick Leave application is made by office-holder/employee.</p> <p>-Promise to repay of balance owing of loaned amounts; maintain EI Sick Leave benefits and to reimburse all such benefits signed and returned to the Payroll Administrator.</p> <p>-Maintenance of benefits requires weekly reports to EI.</p> <p>-EI recipients are not eligible to take vacation during a sick leave and are advised not to leave the province unless it is for medical treatment. Failure to comply will result in loss of benefits during a vacation period and may result in discontinuation of sick leave benefits.</p> <p>-Clear and coordinate any return to work, partial or full, with the Director of Human Resources.</p> <p>-Should only a partial return to work be undertaken, do not report that EI recipient has “returned to work.” This may terminate eligibility for benefits. Report all income received for hours worked during the reporting period.</p> <p>-Loans equal to 95% SUB Plan payments are advanced for the first 7 weeks.</p>
Day 49	<p>-Confirmation of receipt of EI sick leave benefits and reimbursement of EI sick leave benefits received to date are both required for reclassification of loans as SUB Plan payments.</p> <p>-If not received, all loans will be discontinued and will come due, with payment in full required during the calendar year in which loans were extended.</p> <p>-Failure to repay the amounts loaned will result in any remaining loan balance being deducted at source from any future earnings and reclassification of the balance owed as taxable income.</p>
After 60 days on sick leave	<p>-Office-holder/employee begins application for CPP disability & Long-Term Disability benefits.</p> <p>-Applicant, applicant’s physician and the Director of Human Resources each must complete a portion of this application.</p>
After 75 days on sick leave	-Office-holder/employee ensures that complete application for LTD has been received by Pension Office.
After 119 days	<p>-All payments under EI SUB Plan are discontinued</p> <p>-If LTD is granted, LTD benefits begin.</p>

Revised: April 28, 2017 For more information, contact: the Director of Human Resources

