



EMPLOYEE POLICY MANUAL

Authorized by the Peguis Free Spirits Child Care Centre Committee

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Introduction

The Peguis Free Spirits Child Care Centre (PFSCCC) Committee values the service and

commitment their employees provide and staff policy is designed with this in mind.

The PFSCCC Committee of Peguis Free Spirits Child Care Centre, hereafter known as the Centre, hereby adopts this policy in effect for Centre employees.

The PFSCCC Committee encourages all staff to read this manual carefully and to bring forward any questions or concerns you may have.

As the Peguis Free Spirits Child Care Centre grows and develops, so will centre policy.

This policy manual is subject to revision. Staff will be advised of any revisions to policy.

Background

The Centre has become a reality through the collaborative efforts of parents, Peguis First Nation, Peguis Chief and Council, Peguis Child & Family Services, Peguis Development Corporation, and Peguis Housing Authority.

To ensure that the needs of the community of Peguis First Nation were met, surveys were conducted and the results detailed the type of services required and the commitment of care needed.

The Centre is a non-profit entity that is dependant of Federal funding and parent fees for operational and maintenance costs.

The Centre is administered by a Committee and a (non-voting) Director. The PFSCCC Committee is responsible for setting staff and parent policies and for the fiscal operation of the Centre.

Mission Statement

Our mission is to provide a quality Early Childhood Education program within a safe,

nurturing and loving environment.

Philosophy

Children are unique and have the right to be heard, respected and loved unconditionally. They have the right to be in a safe, nurturing and loving environment where they can develop to their fullest potential intellectually, emotionally, socially, physically and spiritually.

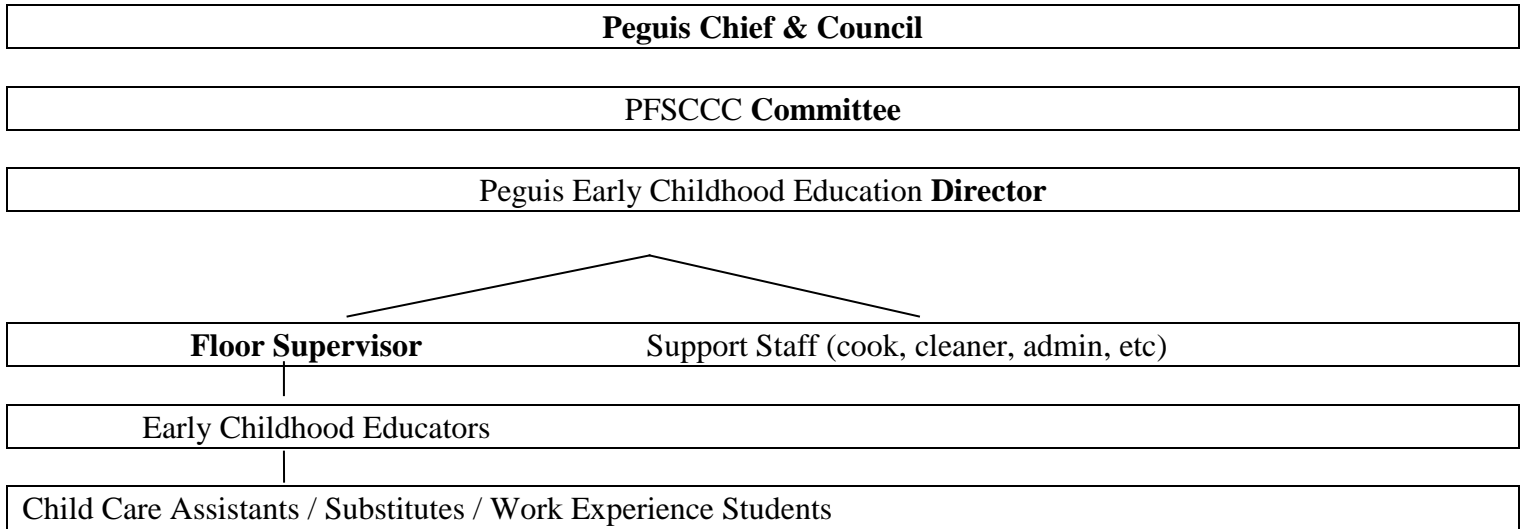
Parents are the most important factor in their child's life. Therefore, we will encourage parents to become involved in all that the Centre provides.

To fulfill our Centre's philosophy, staff will:

- Use developmentally appropriate planning, positive guidance and positive reinforcement.
- Ensure that the children participate in natural learning experiences, filled with fun where they can succeed according to their individual abilities and interests.
- Enhance children's self-esteem, self-confidence and self-image.
- Encourage parents to participate and become involved in the Centre's daily activities and routines.
- Develop positive relationships for sharing and information exchange between staff, parents and children.
- Create partnerships with parents that will allow children consistency at home and in the centre.

Organizational Structure

Organizational Structure



Peguis Chief and Council Liaison:

The Peguis Chief and Council portfolio holder for early childhood education acts as liaison for the chief and Council and the daycare program. The chief and council liaison is kept informed of overall happenings with the daycare program.

Peguis FSCCC Committee:

The Committee corresponds and informs the Chief & Council via chief and council liaison on any issues that need to be communicated to leadership. This committee provides support and direction on policy and operations.

Director: The Director reports directly to the PFSCCC for daycare issues. The Director provides mentorship, support and guidance to assist the Floor Supervisor in the management of the daycare.

Floor Supervisor: Reports to the Director. Organizes floor staff, provides mentorship, and provides a monthly report on employees.

Support staff: Reports to Director

Early Childhood Educators (ECE): All ECE's and Child Care Assistants report to the Floor Supervisor.

Chain of Commands

1. The PFSCCC Committee oversees the administration and development of the Peguis

Free Spirits Child Care Centre. The committee consists of chairperson, elder, community member, daycare parent and an early childhood educator/child and family service representative.

2. The Daycare Director is responsible for implementing Centre policies and daily administrative duties. The support staff report to the Daycare Director. The ECE Floor Supervisor is responsible for the management of the child care workers. The child care workers report to the ECE Floor supervisor and the ECE Floor supervisor reports to the Daycare Director.
3. For problem resolution and discussion of issues or concerns, employees must follow the Chain of Command.
 - I.e. Employee to Employee
 - Employee to Floor Supervisor
 - Daycare Floor Supervisor to Daycare Director
 - Daycare Director to PFSCCC Committee
4. Individual members of the PFSCCC Committee must not be approached with grievances that should be dealt with through the Chain of Commands.

Benefits

Leaves for full-time employees

Where an employee is requesting any type of leave, a Request for Leave Form must be completed five days in advance by the employee, signed and approved by the Director, before the leave is taken.

1. Sick leave – eligible if employee notified centre & supervisor one hour before opening
 - a) A employee shall be granted sick leave with pay when he/she is unable to perform his/her duties because of illness or injuries, provided the employee has the necessary sick leave credits.
 - b) A full-time employee shall accumulate Leave for illness based on one and a quarter days per month of employment to a maximum of fifteen days.
 - c) In order to qualify for time off with pay, an employee must notify the Daycare Centre & Supervisor one hour before Centre opens so that the Centre may continue to operate properly.
 - d) A medical certificate will be required for any illness longer than two consecutive days.
 - e) Employees who have accumulated sick days will not be allowed to use those days as time off.

f) Accumulation of sick days will not be paid out upon termination of employment.

2. Medical Leave

a) For employee-related medical appointments, an employee is entitled to two days per fiscal year to conduct medical/dental appointments (not to be carried over). A signed certificate is required.

Note – Employees are expected to make reasonable efforts to schedule appointments to minimize his/her absence from work.

3. Compassionate

Each employee is entitled to leave of absence with pay for reasons of life threatening illness in the immediate family. This leave, granted to an employee, must be approved by the Director in consultation with the employee's supervision.

*Immediate family is:

- a husband or wife (includes common-law)
- a parent
- a brother or sister
- a son or daughter
- a grandparent or grandchild
- any of the above by marriage
- anyone else so designated by the Director for that employee (i.e. Legal guardian, custom care giver)

4. Leave for Marriage

After the completion of one full year continuous employment and providing the employee gives the employer at least two (2) weeks notice, the employee shall be granted five days marriage leave with pay.

5. Maternity/Paternity/Adoption/Parental Leave

- a) An employee who has completed six months continuous service with the Centre and is eligible to receive Employment Insurance benefits for maternity/paternity, parental or adoption will be granted leave without pay, loss of status and without loss of seniority.
- b) During the period of this leave the employee will not accumulate sick days or holiday time.
- c) Additional leave without pay for maternity/paternity, parental or adoption may be granted at the discretion of the Director.

d) Any decisions by the Director may be appealed, following the Chain of Command.

6. Bereavement

Bereavement leave granted to an employee must be approved by the Director.

- a) Each employee is entitled to leave with pay for up to five consecutive working days, including funeral day, in the event of a death in his/her *immediate family.
- b) Each employee is entitled to leave with pay in the event of a death of his/her aunt, uncle, niece, or nephew for the day of the funeral.
- c) An additional two days may be allowed for travel time, if warranted, but must be approved by the Director.

7. Educational

Requests for educational leave must be made with reasonable notice and must include full documentation to enable proper consideration of the application.

- a) Employees are eligible to participate in job-specific training with pay as approved by the Director.
- b) Employees must participate in job-related professional development, workshops/seminars as required by the Centre.
- c) Full-time employees who have completed three full years of consecutive service with the Centre may apply for Job-Related Educational Leave without pay and without loss of status or seniority, for a period of up to twelve consecutive months.
Further time may be granted at the discretion of the PFSCCC Committee.

8. Employee Assistance Program

- a) Where a permanent employee is unable to continue satisfactorily in the performance of his/her job due to an addiction, a leave of absence without pay may be granted, subject to the following conditions:
 - The employee must attend an approved treatment program related to the addiction.
- b) Where a permanent employee is unable to continue satisfactorily in the performance of his/her job due to emotional stress (burn-out), a leave of absence with pay may be granted, subject to the following conditions:
 - The employee must co-operate in accepting therapy or treatment.
 - Treatment must be recommended in writing by a professional in the area of employee dysfunction (i.e. traditional, medical doctor or psychologist for a

psychological disturbance, or stress-related disability).

This leave must be approved by the PFSCCC Committee after consultation with the Director.

Where the leave will be longer than fifteen consecutive working days, the employee will be expected to apply for Short Term Disability or E.I. benefits, whichever may apply.

Where benefits are not payable because of the nature of the dysfunction, a longer period of absence (with or without pay) may be granted by the PFSCCC Committee.

9. Wellness

An employee is eligible for 1 wellness day per month upon being granted fulltime status if previous month has no missed days. It is granted due to the high stress level required to maintain the duties as being responsible for children.

10. Elections

a) Peguis First Nation Elections

Peguis Free Spirits Child Care Centre is a non-political organization. Therefore, if an employee is nominated for position of Chief or Councilor and the employee accepts the nomination, that employee is not required to take a leave of absence from the day of nomination until the day of election, inclusive. Two weeks prior to election, employee has option to take leave without pay or utilize annuals. However, if the employee takes leave without pay, regardless of the outcome of the election, that employee is not eligible to recover pay lost. If elected, employee must resign from position.

b) Right to Vote

In the event of local, provincial or federal election, all employees entitled to vote shall be allowed time to attend polls. The Director will be responsible for maintaining staff/child ratios.

11. Other

Leave of absence with or without pay may be granted by the Director in consultation with the PFSCCC Committee. Leave may include leave for traditional/spiritual practices, emergency evacuation due to frequent flooding in area and any other upon the discretion of the director.

Annual

1. Annual Period Entitlement

- a) Each employee, who has worked for the Centre for at least ninety percent of the previous fiscal year, is entitled to a period of Annuals from work based on years of service (service includes any paid leaves and any period of annual, but does not include unpaid leaves.)
- b) Any employee eligible to receive a period of annual from work will receive one and a quarter days per month accumulated as of April 1 of each year then:
 - 1 -5 years = 15 days
 - 6 - 10 years = 20 days
 - 11 - 15 years = 25 days
 - 16 - plus years = 30 days

2. Scheduling

- a) An employee eligible for a period of annual from work must take his/her annual within the fiscal year after the annual is earned.
- b) The Director will develop a schedule taking into account the wishes of all employees. Preference for annual time will be given to employees based on earliest date of request and/or their length of service within the Centre.
- c) Majority of annuals are to be utilized throughout July and August summer months.

Holidays

Each fulltime employee is entitled to the following statutory holidays, aboriginal holidays and one local holiday with pay:

Statutory:

New Year's Day
 Louis Riel Day
 Good Friday
 Easter Monday
 Victoria Day
 Canada Day

Civic Day
 Thanksgiving Day
 Remembrance Day
 Christmas Day
 Boxing Day

Aboriginal:

Aboriginal Justice Day One
 National Aboriginal Day
 Aboriginal Veterans Day

Local:

Treaty Day - Friday

Administrative Matters

Travel Rates

1. Travel within the Province

a) The following will be the daily allotments:

Breakfast	\$15.25
Lunch	\$18.50
Supper	\$35.00
Total Meals:	\$68.75

- b) Mileage will be paid at \$0.49 per kilometer. Carpooling encouraged. (Peguis to Winnipeg 400km round trip @\$196.00)
- c) If an employee is attending a training session or meeting and could leave the morning of the event, no overnight allowances could be claimed. If the employee training or session begins at 10:00A.M. or later, only lunch and dinner could be claimed.
- d) Overnight Allowance: \$404.75
- e) Day Travel: \$214.50 Includes mileage and lunch
*all rates subject to revision/pending budget per fiscal year

Pay

- a) Employees will be paid bi-weekly.
- b) No advance in salary will be given to an employee except in the case of serious illness or death of an immediate family member. This advance must be approved by the Director.
- c) No loans will be provided to employees.

Hours of Work

Regular shift work for each employee (not including travel time) ranges from 8:00 a.m. to 5:30 p.m., with one hour and fifteen minutes off for break/lunch combined and one fifteen minute break in the afternoon.

Overtime

Employees are not paid for overtime. However, if staff are expected to stay late due to late pick up of children, time in lieu will be documented.

Staff are required to attend staff meetings and parent meetings. Time in lieu will be granted to staff when submitting request for leaves with five days advance.

Performance Requirements

Conduct

Each employee represents the Centre, its Mission Statement and its Philosophy. We must act honestly, respectfully, compassionately, both within the Centre and within the community at large. The Centre also recognizes the right for employees to work in an environment free from sexual harassment and agree that sexual harassment will not be tolerated in the workplace.

It is expected that employees maintain professionalism with families, community and fellow employees. Any employee who fails to maintain professionalism is subject to disciplinary action by the Centre.

The following outlines what is expected of employees.

1. On the Job

a) General Obligations

Employees are expected to work with diligence, care and honesty.

i. Punctuality

Employees are expected to abide by the regular hours of work applicable to their shift. Punctuality is important for the morale of fellow employees and for the efficient operation of the Centre.

ii. Confidentiality

Confidentiality of information is very important. Information from parents and their files should only be discussed with the persons involved, unless there is reason to believe the child is in danger. Information should be passed on to the appropriate agencies or authorities.

A breach of confidentiality is grounds for immediate dismissal. Oath of confidentiality MUST be signed including students and volunteers.

iii. General Appearance

Appearance shows respect for the Centre, for fellow employees and for parents and children. Employees are expected to maintain a generally neat and appropriate appearance. Being careful to avoid wearing articles of clothing that are revealing or are offensive.

b) Relationships

Openness and honesty are paramount to positive relationships, both with families, fellow employees and the Centre.

The following are examples of situations which may occur:

g) With Families

Because we work in a community where many of the families are people we know or are family members, we must always be careful not to show favouritism or bias against anyone.

It may be difficult, because of personal relationships, to deal with a particular child or family. In such cases, the employee should consult with the supervisor or Director.

ii) With Fellow Employees

Respect for fellow employees is important for morale. Working as a team is important for the efficient operation of the Centre.

An employee who has a grievance with another employee must discuss it first with that employee. If matters cannot be resolved, the employee will follow the Chain of Commands.

The Centre will not tolerate personal harassment of one employee by another (i.e. gossiping, using social media, such as facebook, back-stabbing or undermining)

iii) With the Centre

Dishonesty of any kind will not be tolerated. This includes falsification of records or documents, or theft of property belonging to the Centre.

Disruptive conduct will not be tolerated. This includes any conduct that affects morale or the ability of the Centre to function, attending the daycare while under the influence of any mind-altering substances and using the daycare as a social meeting place during work hours.

2. Off the Job

The Centre expects employees, while not at work, to conduct themselves in a respectable manner because all employees serve as positive role models on and off the job.

An employee who is charged with a criminal offence or is alleged to be involved in an illegal activity must inform the Centre immediately. The Centre will then conduct its own investigation to determine whether or not any action prior to disposition of the charge is required. Failure to provide notice is grounds for dismissal.

An employee charged with a criminal offence will be suspended without pay until the outcome of the Court's decision. In the event that said employee is found not guilty, he/she will recover lost wages and benefits for the period of suspension. In the event that said employee is found guilty, the employee will be terminated.

Evaluation

1) Probationary/Contract Employees

- Newly hired employees will be on probation for a six month period.
- A probationary/contract employee's performance will be discussed with that employee each month by the supervisor or Director.
- A probationary employee will be provided with reasonable warning of dissatisfaction with job performance prior to termination.

2) The term of probation may be extended if recommended by the supervisor and as per Chain of Command. The Employee will then be re-evaluated at the six-month period and this evaluation will determine continued employment.

3) Full-time Employees

- Each employee will be evaluated annually. The employee has the right to respond to the evaluation and to have that response placed on file.
- If an employee maintains their original job title as hired, the annual anniversary date will remain the same.
- Should an employee transfer from one area to another, this transfer will not affect employee benefits (i.e. loss of seniority, loss of vacation time).

Discipline

The Centre`s approach to discipline is to encourage an individual to improve or to change behavior when such conducts affects the Centre`s reputation or ability to operate. The Centre`s approach will always be to treat each employee as an individual.

Disciplinary Procedures

Step 1- Verbal Warning

Where the Director Identifies a work performance problem, an informal meeting will be held with the employee to address the issue. The verbal warning will include the problem to be dealt with; date, duration and frequency the problem has occurred, the effect and corrective action including time frames to be complied. The employee shall be encouraged to identify the appropriate corrective action. The dates of the verbal warning and the discussion will be documented and signed by both parties and kept on the personnel file. For less serious corrective measures an employee may receive two verbal warnings prior to proceeding to step 2.

Step 2- Written Warning

Where an employee has failed to correct the problem following verbal warning (s) or has more than one alleged infraction within twelve (12) month period or a more serious infraction occurs i.e. harassment, refusal to attend training, unauthorized absences, the Director will issue a written warning that will be placed on the employee`s personnel file with a copy to the employee. Warning will include any steps taken thus far to resolve the problem, identified corrective action and notification that failure to comply with corrective action and maintain adequate work performance will result in suspension and/or disciplinary probation will continue or whether further disciplinary action is required. Suspension may also be immediate if the employee`s conduct destroys the employer-employee relationship but can be restored through proper remedial action.

Step 3- Suspension and/or Disciplinary Probation

Where an employee fails to correct the problem following verbal and/or written warnings, they may be placed on suspension and/or disciplinary probation. Suspension is not to exceed two weeks without pay. The length of disciplinary probation will depend on seriousness of infraction. The Director will document the action taken identifying reason for suspension/disciplinary probation, steps taken to date, received corrective action, dates for interim review and consequences. The employee will review the written decision, sign it and provide any comments. At an interim evaluation, the Director will determine whether probation will continue or whether further disciplinary action is required. Suspension may also be immediate if the employee`s conduct destroys the employer/employee relationship but can be restored through proper remedial action.

Step 4- Termination

Where the employee has failed to correct a problem through the progressive disciplinary process or where an employee's actions are so serious that progressive discipline is not appropriate. The Peguis Free Spirits Child Care Centre may terminate immediately without further notice to the employee. Cause for immediate termination includes but is not limited to the following:

- 1) Serious misconduct or neglect of duty.
- 2) Insubordination, insolence or deliberate violation of any of the principles set out in this policy.
- 3) Breach of the Criminal Code, Narcotics Control or Drug Act of Canada.
- 4) Abandonment of the position, in the sense of repeated failure to attend work or call n with an explanation.
- 5) Theft or dishonesty.
- 6) Violence against a co-worker, or against a member of the public in the course of the employee's employment.
- 7) Deliberate or negligent conduct which embarrasses or otherwise damages the reputation of the Peguis Free Spirits Child Care Centre.
- 8) Mental or physical incapacity which prevents the performances of the employee's duties on an ongoing basis, and for which no reasonable accommodation can be provided short of undue hardship.

Where an allegation is made against an employee which could result in immediate termination that employee will be placed on suspension without the discretion of the committee, until the matter is investigated thoroughly and a determination is made. In circumstances that involve a criminal charge in any way related to the employee's employment, the employee will remain on suspension until a final disposition by the court is made, unless the committee feels in the meantime that it has sufficient information to make a determination based on it's own investigation.

Prior to any termination, a show cause hearing will be held which may include the Director, and/or the Committee members, Legal Counsel to the Peguis Free Spirits Child Care Centre and the employee. The employee may bring legal counsel or a friend for support but will be expected to answer questions personally and not through their advisor.

Appeal Procedures

Any employee has the right to appeal, through the Chain of Command, any exercise of authority or decision by the Director. The Committee will offer any employee the Opportunity to present his/her position in regards to their appeal. Appeals must be filled within two weeks.