



ANGLICAN  
DIOCESE OF  
NIAGARA

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

Issued with episcopal approval: May 1, 2024

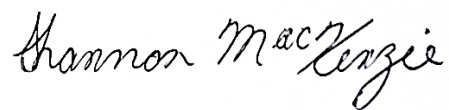
Dear fellow diocesan staff-members,

The 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, fair and respectful working environment. This environment ultimately depends on the work each individual does to ensure these values are upheld. Every 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 with their supervisor or me. This will help to ensure everyone's needs are being met.

Sincerely,

A handwritten signature in cursive script that reads "Shannon MacKenzie".

Shannon MacKenzie

Human Resources and Volunteer Coordinator  
The Synod of the Diocese of Niagara

<b>ORGANIZATIONAL OVERVIEW .....</b>	<b>5</b>
OUR VISION FOR MINISTRY .....	5
GENERAL INFORMATION .....	5
<b>OUTLINES OF ROLES AND RESPONSIBILITIES [STAFF-PERSON EXPECTATIONS].....</b>	<b>6</b>
JOB DESCRIPTIONS.....	6
OFFICE HOURS AND LUNCH BREAKS .....	6
WORSHIP AND COMMUNITY GATHERINGS .....	7
HYBRID WORK ARRANGEMENTS.....	7
CANCELLATION OF CATHEDRAL PLACE OFFICE OPERATIONS PROTOCOLS AND PRACTICES.....	8
OFFICE CLOSURE FOR INCLEMENT WEATHER .....	8
FACILITIES MANAGEMENT AND CONTACT WHEN THE SYNOD OFFICE IS CLOSED .....	8
PARKING .....	8
<b>EXPECTED CONDUCT .....</b>	<b>9</b>
DRESS.....	9
SAFE WORK ENVIRONMENT .....	9
SAFE CHURCH POLICY .....	9
WORKPLACE HARASSMENT AND COMPLAINTS.....	10
WORKPLACE VIOLENCE.....	10
CORRECTIVE ACTION .....	11
APPEAL PROCEDURE .....	11
ALLERGIES .....	12
SMOKING / VAPING.....	12
CONFLICT OF INTEREST .....	12
PERFORMANCE REVIEWS .....	13
SPEAKING TO THE MEDIA .....	13
SOCIAL MEDIA .....	13
POLICE RECORDS CHECKS .....	13
<b>WORK STRUCTURE.....</b>	<b>14</b>
PROBATIONARY PERIOD.....	14
JOB CLASSIFICATIONS.....	14
ACCESSIBILITY FOR ONTARIANS WITH DISABILITIES ACT.....	14
<b>SALARY ADMINISTRATION AND BENEFITS INFORMATION.....</b>	<b>15</b>
PAYROLL DISTRIBUTION.....	15
LIEU TIME & OVERTIME .....	15
CONTINUING EDUCATION AND PROFESSIONAL DEVELOPMENT.....	16
<b>COMPENSATION .....</b>	<b>16</b>
HONORARIA .....	16
REIMBURSEMENT OF EXPENSES .....	16
<i>Responsibilities:</i> .....	17
<i>Guidelines:</i> .....	17
<i>Eligible Expenses:</i> .....	17
<i>False Claims:</i> .....	19
<b>BENEFITS .....</b>	<b>19</b>
HEALTH AND DENTAL BENEFITS .....	19

SICK LEAVE AND BENEFITS.....	19
EMPLOYMENT INSURANCE.....	19
SAFETY INSURANCE.....	20
EMPLOYEE ASSISTANCE PLAN (EAP).....	20
<b>HEALTH AND SAFETY .....</b>	<b>21</b>
IN CASE OF FIRE AT CATHEDRAL PLACE .....	21
FIRST AID .....	22
<b>PERSONNEL TRANSITIONS AND FILES.....</b>	<b>22</b>
RETIREMENT .....	22
PENSIONS AND LONG-TERM DISABILITY .....	22
PERSONNEL FILES .....	23
<b>LEAVES AND OTHER ABSENCES .....</b>	<b>23</b>
PUBLIC HOLIDAYS.....	23
CHRISTMAS CLOSING .....	24
ANNUAL VACATION .....	24
SICK LEAVE.....	25
BEREAVEMENT LEAVE .....	26
MATERNITY / PARENTAL LEAVE.....	26
COMPASSIONATE LEAVE .....	27
LEAVE OF ABSENCE.....	27
SABBATICAL LEAVE .....	27
OTHER LEAVES.....	27
RETURN TO WORK .....	27
JURY DUTY.....	28
PROFESSIONAL APPOINTMENTS .....	28
<b>GENERAL GUIDELINES .....</b>	<b>28</b>
LEAVING DIOCESAN EMPLOYMENT .....	28
<b>APPENDICES.....</b>	<b>29</b>
APPENDIX A: SAFE CHURCH POLICY OVERVIEW .....	29
APPENDIX B: SABBATICAL LEAVE POLICY .....	32
APPENDIX C: HEALTH & SAFETY.....	34
APPENDIX D: SICK LEAVE POLICY AND PROTOCOLS.....	35
APPENDIX E: AODA HUMAN RESOURCES POLICY.....	37
APPENDIX F: COMPUTER AND INTERNET USE.....	39
APPENDIX G: ORGANIZATIONAL CHART .....	41

## Organizational overview

### Our Vision for Ministry

*Called to Life - Compelled to Love*

Mission-shaped planning challenges the Church to think on a deeper level than mere activity...we are invited to think differently about everything we do. The goal of a mission action plan is not a church-shaped mission – it's a mission-shaped Church.

A mission-shaped Church is:

- Incarnational in seeking to move into the communities it hears God calling it to reach and is born anew among those communities, shaping itself to the culture in which it finds itself;
- Relational in that through evolving connections and bonds in the community, people see, hear and respond to the God they encounter;
- Discipling in that as those people encounter God through relationships, they experience a desire to become followers of Jesus, to be like those with whom they are in relationship; and
- Transformational in that as those people become disciples, they are transformed and, in turn, transform their communities and the culture of their neighbourhood.

This diocesan Mission Action Plan (MAP) sets a course for action and reflection, for renewal and mission; a course that is porous enough to respond to ongoing review, refinement, and development as the Spirit continues to stir the soul of Niagara.

We have identified a vision for our diocese which calls us to life and compels us to love. To realize this vision, three objectives have been identified in our diocesan Mission Action Plan:

- 1) Create and implement opportunities to ignite and strengthen faith.
- 2) Reimagine diocesan culture and adapt our structures to enable ministry.
- 3) Prioritize Social Justice action with an emphasis on Environmental Justice.

Diocesan staff have a crucial role in helping to realize our vision for ministry and facilitate the objectives of the diocesan Mission Action Plan. To learn more visit: <https://niagaraanglican.ca/mission>

## 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]

### 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 regularly by the staff-person's immediate supervisor in consultation with the staff-person and the human resources and volunteer coordinator. If the position, its duties, responsibilities or reporting relationships are changed, the job description shall be amended accordingly.

### Office Hours and Lunch Breaks

**Diocesan Office/Reception Hours:** 10:00am to 4:00pm, Monday to Thursday

Meetings with external guests should be booked during this timeframe whenever possible.

#### **Full-Time Diocesan Staff Typical Working Hours:**

Employees will typically work within the scheduled time below, and in accordance with their contract. Some positions may vary from this regular working hours, in this case, the employee shall defer to their contract and seek out advice from their direct supervisor if any clarification or alternative is needed.

September to June  
(Regular Schedule):

8:00 a.m. to 5:00 p.m., Monday to Friday, with full-time staff working 7 hours per day for a total of 35 hours per week.

July and August  
(Summer Schedule):

8:00 a.m. to 5:00 p.m., Monday to Thursday, with full-time staff working 7.5 hours per day for a total of 30 hours per week.

Fridays in July and August are typically scheduled off and diocesan offices are closed, unless there is timely or essential work to be completed. This schedule may vary from year to year, dependent on when holidays fall in July and September. This practice may be changed in the future at the sole discretion of the Diocese and without notice.

#### **Lunch periods:**

In accordance with their duties, and as permitted by their work schedule, staff may choose to take either a 30-minute or one-hour unpaid lunch break. In doing so, full-time staff must ensure they are fulfilling their hour requirements as outlined above.

## 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 on a regular basis. The pattern of this worship shifts from time to time, but at present we worship together weekly between September and June, typically scheduled on Wednesday mornings at 9:15. All members of the staff are invited to take part in this worship and community time. Staff announcements and updates are typically shared as part of these gatherings. On the occasions we share in Holy Eucharist, all are invited to receive the sacrament, but no one is compelled to do so.

In addition, there may be occasions for staff social and training events. Most training is mandatory, however, there may be some training offerings that are optional, 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.

## Hybrid Work Arrangements

Hybrid work is an arrangement where a staff person fulfills their job responsibilities with time spent both at the diocesan office and a remote working location. Hybrid work arrangements are normally approved for Fridays, and one additional day per week working remotely, with the remaining days to be worked in-office. There may be some exceptions to this, dependent on the nature of the role. All staff-persons are expected to work from the diocesan office on Wednesdays, to ensure the opportunity for collegial work as an entire staff team. For those who have elected to take advantage of a hybrid work arrangement, permission to work from the diocesan office on Friday may be granted by the executive officer on a case-by-case basis.

Normally, staff-persons completing probationary periods will be expected to work from the diocesan office for at least four days per week. There may also be times when these arrangements are suspended due to operational considerations, for instance in response to a particular project that requires in-person collaboration or resources available only at the diocesan office. Supervisors will share any change in expectations with employees with as much notice as practically possible.

Aside from equipment supplied by the Diocese of Niagara (for example laptop, monitor, keyboard, mouse, as applicable, depending on the nature of work), a staff-person is expected to use their own equipment in establishing the home office at their remote working location, and they are responsible for the maintenance and repair of that equipment. Any equipment purchased by the staff-person and reimbursed by the Diocese of Niagara, or supplied by Diocese of Niagara, will remain the property of the diocese. The Diocese of Niagara will not be responsible for any costs that are associated with the staff-person using their home as an alternative worksite, for example, home maintenance, insurance, internet or telephone connection, or utilities.

Hybrid work arrangements may be changed in the future at the sole discretion of the Diocese and without notice.

## Cancellation of Cathedral Place Office Operations Protocols and Practices

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. If such a situation arises all staff will be notified by the executive officer or their designate by e-mail and/or other means. For inclement weather-related closures, please review the next section.

### Office Closure for Inclement Weather

When the Hamilton-Wentworth District (Public) School Board declares that **schools are closed** for inclement weather, diocesan staff will be directed to work from home. Cathedral Place operations will normally be suspended, unless an exception is made by the Bishop, Dean, or Executive Officer for a particular and essential service, event, or activity to continue. The property manager and their staff may be required to attend Cathedral Place to ensure safety and upkeep of the building.

During the winter season, staff will be expected to work with their supervisor to plan for work that can be undertaken from home, especially in the lead up to a forecasted winter storm. Staff living in areas outside of Hamilton may, with their supervisor's permission, plan to work from home if schools are closed in their area but not in Hamilton.

Public notification of the cancellation of schools by Hamilton-Wentworth District (Public) School Board typically happens by 6AM across a wide variety of media platforms and staff will be deemed to have been notified. The communications coordinator will, however, reinforce the message through social media and the website, and the staff person responsible for the diocesan phone system will change the Cathedral Place phone greeting to inform callers of the cancellation of events and office closure.

In other circumstances (such as when school boards are not in session), staff will be notified of an office closure by email, phone, or text, on a priority basis.

In the event of a mid-day cancellation, all staff will be notified by the Executive Officer or their designate by e-mail and/or other means.

### Facilities Management and Contact When the Synod Office is Closed

The Dean, the Executive Officer, 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 or services are occurring at Cathedral Place where many guests are expected, staff-persons may be asked to park off-site to provide parking for our guests.

## Expected Conduct

### Dress

The Diocese has chosen to offer a 'business casual' dress environment for staff-persons. Staff-persons 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.

Should staff-persons be asked to attend a business meeting at the diocesan 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 human resources and volunteer coordinator.

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

### Safe Church Policy

The Diocese of Niagara is committed to providing a safe, harassment-free and violence-free environment for worship, ministry, work and study. Complaints of discrimination, harassment or violence will be taken seriously and dealt with in a spirit of compassion and justice.

Our [Safe Church Policy](#) is designed to incorporate the rights and obligations imposed by the *Ontario Health and Safety Act* and *Ontario Human Rights Code* while being inclusive of situations of harassment, discrimination, and violence in all ministry settings.

People experiencing or witnessing behaviour that is harassing or discriminatory are encouraged to clearly request that the behaviour stop. If possible, the parties are encouraged to resolve the matter using the Informal Resolution Process. If the Informal Resolution Process does not resolve the matter to the satisfaction of all affected parties, the matter may proceed as a formal complaint.

Please see Appendix A for the Safe Church Policy Overview.

Should the complainant commence proceedings with the Ontario Human Rights Tribunal, or in the courts, the Bishop may, in the interest of ensuring the safety of the diocesan community, impose restrictions on persons named in such proceedings. If a proceeding before the Ontario Human Rights Tribunal or in the courts makes a determination of the complaint on its merits, the Diocese reserves the right to undertake its own investigation in accordance with the policy and may take any action, including disciplinary action, as may be appropriate in accordance with the Canons of the Diocese, the Ecclesiastical Province of Ontario, and the Anglican Church of Canada.

Abuse by or to any employee, parishioner, contractor, or volunteer, or participant at a parish or diocesan event will not be tolerated. Any questions as to the content of this policy or its interpretation should be directed to the Executive Officer & Secretary of Synod.

## Workplace Harassment and Complaints

**Harassment** occurs where a person engages in unwelcome conduct, whether intended or not, towards another person where the person feels with good reason offended, belittled or threatened. This behaviour may consist of a single incident or several incidents over a period of time. It includes:

- making unwelcome physical contact with a person;
- making gestures or using language that could reasonably give offence, including continual and unwarranted shouting;
- making unjustified or unnecessary comments about a person's capacities or attributes;
- putting on open display pictures, posters, graffiti or written materials that could reasonably give offence;
- making unwelcome communication with a person in any form such as phone calls, email, text messages; and
- stalking a person.

In accordance with the [Safe Church Policy](#), workplace harassment or bullying will not be tolerated. Infractions will be considered to be misconduct and appropriate discipline will be imposed up to and including termination for cause.

Any questions as to the content of this directive or its interpretation should be directed to the executive officer or their designate.

## Workplace Violence

**Violence** is defined by the *Ontario Health and Safety Act* as:

- The exercise of physical force by a person against a worker in a workplace that causes, or could cause, injury;
- An attempt to exercise physical force by a person against a worker in a workplace that could cause physical injury; and
- A statement or behaviour that 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.

All staff-persons are responsible for contributing to and maintaining a safe workplace by refraining from behaviour that constitutes workplace violence. Compliance with this directive is mandatory. In accordance with the [Safe Church Policy](#), workplace violence will not be tolerated. Infractions will be considered to be misconduct and appropriate discipline will be imposed up to and including termination for cause.

Any questions as to the content of this directive or its interpretation should be directed to the Executive Officer or their designate.

## 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. If normal supervisory and coaching activities are unable to resolve a problem, the following corrective action process shall be used:

1. The supervisor will consult with the human resources and volunteer coordinator to discuss the situation and review the following steps before proceeding.
2. 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.
3. 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.
4. If the issue remains unresolved after (1) the conversation and (2) written corrective action, the supervisor will consult with the human resources and volunteer coordinator and executive officer 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 and/or failure to comply with 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

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

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. If, after this discussion, the issues have not been resolved, the

staff-person may refer the matter to the executive officer. If the matter involves the executive officer, the staff-person may request that the matter be brought to the attention of the bishop in a timely manner.

## 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 diocesan 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 human resources and volunteer coordinator and the Joint Health and Safety Committee will review the circumstances and make a recommendation for resolution.

## Smoking / Vaping

Smoking or vaping 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 their 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 executive officer. The evaluation shall be discussed with the staff-person, signed by the staff-person and their 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, as our chief spokesperson. If a staff member is contacted, any media inquiries must be forwarded to the executive officer, who will work with the bishop to respond, or delegate responsibility for responding, as appropriate.

## Social Media

See Appendix F 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 Assistant or Human Resources and Volunteer Coordinator (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 Vulnerable Sector Check in addition to a PRC. 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, or directly correlates with the position responsibilities, 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 of a new staff-person, a performance review will be carried out by the executive officer and their supervisor. Written confirmation that the probation period has been successfully completed will be provided to the staff-person, and a copy added to their personnel file, within ten business days following the completion of the probation period.

### Job Classifications

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

### 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 considers the individual's disability; and to the extent possible, providing notice of disruptions in service.

In accordance with the Accessibility for Ontarians with Disabilities Act, 2005, and in alignment with the Human Rights Code and the outlined prohibited grounds of discrimination, the Diocese is committed to providing an inclusive and barrier-free workplace. Employees will be provided accommodation up to the point of undue hardship in response to employee needs where work must be modified or

adjusted to develop a work environment that is inclusive and recognizes the talents of all persons. Accommodations will be considered from all employees and applicants by ensuring:

- Accommodations are made available from the beginning of the recruitment and selection process.
- Employees may request accommodation based upon one of the prohibited grounds at any time without worry of negative repercussions for making such a request.
- The Diocese will take all requests for accommodation seriously and respond in a timely manner.
- All information gathered related to the accommodation process and the final plan will be kept confidential and will only be shared as necessary to provide the accommodation.

To review the full AODA Human Resources Policy, please refer to the Appendix E.

## **Salary Administration and Benefits Information**

### **Payroll Distribution**

Salaries are paid on the 15<sup>th</sup> of each month (or on the preceding Friday when the 15<sup>th</sup> falls on the weekend) by direct deposit. It is the staff-person's responsibility to ensure that the payroll department has current and accurate information for payroll, pension, and benefits purposes.

### **Lieu Time & Overtime**

Full-time hours are defined as 35 hours per week; however, your regular salary covers you for all hours worked up to 44 hours/week. Any staff-persons who typically work fewer than 35 hours per week are part-time staff-persons. Full-time staff persons who work more than 35 hours/week, but less than 44 hours/week will be given lieu time at the rate of 1 hour off for every 1 hour worked over 35 hours/week. All lieu time must be pre-approved in writing by the direct supervisor, prior to the time being worked. Lieu time must be taken within three months of being incurred (unless an exception is granted by the executive officer to extend this period) and must be scheduled in accordance with your supervisor. Lieu time has no financial value if it is not taken in accordance with this policy.

For many positions, it is preferable for excess lieu time to be taken during the months of July, August or December, but permission must be obtained from your supervisor for time off at any time of year.

The threshold for overtime, for those staff-persons who are eligible for overtime pursuant to the Employment Standards Act, 2000, is 44 hours per week or such other threshold as may be set out by legislation from time to time (the "Overtime Threshold"). Overtime for those persons who work over the Overtime Threshold will be accrued at the rate of 1.5 hours for every 1 hour of overtime worked. Overtime must be preapproved in writing by the executive officer and then submitted to Human Resources and Payroll within seven business days of such overtime being worked.

## Continuing Education and Professional Development

The Diocese is committed to supporting the professional and personal growth of staff members. As identified in letters of appointment, most permanent full-time diocesan staff-persons are members of the Continuing Education Plan (CEP). Plan members are encouraged to use this resource regularly.

For details regarding account balance, eligible expenses and the application form [please see the available resource on the diocesan website](#). Further inquiries can be made by contacting the Human Resources and Volunteer Coordinator.

Where CEP 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 also 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 supervisor, in consultation with the executive officer. Approval of continuing education leave is subject to the requirements of the workplace, as well as budgetary considerations.

## Compensation

### Honoraria

Staff 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 with the Diocese.

### Reimbursement of Expenses

This protocol provides for the reimbursement of expenses by the 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 supervisor, as well as the treasurer or executive officer. The executive officer must always sign in situations when the claimant is a direct report to the treasurer. 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 31<sup>st</sup>.

### Responsibilities:

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 team reviews expense claims prior to payment.

### Guidelines:

#### Authorization and Approval:

Any expense in excess of \$250.00 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 treasurer will, from time to time and in consultation with the executive officer and/or bishop, 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:

An expense form must be properly completed, signed by the claimant and approved in writing by the appropriate person. It must be submitted to the finance team 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, they 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:

Personal Vehicles: 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 for diocesan business may claim mileage reimbursement for the round-trip distance between the Cathedral Place and the location required for diocesan business. If the staff member departs from, or returns to, their home instead of the Cathedral Place, only the kilometers in excess of the normal daily commute can be claimed as an expense. For individuals traveling together only one claim can be made for one automobile.

Reasonable 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 \$75 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 or out of town for work-related purposes. On weekends a meal may be provided if a minimum of five hours is worked.

#### 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 officer.

#### 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/Internet:

All diocesan staff-persons have been provided computer access for work purposes. Therefore software, hardware, and other services for home computers will not be eligible for reimbursement. Technical support will only be provided for devices provided by, or obtained with the approval of, the diocese.

#### Mobile Devices:

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. Technical support will only be provided for devices provided by, or obtained with the approval of, the diocese.

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.

### False Claims:

Employees who are caught making false claims, exaggerating miles driven or in any way misreporting expenses will be subject to disciplinary action up to and including termination.

## Benefits

### Health and Dental Benefits

When each staff-person is hired, they are encouraged to review the [benefits booklet](#) containing specific information regarding their benefits on the diocesan website. 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 Support at 1-800-268-6195.

### Sick Leave and Benefits

The diocese provides for 7 paid sick days annually for full-time staff. The number of sick days will be pro-rated for part-time employees. 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. If an illness or injury leads 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 at the sole discretion of the Diocese.

## 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: <https://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 Human Resources and Volunteer Coordinator.

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.

## Employee Assistance Plan (EAP)

The Employee Assistance Plan is, at time of publication, provided by TELUS Health 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 <https://myeapsupport.com/Organization/SelectOrganization>. The plan provides confidential, professional, short-term assistance to employees and their families for a variety of concerns including:

- Anxiety
- Career Counselling
- Childcare & Parenting Resources
- Communication & Managing Relationships
- Elder Care
- Financial Support
- Legal Counselling
- Marital & Family Relationship
- New and Expectant Parents Information
- Nutrition Consultation
- Online Counselling
- Retirement Ready Support
- Smoking Cessation
- Stress Management

## Health and Safety

### In Case of Fire at Cathedral Place

\*Note: The primary check-in station should be used in all scenarios, unless it is unsafe or inaccessible, at which point the secondary check-in station should be utilized.

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 (primary location: in the back parking lot, along the fence bordering the perimeter; secondary location: Bishopsgate in front of the Cathedral).

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 (primary location: in the back parking lot, along the fence bordering the perimeter; secondary location: Bishopsgate in front of the Cathedral).

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 (primary location: in the back parking lot, along the fence bordering the perimeter; secondary location: Bishopsgate in front of the Cathedral).

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 year by the Property manager. The check-in points for assembly outside of the building (primary location: in the back parking lot, along the fence bordering the perimeter; secondary location: Bishopsgate in front of the Cathedral).

## 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.

## Personnel Transitions and Files

### 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 and Long-Term Disability

### 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 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 Human Resources and Volunteer Coordinator or their 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 policies
- 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 Officer, and the Human Resources and Volunteer Coordinator 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

### Public Holidays

The following are public holidays in Ontario:

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

If a statutory holiday falls on a Saturday or Sunday an alternate day will be designated by the Diocese in observance of that day. In alignment with the ESA, if a public holiday lands on a weekday which is not a regularly scheduled day of work for part-time employees, then they are entitled to either public holiday pay or an alternate day in lieu of which the public holiday pay will be paid.

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

Easter Monday  
Civic Holiday

If Easter Monday or the Civic Holiday land on a weekday which is not a regularly scheduled day of work for part-time employees, no alternative days, or holiday pay will be given.

While the Diocese recognizes National Indigenous Peoples Day, the National Day for Truth and Reconciliation and Remembrance Day, these are not public holidays in Ontario and are not paid holidays. Normal operations of diocesan staff will continue these days, although there may be special observances during the workday.

## 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.

## 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 31<sup>st</sup>. 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 human resources and volunteer coordinator through the use of the Timetastic application.

### **Annual vacation eligibility for those serving in senior positions, 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, 2 full weeks paid leave;

Thereafter, the basic entitlement shall be an annual paid vacation 4 weeks

After five years from ordination (to the diaconate) or, for licensed lay workers, after five years of employment, entitlement shall be an annual paid vacation 5 weeks;



After ten years from ordination (to the diaconate) or, for licensed lay workers, after ten years of employment, entitlement shall be an annual paid vacation 6 weeks.

Full-time staff with an initial hire date in Q1 or Q2 shall receive a full week in each year of increase eligibility.

Full-time staff with an initial hire date in Q3 or Q4 shall be prorated to receive a half week in each year of increase eligibility, and the full additional week in years to follow.

Vacation time will be pro-rated accordingly for regular, permanent part-time diocesan positions held by clergy or licensed lay workers.

**Annual vacation eligibility for other regular, permanent part-time and full-time staff shall be as follows:**

In accordance with their contract, new full-time staff are eligible to a minimum of 2 weeks vacation, pro-rated to the date of hire.

For each additional 5 years of continuous service, full-time staff members shall be entitled to an additional week of paid vacation, to a maximum of 6 weeks per calendar year.

Full-time staff with an initial hire date in Q1 or Q2 shall receive a full week in each year of increase eligibility.

Full-time staff with an initial hire date in Q3 or Q4 shall be prorated to receive a half week in each year of increase eligibility, and the full additional week in years to follow.

Vacation time will be pro-rated accordingly for regular part-time diocesan staff.

**Vacation pay for temporary hourly, variable part-time staff or occasional workers will be paid out in December of each year or as requested by the staff-person during the year:**

In accordance with their contract, new staff are eligible to a minimum rate of 4% of total gross earnings.

For each additional 5 years of continuous service, staff members shall receive an additional 2%, to a maximum of 12% of total gross earnings.

**Note:** All vacation entitlements in any given year shall be determined on the basis of the aggregate credited service of the staff-person and such service is to include any period or periods of paid absence due to sickness (certified by a medical practitioner), work-related accident or parental leave. All other periods of absence, other than those mentioned above, will reduce a staff-persons vacation entitlement in the same proportion as the factor by which the period of absence relates to the full calendar year.

## Sick Leave

For information on Sick Leave please refer to the Appendix D.

## 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 Officer 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 Executive Officer in consultation with the bishop and supervisor. 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 Officer.

## 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, found in Appendix B, 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 Childcare leave; Organ donor leave; Crime-related child death or disappearance leave; and Reservist leave. Please consult with the Human Resources Coordinator 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 Human Resources Coordinator.

## **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 them 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 Diocese of Niagara property must be returned to a supervisor by the last day of employment, unless otherwise arranged with a supervisor.

## Appendices

### Appendix A: Safe Church Policy Overview

#### Foundations

Within our diocese, we are blessed with the opportunity to serve many people in many communities. Core to our Christian identity is an affirmation of the dignity and worth of all persons as every human being is created in the image of God. Through Jesus' example, we know the importance of respect for all people, healthy and right relationships, and conducting ourselves with integrity. Relationships built within our churches bless the community and we desire to provide spaces that are safe for all.

We seek to nurture a community of faith where people respect one another and share the gifts that God has given to them and to others. Healthy boundaries offer opportunities to foster healthy, respectful, and meaningful relationships within and beyond the diocesan community. Healthy boundaries promote and encourage the dignity and self-worth of each person. Healthy boundaries affirm actions that reflect our Christian beliefs, our love of God, and our love of neighbour. Through all these things, healthy boundaries nurture a spirit of trust and grace, making space for all to thrive in our community of faith.

When healthy boundaries are not maintained, human dignity can be compromised and the potential for conflict and abuse increases. In 2019, the Anglican Church of Canada adopted the Anglican Communion Charter for the Safety of People. As set out in the Charter, the witness of Scripture recognises and affirms God's love for all members of the human family and the priority given in Jesus' ministry to children and the vulnerable of society. Our Diocese seeks to uphold the Charter commitments, ensuring that the connections made through our various ministries are healthy and that they strengthen our Christian community.

#### Accountability

Our standard for accountability that applies to all people in the Diocese and in all churches, regardless of the status, ministry, gender, orientation, office, context of work, or position (volunteer, paid, lay, or ordained). Familiarity with and adherence to this code is a necessary and vital component of each of our lives and ministries as members of the Anglican Communion. In particular, ordained persons, as people in positions of sacred trust, are called to uphold, promote, and model the standards of professional competence and conduct as conveyed by this policy. This standard is an affirmation that in all matters, we as the people of the Diocese of Niagara, are accountable to:

- God – to love our Creator with our entire being, mind, body, soul, and strength, according to Christ's instruction;
- one another – that our beliefs, language, actions, and commitments reflect the value we place on a healthy relationship with God and healthy relationships with one another;
- ourselves – that we value such things as will engender a healthy, life-giving way of Christian life, knowing that the things we do in private strongly form that which we become in community;
- and the world – modeling the Way of Christ, to the Glory of God.

## Scope

The diocesan Safe Church policy is intended to support safe spaces for all people that are part of the Diocese. This policy therefore applies to clergy, licenced lay workers, diocesan staff, diocesan and parish leaders, diocesan and parish volunteers, parishioners, and vulnerable persons. The policy is designed to cast a vision for safe spaces, encouraging the development of healthy relationships and to respond to a spectrum of situations which may leave a person in our faith community feeling unsafe, including disagreements and conflict, harassment, violence, discrimination, and abuse.

When issues of conflict, harassment, violence, and/or discrimination arise, individuals may choose to *informally* resolve a complaint, as per Part 2 of the policy. A formal process to resolve conflict is covered in Part 3 of the policy. A formal process to address harassment, violence and discrimination is covered in Part 4 of the policy. Part 5 of the policy addresses situations involving abuse. The policy has no application in circumstances where a respondent is deceased.

Application of this Policy is subject to the *Ontario Occupational Health and Safety Act*, the *Ontario Human Rights Code*, the *Criminal Code*, and any other applicable legislation. Nothing in this Policy prevents an individual from pursuing their rights under the *Ontario Human Rights Code* or in the courts.

## Education

It is the responsibility of all members of the parish and diocesan community and essential to uphold healthy boundaries in all aspects of ministry. The Executive Officer supports the diocesan community by ensuring that the community understands this policy and follows its procedures in order to build and promote healthy boundaries. To ensure the understanding of Safe Church Policies, trained diocesan staff will offer mandatory training to clergy and lay leaders on an annual basis. All clergy, parish and diocesan employees, and lay leaders will receive a copy of the policy by e-mail on an annual basis, and an acknowledgement of having reviewed the policy is required.

## Prevention

The following two principles are fundamental when interacting with vulnerable people and groups:

1. As much as possible, interactions should be in public places, open to observation from others.
2. People interacting with vulnerable people and groups are to be supervised and supported in their ministry and not interact with vulnerable people in isolation. When working in isolation, judgement can become skewed, boundaries may be crossed, and abuse may occur.

While these general guidelines should be followed whenever possible, circumstances will arise in a church environment where these guidelines cannot be met. Those ministering must be aware of the inherent risks posed by these situations, must take all appropriate steps to minimize the chance of being in a compromising situation and must follow the standard of best practices.

## Recruitment and Supervision of Volunteers

Volunteers working with vulnerable persons will be asked for references and to complete a police record check with vulnerable sector screening. An interview may be conducted (typically by a member of the parish staff). Following the completion of these steps, the cleric-in-charge or diocesan director, whomever oversees the ministry, will review these documents and, if appropriate, approve volunteers

for their respective roles. All volunteers working with vulnerable persons will be required to acknowledge their receipt, understanding of, and commitment to these policies.

Volunteers are required to renew their Police Record Checks with vulnerable sector screening every three (3) years. For children and youth volunteers under the age of 18, for whom a Police Record Check is not possible, written references and a formal interview process are required for screening purposes.

## Appendix B: Sabbatical Leave Policy

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 Ten Commandments, exhorting us to observe Sabbath rest. Our purpose in granting such leaves is to bring renewed energy and enhanced knowledge and skill to the practice of ministry to benefit both the employee and the church.

### *Eligibility*

Clergy, licensed lay workers, and certain diocesan staff (as per their letters of appointment) are eligible for a two month leave which can be combined with vacation time [usually resulting in a combined total of three months for sabbatical leave purposes], once every seven years of active (non-retired) ministry, provided that they have been in the position from which they are taking leave from for at least two years. Notice should be given at least eight months prior to the start of the proposed leave, preferably enabling budget planning where possible. Appropriate coverage must be arranged by the person seeking the sabbatical in order to be eligible. The person taking a leave is required under normal circumstances, to commit to returning to their position for at least one (1) year after their sabbatical.

### *Planning Requirements*

1. The person requesting a leave shall initiate a preliminary conversation with the bishop (or their designate) to discuss the possibilities for a sabbatical and its timing.
2. With the bishop's endorsement, the person requesting a leave shall consult with their regional archdeacon and regional dean about coverage possibilities.
3. The person requesting a leave shall then submit a written proposal to their direct supervisor, executive officer and the diocesan human resources coordinator for review and feedback. The written proposal should be one to two pages in length, outlining the key dates and details, the purpose and elements of the sabbatical leave, including possible outcomes which will be of benefit to the employee and diocese and the relevance of those benefits to the diocesan vision for ministry, and coverage plans. In light of the biblical Sabbath tradition and the fact that vacation time is often part of a sabbatical leave period, a proposal should incorporate significant aspects of rest.
4. A written statement of support for the proposal is received from your supervisor.
5. A final proposal, along with a statement of support, shall be provided to the bishop for review and written approval of the proposed sabbatical plan.

### *Costs and Resources: Employee*

The study and any accommodation and travel costs for the sabbatical leave are borne by the employee. Some or all these costs may be defrayed through successful applications to the General Synod's Continuing Education Plan Sabbatical Grants; the employee's own, employer-funded, Continuing Education Plan account; and diocesan Education and 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.



### *Costs and Resources: Employer*

Replacement coverage will rarely cover all the responsibilities exercised by the person taking a sabbatical leave. The non-financial costs of reduced staffing capacity during a sabbatical leave are acknowledged and borne by those in the diocese who are not taking the leave.

### *Post-Leave Requirements*

- The person taking a leave will submit a brief written report to the bishop, executive officer, direct supervisor, and human resources coordinator 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 executive officer, direct supervisor, and human resources coordinator follow through, adjusting as necessary, on the plans for sharing the benefits of the leave with the Church.

### *Communications*

The diocese shall proactively communicate that the goal of realizing a beneficial impact on the practice of ministry for both employee and diocese is at the core of our rationale for granting sabbatical leaves. Eligibility of individual employees for sabbatical leaves should be monitored, anticipated, publicized and known by diocesan leadership. Letters of appointment and annual performance and development reviews should systematically remind all parties of the eligibility (including timelines) for sabbatical leaves.

## Appendix C: Health & Safety

### Health and Safety Ontario

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.

## Appendix D: Sick Leave Policy and Protocols

### 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 brief, 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 Laurie Neil, payroll, pensions and benefits administrator, at [payroll@niagaraanglican.ca](mailto:payroll@niagaraanglican.ca) (905.527-1316 x510) for necessary forms or the human resources and volunteer coordinator, Shannon MacKenzie – [shannon.mackenzie@niagaraanglican.ca](mailto:shannon.mackenzie@niagaraanglican.ca) (905.527-1316 x. 360) 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	-EI Sick Leave application is made by office-holder/employee.  -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.  -Maintenance of benefits requires weekly reports to EI.  -EI recipients are not eligible to take vacation during a sick leave

	<p>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 Human Resources and Volunteer Coordinator.</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 &amp; Long-Term Disability benefits.</p> <p>-Applicant, applicant's physician and the Human Resources and Volunteer Coordinator each must complete a portion of this application.</p>
After 75 days on sick leave	<p>-Office-holder/employee ensures that complete application for LTD has been received by Pension Office.</p>
After 119 days	<p>-All payments under EI SUB Plan are discontinued</p> <p>-If LTD is granted, LTD benefits begin.</p>

Revised: May 18, 2022. For more information, contact: the Human Resources and Volunteer Coordinator

## Appendix E: AODA Human Resources Policy

### Purpose

The Diocese of Niagara makes every effort to identify, remove, and prevent barriers to employment by developing inclusive procedures that support and accommodate persons with disabilities throughout their recruitment and employment. Whenever a candidate requires accommodation to enable them to fully participate in the recruitment and selection process, or a current employee requires accommodation in the workplace, the diocese works with the individual to provide such accommodation up to the point of undue hardship.

### Scope

This policy applies to all human resources practices pertaining to current and prospective staff working at Cathedral Place in the Diocese of Niagara.

### Job Design

The diocese conducts thorough job analyses to ensure new and existing job requirements are bona fide occupational requirements: that is, reasonable and made in good faith. To determine whether a requirement is bona fide, the diocese ensures the following:

1. The requirement achieves a goal that is rationally connected to performing the job;
2. The requirement is established in good faith and fulfills a legitimate work-related purpose; and
3. The requirement is reasonably necessary to accomplish a work-related process or task.

Where a requirement is not bona fide, the diocese discerns whether reasonable accommodations can be provided to individuals to achieve equal opportunity in the workplace. The diocese always works to ensure job design is non-discriminatory, including assessing jobs and working requirements for the potential of constructive discrimination.

### Hiring

The Diocese of Niagara completes recruitment and selection processes in a way that ensures the dignity and inclusion of all who participate.

The Diocese is committed to hiring decisions that are unbiased and based on qualifications and experience. The Diocese interview process focuses on experience and skills and will not discriminate against candidates who have a disability or require an accommodation.

All job postings, both internal and external, will include wording to the effect that: "The Anglican Diocese of Niagara welcomes and encourages applications from qualified people, including those with disabilities, for all vacancies at Cathedral Place. Reasonable accommodations are available on request for candidates taking part in all aspects of the selection process."

Such wording will appear in the Employment Opportunities section of our diocesan website.

All offer letters will include this paragraph: "If you require accommodation related to a disability, please contact the Human Resources and Volunteer Coordinator at ...."

## **Workplace information and Emergency Response**

Staff Members with Disability-Related Needs: On request the Diocese of Niagara will provide any printed documents in a more accessible format, e.g. large print, and will work to assist employees to adapt/interpret job descriptions and facilitate understanding the Staff Manual if requested. Employees should not hesitate to speak to their supervisor if they have difficulty understanding any communications/directives.

Health and Safety: If any staff members have needs or difficulties and would require specific accommodation in an emergency, they should speak to the Human Resources and Volunteer Coordinator to determine appropriate procedures.

## **Training, Development and Performance Management**

The Diocese recognizes that skills development can enrich the employment experience, increase engagement, and reduce turnover for all employees. To this end, all employees are treated equally regarding training opportunities, and the Diocese does not discriminate against employees who require accommodation when considering eligibility for training and development.

For all forms of performance management meetings and career development processes, accommodation will be given to those with disability-related needs. Employees should speak with their supervisor or Human Resources and Volunteer Coordinator to determine appropriate procedures.

## **Communication of Accessibility Policies**

In order to notify current staff of this policy it will be communicated through our regular staff communications and training programmes, which will include one or more of:

- the HR manual;
- emails;
- hard copy;
- websites;
- bulletin boards;
- staff meetings, and/or
- one-on-one conversations.

## **Inability to Accommodate**

The Diocese of Niagara provides workplace accommodation up to the point of undue hardship. Undue hardship may occur where it is established that no forms of reasonable accommodation exist, or where the creation of accommodation would create a health and safety hazard or cause unreasonable costs for the organization.

## Appendix F: Computer and Internet Use

For the purposes of the Human Resources manual and the management of Cathedral Place staff-persons and volunteers, “computer” includes any technological hardware or software, including internet-capable “smartphones,” provided by the Diocese of Niagara.

Computers are powerful vehicles for relating to others and, as such, their use at the Diocese is governed by the Diocesan commitment to values consistent with the gospel and our diocesan vision for ministry, including but not limited to: protection of those who are vulnerable, avoidance of harm, honesty and integrity, the promotion of the dignity of all human beings and the well-being of the diocese’s public image. Accordingly, any use of computers to bully, harass, exploit or otherwise harm another individual is strictly prohibited and will be cause for discipline, up to and including termination.

The Diocese requires the responsible use of computers by staff-persons, volunteers, and anyone else completing work for the Diocese. Computer use includes online Internet, email and other technology tools for communications and research as needed to complete job requirements.

Staff-persons and volunteers who have been given access to a computer or any similar device, any diocesan communications facilities or an account which allows them to access restricted diocesan sites and information or are to use these accesses or equipment for authorized purposes which fulfill their job responsibilities. Some limited personal use of computers is permitted, if it does not interfere with work requirements. If personal computer use does interfere with work, such use will be subject to further restriction.

Staff-persons and volunteers will have no right to privacy on diocesan-provided equipment Internet, email, texting and social media use may be monitored and all users are responsible for the security of their own accounts. Access to a staff-person’s password will not be granted, except, in confidence to: the staff person with IT administration duties; IT professionals, as required for IT installation, maintenance or repair; and/or an incoming IT administrator as part of that person’s orientation.

Users may not use someone else’s computer ID or account without specific prior authorization from the staff-person with responsibilities for IT administration. Staff-persons and volunteers are prohibited from attempting to gain unauthorized access to computer operating systems and computer files, or data belonging to others. Users may not misrepresent their identity as senders of messages or as creators of the content of such messages.

All staff-persons and volunteers are responsible for any IT system provided to them by the Diocese. Care must be taken to avoid damaging or altering the hardware and software components of any IT system provided by the Diocese. Pre-approval from the staff-person with IT administration responsibilities is required prior to the downloading or installation of software to diocesan-provided equipment. Similarly, pre-approval is required prior to connecting additional devices that have not been provided by the diocese to diocesan-provided equipment.,

Staff-persons may not post electronically on any public or quasi-public communications vehicle (including email, internet websites, and through social media) material which could provide

information that would lead to breaches in diocesan security systems or privacy interests or obligations.

All who use diocesan-provided IT resources must respect copyright laws, licensing agreements and other intellectual property rights. Computer use is subject to legislation regulating internet use, including, but not limited to the provisions of the Criminal Code regarding obscenity, child pornography, and the incitement of hate or hate crimes. Use of the internet for illegal purposes is prohibited and those involved in such activities may be subject to prosecution and/or with-cause termination of employment with the Diocese of Niagara.



## Appendix G: Organizational Chart

