



Ontario BIA Association Personnel Policy

The provisions of this Personnel Policy Manual will apply to all employees working for the **Ontario BIA Association (OBIAA)**.

Nothing contained in this Personnel Policy Manual shall relieve the **OBIAA** or its' employees from complying with all applicable municipal by-laws, provincial and federal statutes.

A. Conditions of Employment

1. General Conditions

- a. All employees shall adhere to the policies and procedures as set out in this policy.
- b. The Executive Director reports directly to the Board President
- c. All personnel issues are the responsibility of the Personnel Committee or, if no Personnel Committee exists, the Executive Committee
- d. The Board of **OBIAA** may at any time amend any employee benefits or contributions to such benefits at its discretion and in conformity with Federal and Provincial statutes.
- e. An employee who drives a vehicle for **OBIAA** business must be in possession of a valid Class 'G' Ontario driver's license.
- f. Under no circumstances may an employee use any **OBIAA** owned vehicle or equipment for any purpose other than **OBIAA** purposes without prior permission.
- g. An employee who drives a private vehicle for **OBIAA** business shall insure the vehicle appropriately, at the cost of the employee.
- h. All employees shall adhere to the smoking regulations set out in the "Smoke Free Ontario Act".

2. Offers of Employment

A prospective employee will be offered a salary in accordance with the salary range approved for that position.



3. Probationary Period and Process

- a. The Probationary period for new employees is ninety (90) calendar days.
- b. Newly hired employees will be evaluated during the probationary period.
- c. Probationary employees may be terminated in accordance with the Employment Standards Act of Ontario, as amended.

It is understood that **OBIAA** has the right to modify work schedules in accordance with the provisions of the *Employment Standards Act* and at such times as it is necessary for the efficient operation of the **OBIAA**.

B. Salary Administration

- a. The annual rate of pay to any employee shall be in accordance with their salary grade as established by the **OBIAA**.
- b. Salaries will be evaluated annually by the Board of the **OBIAA**.
- c. Procedures for implementing step increases shall be as follows:
 - i) New employees hired between January 1 and June 30, will receive their first review no later than the following February 1. Contingent upon an acceptable review, an in-grade increase on January 1 will be approved.
 - ii) New employees hired between July 1 to December 31 shall receive their first review no later than the following July 1. Contingent upon an acceptable Goal and Performance Development Plan review, an in-grade increase on July 1 will be approved. The next review shall take place no later than the following January 1 and all subsequent annual reviews shall also be completed no later than February 1.
- e. Step increases may occur annually, contingent upon an acceptable Goal and Performance Development Plan review.
- f. Goal and Performance Development Plan reviews will normally occur at least once per year. Individual circumstances may require more frequent reviews.

Payday

- a. Payday will be bi-weekly.
- b. Where payday falls on a designated holiday, the preceding workday will be payday.
- c. Each salaried employee will be paid on each payday an amount deemed to be their salary earned up to and including the previous Friday.



Overtime

- a. All overtime must be pre-approved.
- b. Overtime will be compensated by either payment at 1 ½ times the normal rate of pay or by time in lieu calculated at 1½ times the overtime hours worked. Lieu time must be taken at a time that is mutually agreeable between the staff member and the **OBIAA**.
- c. All overtime and lieu time shall be compensated within the calendar year in which it is earned.
- d. Employees, who are required to work on the Designated Holidays shall receive equal time off with pay at a time mutually agreeable between the employee and the employer, and shall receive pay equal to one and one-half times the employee's normal rate of pay.
- e. Salaried employees are not eligible for overtime as set out above. However, they shall be eligible for time off in lieu, on an hour for hour basis, for all hours worked in excess of 35 hours per week, up to certain maximums per calendar year. Provision may be made for payment for the overtime, with the approval of the Board of Directors. Accumulated time off in lieu of overtime shall be taken the year in which the hours were accumulated or be forfeited.



Designated Holidays and Vacation

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

New Year's Day	Civic Holiday
Family Day	Labour Day
Good Friday	Thanksgiving Day
Easter Monday	Christmas Day
Victoria Day	Boxing Day
Canada Day	
- d. When any designated holiday falls on a Saturday or Sunday and is not proclaimed as being observed on some other day, the normal working day immediately following will be deemed to be the holiday for the purpose of this manual.
- e. When a designated holiday falls on an employee's scheduled day off or during their vacation leave, the employee will receive another day off with pay at a time mutually agreeable to the employee and their Department Head, indicated in writing.
- f. All vacation leave and vacation pay shall be based on a calendar year.
- g. Vacation leave must be taken in the 12-month period beginning in January and ending in December, in the year in which the vacation is earned, at a mutually agreeable time arranged between employee and Department Head.
- h. A deferral of vacation leave to the following year may be approved by the **OBIAA** Board of Directors in exceptional circumstances.
- i. Employees terminating shall have their vacation leave pro-rated based on their entitlement by the date of termination.



Absence from Work

1. Incidental Illness

- a. Every employee will be entitled to nine (9) working days of sick leave for each calendar year only.
- b. The types of purposes that entitle an employee to receive payment for incidental illness are the following:
 - 1) illness of the employee
 - 2) illness of an immediate family member (son, daughter or spouse)
 - 3) medical appointments for the employee or an immediate family member
- c. When absent due to illness, each employee shall notify their Supervisor within one-half hour of normal starting time on each day of such absence.
- d. A doctor's certificate may be requested by an employee's supervisor at any time.

2. Leave of Absence

- a. Any leave of absence will require consultation with the Personnel Committee of the **OBIAA**.
- b. At least two (2) weeks' notice should be given before the requested leave of absence unless required due to an emergency. All requests shall be in writing, stating the reason.

3. Compassionate and Bereavement Leave

- a. Bereavement leave arising from the death in the immediate family will be granted with pay up to maximum of five (5) normally scheduled working days. Immediate family shall include:

▪ child	▪ parent-in-law
▪ grandchild	▪ sibling
▪ grandparent	▪ spouse/companion
▪ parent	▪ sibling-in-law
- b. Compassionate leave may be granted after consultation with the Personnel/Executive Committee of **OBIAA**.



4. Jury Duty/Subpoena Notice

An employee who is required to serve as a juror or attend quasi-judicial tribunals where subpoenas may be issued will be granted a paid leave of absence. The employee shall be paid one-day's pay for the loss of each day of service provided that they report for work when not actually required for jury duty. Upon returning to work the employee will provide proof of absence. The employee will deposit with the **OBIAA** the total compensation including mileage, etc. that they receive for attending.

5. Inclement Weather

If **OBIAA** offices are open, time lost due to inclement weather must be reconciled.

6. Pregnancy and Parental Leave

- a. Pregnancy and Parental Leave is granted in accordance with the provisions of the Employment Standards Act of Ontario as amended.
- b. Eligibility requirements for Pregnancy and/or Parental Leave are those detailed in the [Employment Standards Act of Ontario](#), as amended.
- c. The employee must give the **OBIAA** at least two weeks written notice of the date the leave will begin and a certificate from a legally qualified medical doctor stating the expected birth date.
- d. An employee who has been employed by his or her employer for at least 13 weeks and who is the parent of a child is entitled to a leave without pay following:
 - i. the birth of a child; or
 - ii. the coming of a child into the custody, care and control of a parent for the first time.



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C. Convention, Conference, Employment Expenses and Professional Fees

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

- a. Transportation expenses equal to but not exceeding economy air travel will be paid upon presentation of receipts;
- b. Mileage at the approved [Canada Revenue Agency](#) rate where the employee elects to use his/her motor vehicle for travel, providing the mileage and parking costs do not exceed the economy airfare provided for in (a) above;
- c. Hotel accommodation, ground transportation, meals (only when not included in conference fees); and
- d. The **OBIAA** will pay one hundred percent (100%) of the cost of registration for an employee attending a conference or convention.
- e. Receipts for all expenses including meals, hotel accommodation, ground transportation etc., must be provided for reimbursement.
- b. Employees required to use their personal motor vehicles as a condition of employment shall be reimbursed at the same rate as provided by the [Canada Revenue Agency](#).