

# Kamloops Classic Swimming



## Employee Handbook

Final version 1.1

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# INTRODUCTION

## Mission Statement

Kamloops Classic Swimming is an aquatics program established to provide opportunities for our community through the sport of swimming. We are a SwimBC and Swimming Canada member committed to building excellence in our athletes. We are dedicated to providing the members of our not-for-profit organization with services at an affordable cost.

## Vision Statement

Building the future of the community through safety in the water, healthy lifestyles, and physical development while achieving excellence in swimming and life.

## Philosophy

**Commitment, Pride, Sportsmanship, Character.**

We stress being committed to excellence both athletically and academically. We take pride in our organization, our athletes, and their families. We teach sportsmanship both in and out of the pool at all times. We build character through life lessons that will take our swimmers past their athletic careers and into being outstanding leaders of the future.

Kamloops Classic Swimming Goals:

1. Swimmers are performing at their best
  - Swimmers are the core focus of KCS
  - To be performing at their best, swimmers must be supported by a strong program and coaches and have access to sport psychology, nutrition and goal setting support.
2. Coaching staff is delivering a flexible and competitive program
  - Coaches are central to the success of swimmers and KCS
  - Coaches develop the program and supports needs for swimmers to excel
  - Coaches will have the appropriate skills, training and attitude to fulfill their role and help swimmers achieve their best.
3. Swim Club parents and volunteers are actively involved
  - Recognition that without the support of parents and community volunteers, KCS could not operate at its current levels.
  - Parents and volunteers play an important role in the Club as members of the Board, meet organizers, officials and fundraisers.

4. KCS's Team Spirit inspires and motivates swimmers and parents
  - KCS is a club with a powerful sense of team
  - Every swimmer is a valuable member of the team
  - The Club inspires and motivates swimmers to be better athletes and to contribute back to the club and their community.
5. Partnerships enhance KCS's success
  - Community and strategic partnerships are central to KCS's success

## **CLUB STATEMENT**

The matters pertaining to employment presented in this handbook are for informational purposes only, and may be amended or withdrawn by the Club at any time without prior notice to employees. This handbook is not a contract or offer of a contract of employment terms and cannot be relied upon as such.

By virtue of the execution of the acknowledgement statement pertaining to this handbook, each employee agrees, as a condition of hire or continued employment, to the above purpose and limitations on the use of this handbook, and to be bound by any changes in the terms and conditions of the employment relationship at any time, for any reason. As a condition of employment, each employee acknowledges and agrees that the Club may make changes in his or her terms of at-will employment, and each agrees to be bound by any such changes. The only effective objection an employee may make to any such changes is to resign from employment.

## **CODE OF CONDUCT (CLUB-WIDE)**

### Swimmers

- Arrive at practices and meets at the time designated by your coach
- Know your training schedules
- Display a positive and consistent work ethic
- Listen and follow coaches directives and suggestions
- Display a positive and respectful attitude and behaviour toward other swimmers, parents, coaches and officials
- Cheer for all of your teammates

### Parents

- Support coaching staff in their instruction

- Display a positive respectful attitude and behaviour toward all swimmers, coaches, officials and other parents
- Assist swimmers to get to practice regularly and on time
- Encourage and supply healthy living through ensuring appropriate nutrition, rest and dryland activities
- At least one parent is to obtain a 'Respect in Sport' certificate (see Registration info)

#### Keys to a Successful Relationship with a Coach

- Keep in mind that you both have similar goals for your child
- Talk to your coach first when a concern arises
- Keep any concerns private between you and the coach without engaging other parents
- Try to remain objective
- Encourage other parents with concerns to direct the conversation back to the coach
- Develop a friendly relationship with the coach
- Let your child's coach know that you appreciate his or her efforts
- Remain positive

#### Coaches

- Provide a physically and emotionally safe environment for practices and competition
- Serve as role models to swimmers and provide behavioral expectations in and out of the water
- Maintain a professional demeanor in their relationships with swimmers, parents, officials and colleagues
- Ensure the health, well-being and development of the swimmer take precedence over competition
- Encourage success for the swimmer in and out of the pool, including commitment to academic achievement

#### Everyone

- Behave in a manner that is respectful and courteous
- Refrain from the use of demeaning or belittling language
- Refrain from the use of abusive or confrontational approaches to swimmers, coaches, officials or parents
- Committed to doing our best to foster a healthy environment for all to thrive
- Demonstrate sportsmanship – don't show anger or verbalize disappointment
- Treat others as you would want to be treated

## **HARASSMENT POLICY**

### General Principles

Kamloops Classic Swimming ('KCS') is committed to having all club activities free of personal harassment so that the club fosters the self-esteem, understanding, dignity, mutual respect and cooperation of all persons involved. The intent of the policy is to protect all of its swimmers, parents, coaches and staff, irrespective of their race, ancestry, place of origin, colour, ethnic background, religion, citizenship, creed, gender, sexual orientation, physical or mental condition, age, pardoned conviction, and civil or family status, against any form of harassment by any member or employee with whom they come into contact.

KCS will conduct a fair, timely and confidential investigation of any complaint, concern or allegation of retaliatory actions against a complainant acting in good faith.

### Scope

This policy is applicable to complaints of harassment concerning KCS's swimmers, parents, officials, coaches, board of directors and its volunteers.

### Definitions and Examples of Harassment

"Harassment" is generally defined as engaging in vexatious physical or verbal behaviour that is known or ought reasonably to be known to be unwanted or insulting, intimidating humiliating, hurtful, malicious, derogatory, degrading or otherwise offensive to an individual or group and may include, without limitation, any of the following forms:

- i. "Verbal Harassment" which may include the use of vulgar or obscene language racial slurs, degrading ethnic jokes and/or insults, inappropriate and unwelcome sexual remarks, implicit or explicit promises of reward for sexual favours, and/or acts or threats of reprisal or retaliation where such sexual advances are rejected.
- ii. "Physical Harassment" which may include practical jokes, acts of violence otherwise aggressive behaviour, or other similar types of unwelcome physical contact or actions.
- iii. "Sexual Harassment" which may include unwelcome, offensive or humiliating behaviour directed towards a person's sex or sexual orientation, any unsolicited or gratuitous physical contact or any physical interference with a person's work or movements. It also extends to questions or discussions about a person's sex life, comments related to a person's attractiveness, leering or other suggestive behaviour.
- iv. "Visual Harassment" which may include obscene gestures or the display of offensive or degrading posters, caricatures, graffiti, photos, drawings or videos which are shown to a person

or group or are displayed in clear view. Visual harassment that is sexual in nature constitutes sexual harassment.

### Complaints and Procedures

KCS encourages any person who is the target of Harassment (the “Complainant”) to inform the person harassing them (the “Respondent”) that the behaviour is unwelcome, offensive and contrary to this policy.

If it is impossible or difficult to inform the Respondent of the behaviour or if the behaviour persists after the Respondent has been informed, the Complainant of the alleged harassment should notify the Board of Directors. As with any Code of Conduct complaint the board will designate a sub-committee of no less than three board members to meet with the Complainant and try to gain an understanding of the case on an unofficial, neutral and impartial basis. If the sub-committee feels there has been a violation of the Harassment policy it will meet separately with both the Complainant and the Respondent and determine an appropriate course of action.

### Appeal

Any party involved in the Harassment complaint process may appeal the decision to the Board of Directors as a whole or if outside of club boundaries to Swim BC for further consideration.

### Confidentiality

KCS recognizes that harassment is a sensitive and serious issue and will endeavour to protect confidentiality in all matters pertaining to complaints and procedures.

## **GENERAL EMPLOYMENT INFORMATION**

### **INTRODUCTORY AND PROBATIONARY PERIODS**

The Club recognizes two separate conditions:

The first is the 90 days introductory period for new employees. This period is established to benefit both you and the Club. It is a period of adjustment and adaptation, both personally and in terms of learning the job requirements and work rules. The Club encourages above average and exceptional performances. However, if during this period, you are unable to adapt successfully to the requirements of the position, or the Club as a whole, your employment can be terminated immediately. The Board of Directors reserves the right to set an extended probationary period for certain situations.



The second type of probation is for inadequate performance or improper behaviour at any time after the introductory period. You may be placed on probation for a designated period, as outlined in the Disciplinary Action and Progressive Discipline Policies, to correct recognized performance shortcomings that you are able and willing to correct.

## **DEFINITION AND CLASSIFICATION OF EMPLOYEES**

You are classified as either salaried (exempt from overtime pay) or hourly (eligible for overtime pay). Within each of these classifications are sub-classifications of full-time and part-time employees.

**FULL-TIME EMPLOYEES:** A regular employee is one who has successfully completed their introductory probationary period, consistently worked 35 hours or more per week as assigned by the Head Coach, and is paid on an hourly or salary basis.

**PART-TIME EMPLOYEES:** A part-time employee is one who has successfully completed their introductory period, consistently works less than 35 hrs per week, and is paid on an hourly or salary basis.

A person will be considered for employment only if that person is a Canadian citizen or is a non-citizen authorized to work in Canada.

## **PERSONNEL FILES, EMPLOYEE INFORMATION**

All information will remain confidential. If someone inquires about your employment, the Club allows verification of position and dates of employment only.

All employees will be required to submit a satisfactory police records check prior to starting work.

## **CHANGE IN EMPLOYEE'S STATUS**

Your address, telephone number, and information about you and your family must be recorded by the Club. Please report any changes in this information to the office administrator and Head Coach immediately. This is very important in the event of an emergency and in connection with such things as Revenue Canada, etc. Please notify us whenever changes occur in the following areas:

- Change in home address and/or telephone number

- Change in marital status
- Legal change of name
- Change of citizenship status
- Beneficiary change (if participating)
- Telephone number of emergency contact.

## **PERFORMANCE REVIEWS**

You may participate in a performance review with your supervisor. Your supervisor will be observing your effectiveness in performing your work. These reviews are used to provide you with an opportunity to talk about the job and your personal goals. They may be given at set intervals or as often as warranted by the job situation, your performance, and management discretion. Performance reviews do not necessarily result in merit increases.

## **SAFETY**

The Club desires a safe workplace of every employee. Accidents are taken seriously by both employees and the Board of Directors. Accidents reduce earnings, cause physical discomfort, and reduce the efficiency of the Club.

You must report any accident/injury to your immediate supervisor as soon as possible, as a slight injury without proper care may lead to serious complications. The supervisor will then notify the appropriate person.

It is the policy of the Club to:

Provide safe and healthful place of employment for all employees and to abide by all regulations as they pertain to the Club's industry.

Require all employees to abide by the safety guidelines within the Club

Require all employees to abide by the procedures and provisions for the reporting and treatment of injuries

In order to minimize accidents/injuries, all employees are expected to abide by the following rules:

- Report any unsafe conditions to your supervisor as soon as possible.
- Dress properly. Wear appropriate coaching clothes and shoes.

- Do not leave materials or equipment in aisles, walkways, stairways, roads or other points of entrance or exit. Practice good housekeeping at all times.
- When riding in company vehicles or moving equipment, securely fasten the seatbelts.
- No smoking
- The use of or being under the influence of intoxicating beverages or illegal drugs while on the job is prohibited.
- All posted safety rules must be obeyed
- Horseplay causes accidents and will not be tolerated.
- Use extreme caution when walking on wet or slippery surfaces.
- Watch your step on stairs or around blind corners.
- Know location and be familiar with City of Kamloops~ Canada Games Pool Rules and Regulations.
- Know fire procedures and above all, remain calm in case of a fire.

Violation of these safety rules could result in progressive disciplinary action being taken. The use of or being under the influence of intoxicating beverages or illegal drugs while on the job will result in termination.

## INJURY REPORTING

It is your responsibility as an employee to assure a safe working environment for yourself and your co-workers. If the Club determines that an accident was due to negligence or extreme carelessness by you, a notice will be issued to you, with a copy to be placed in your personnel file. Repeated acts of negligence or repeated failure to comply with safety rules can lead to further disciplinary action up to and including termination.

All injuries, no matter how slight, must be reported to your supervisor.

In the event of an injury on the job, you must complete a WCB accident report form and submit to administration within 24 hours. You are requested to exercise caution at all times while working in order to minimize industrial accidents.

When you have received a RETURN TO WORK order from your treating physician after a work related injury, you will have (2) business days to report to work or to contact your supervisor by telephone. If you do not contact the Club within two business days, you will be subject to dismissal.

## COMPLAINT PROCEDURE

The Club believes in an open door policy. If you have a complaint or disagreement, you are asked to sincerely try to resolve these problems by discussing it with your supervisor. If all attempts have been made to find a solution without success, the employee can approach the Conflict Resolution Committee of the Board of Directors. This communication path is preferred over discussing the matter with co-workers as it allows management the opportunity to find a solution to the problem before it becomes a club issue.

You are responsible for reporting your problem to management as outlined below. There should be no fear of retaliation at any stage of this process. The President or the Board of Directors will try to reach a solution through a thorough discussion of the problem with the involved parties.

**Procedure:** You should first take up the problem with your immediate supervisor. If the grievance is not settled by your immediate supervisor, you may present it to the Conflict Resolution Committee of the Board of Directors. This procedure should be continued until your complaint is either resolved or brought to the President whose decision will be final. The Club reserves the right to use mediation/arbitration to settle any complaint.

## NON-DISCLOSURE/CONFIDENTIALITY

The protection of confidential business information is vital to the interests and success of the Club. Such confidential information includes, but is not limited to, the following: financial information, marketing plans, member lists, sponsor lists, compensation data, personal records, personal business conversations, pricing practices, procedures and processes.

Employees that improperly use or divulge club information will be subject to disciplinary action up to and including termination and legal action for restitution of financial and other damages to the Club as well as punitive damages.

## RESIGNATION

Employees have an obligation to provide reasonable notice of their resignation. This notice obligation is intended to allow the employer a reasonable amount of time to arrange its affairs to find a suitable replacement. The higher-up a position the employee has (ie. special skills, management type, etc) the more notice the employee will have an obligation to give.

If you find it necessary to resign, you are expected to give advance notice, in writing, to your supervisor indicating the last day you will be working.

## DISCIPLINARY ACTION

It is our philosophy to encourage self-discipline and to gain commitment from our employees to work toward common goals acceptable to the group. Certain rules are necessary to maintain an orderly work environment.

The Club's normal practice is to help you identify strengths and weaknesses, and to improve your performance and behaviour. The Club reserves the right to take whatever disciplinary measures it feels are appropriate, including discharge, if in the judgement of supervisors and the Board of Directors the employee's conduct cannot be corrected or it seriously threatens the well-being of the Club or other employees.

Failure to observe established rules and practices and the Club's Code of Conduct will lead to disciplinary action including formal warnings, suspension, probation, and discharge. The following is a non-inclusive list of other misconduct that may lead to immediate adverse personnel action. Severe violations will result in termination and less serious violations will be handled by the progressive discipline system. Other conduct issues are covered in other sections of the handbook.

- Theft
- Intentional destruction or unauthorized use of Club or City of Kamloops property.
- Language or actions which are inappropriate to the workplace or which create a racially or sexually harassing environment.
- Intentional falsification of club records.
- Threatening, assaulting, or abusing any employee, member, or club visitor
- Failure to follow Club policies or procedures
- Unauthorized use or possession of firearms or explosives on Club or City of Kamloops premises
- Intoxication or use of alcohol during working time or on club premises or during working hours
- Sleeping during work time, neglecting duties, or disrupting the performance of other employees
- Gambling
- Insubordination, including refusal to follow work direction
- Failure to deal ethically and honestly with other employees, members, or club visitors

## **PROGRESSIVE DISCIPLINE POLICY**

Kamloops Classic swimming will attempt to give fair, constructive and progressive discipline for any conduct violations. Disciplinary measures will take into account the nature of the offence and the harm caused.

In the event that an employee violates club rules, and/or policies, but does not merit immediate dismissal, a “Progressive Discipline Policy” will be in effect and managed by the Club’s Conflict Resolution/Disciplinary Committee.

## **GENERAL CONDUCT**

You will maintain the highest degree of honesty and integrity so that the employer may, in turn, conduct his business at the same high level.

You will remain active at all times other than breaks or meeting with management.

You will maintain a neat, clean and well-groomed appearance and shall follow the KCS uniform dress code. You will be responsible for cleaning of your shirts, which should be pressed.

You will be courteous to members and try to serve their needs according to the contracted tasks. Discourteous will not be tolerated.

Lack of transportation is not a good enough excuse to remain out of work.

## **ATTITUDE**

Since we are in the service industry, it is important that we provide the best service possible to our customers. That means you should have a cheerful and friendly attitude. Your willingness to help others, along with a desire to accept direction and feedback from your supervisor and members of management, will do more for you than anything we could teach you about the service industry. Keep in mind that customers and fellow employees evaluate you by your attitude, as will management. If you do have a complaint, please direct it to your supervisor privately using the Club’s Complaint Procedure.

## **TERMINATION**

All terminations are to be treated in a confidential and professional manner by all concerned. Just as you can terminate your employment with the Club at any time for any reason, the Club reserves the right to terminate your employment at any time for any reason (within the bounds

of the *Employment Standards Act of British Columbia*). Continued employment with the Club is at the sole and exclusive option of the President or the Board of Directors.

Employment with the Club is normally terminated through one of the following actions:

Resignation: voluntary termination by you with notice

Dismissal: involuntary termination by the Club for any reason at any time

Quitting: voluntary termination without notice

Layoff: termination due to reduction in force or elimination of a position

Resignation: If you desire to terminate employment, you have an obligation to provide reasonable notice. This notice obligation is intended to allow the Club a reasonable amount of time to arrange its affairs to find a suitable replacement. The higher-up a position the employee has (ie. special skills, management type, etc) the more notice the employee will have an obligation to give. The Club retains the right to require you to leave the Club premises immediately rather than work during the notice period.

Dismissal: An employee may be dismissed at any time for any reason at the sole and absolute discretion of the Board of Directors. Compensation for dismissal without cause is as laid out in the *Employment Standards Act of British Columbia*.

Quitting: Employees who do not give reasonable notice upon voluntary termination may be responsible for paying financial damages.

#### Termination Processing Procedures for Employees:

On the final day of employment, the office administrator must receive all keys and company property from you.

Your supervisor may conduct an exit interview with you.

You will be given your final paycheck, if one is forthcoming and all company property turned in, within the specified time frame. Your *Record of Employment (ROE)* will be issued within 5 days of your last day of work.

## WAGE AND HOURS

### NEW EMPLOYEE PAPERWORK

New employees must provide their Social Insurance Number (SIN) to the office administrator. If a new employee does not have a SIN and is eligible to work in Canada, they must visit the nearest Service Canada Centre to apply in-person for a SIN. They will need to bring with them their original identity documents. Note: Photocopies of identity documents are not accepted. If their documents are in order, they will receive their SIN at the time of their visit.

New employees must also fill out and submit

- a [TD1 Personal Tax Credits Return](#) Form
  - Worksheet [TD1-WS Worksheet for the Personal Tax Credits Return](#)
- [TD1BC British Columbia Personal Tax Credits Return](#) Form
  - Worksheet [TD1BC-WS Worksheet for British Columbia Personal Tax Credits Return](#)

### PAY PROCEDURES

The Club is on a bi-weekly pay frequency. Pay periods fall every second Friday.

EMPLOYEE advances and/or loans will NOT be given out at any time.

### OVERTIME

If you are on an hourly wage, you are to work overtime only at the request and authorization of your supervisor.

Hours worked means time actually spent on the job. It does not include hours away from work due to training, vacation, sickness, or holiday even when these days are compensated. Unpaid sick leave, personal leave or any other time away from work is also not considered hours worked.

### TRAINING DAYS

In order to provide the best possible service to our members, employees may require additional training. Employees designated for training are expected to participate in the training with attendance at all sessions. The Club will compensate employees at the regular rate of pay and may pay expenses associated with the training.



## **RAISES**

Raises in pay, if awarded, will take effect at the beginning of the next regular pay period.

## **PAYROLL DEDUCTIONS**

The following mandatory deductions will be made from your gross wages: Federal and Provincial Tax, Canada Pension Plan and Employment Insurance. If you qualify for a tax deduction exemption or reduction, the appropriate paperwork must be filed with the office administrator. If you feel that your deductions are incorrect for any pay period, please check with your supervisor.

You will receive your *T4- Statement of Remuneration Paid* by the end of February for the previous tax year.

## **GARNISHMENT**

Kamloops Classic Swimming may be required by law to recognize certain court orders, liens, and wage assignments. When KCS receives a notice of a pending garnishment or wage assignment, your supervisor will discuss the matter with you in an effort to settle the matter before involving Kamloops Classic Swimming.

## **ABSENTEEISM AND TARDINESS**

Absenteeism and tardiness are expensive and disruptive, and they place an unfair burden on the Club and its' employees. You are expected to report for work on time on a regular basis. Further, you are encouraged to arrive as early as possible for your shift so that you may have a chance to plan your day. If you must miss work, however, we ask that you notify your supervisor to give as much warning as possible. One hour prior to your scheduled start time is considered minimum sufficient notice of absence or tardiness. If you do not call in 1 hour prior to your absence, the absence will be automatically considered unexcused. Club swimming coaches must give at least one day's notice.

To define our terms, an absence means an employee not being present when scheduled to work. A tardy means an employee either arrives more than fifteen (15) minutes late for a scheduled shift or leaves more than fifteen (15) minutes prior to the end of a scheduled shift.

Each absence and tardy will be recorded in the employee's personal file as either excused or unexcused. The employee must provide written documentation (doctor's note, etc) before an absence is considered "excused". Otherwise it is unexcused.

Termination for unexcused absence (job abandonment): If you are absent and fail to call in for three consecutive days to report your absence, you will be considered to have voluntarily terminated employment with KCS.

## LEAVES OF ABSENCE

Leave of absence is time off in a non-pay status and is differentiated from an absence or tardy in that time off is requested and approved in advance. You must submit a request for leave of absence in writing to your supervisor that states the beginning and ending dates for the leave. You are expected to request the leave of absence with as much advance notice as possible. Your supervisor must approve the request in writing before the leave is granted. Without approval, any leave will be treated as outlined above in the Absenteeism & Tardiness guidelines.

If you are on a leave of absence and you do not return by the end of the leave, the Club may terminate your employment for job abandonment. The last day worked will be considered the termination date.

The following reasons will be considered for leave of absence:

**Pregnancy Leave:** The *Employment Standards Act* provides minimum standards which must be met by employers. An employee is entitled to up to 17 weeks of a leave of absence without pay, which may begin at any time up to 11 weeks prior to the expected date of delivery. If the birth is delayed beyond the expected date, this has no effect on the length of the leave, unless it would exceed 17 weeks. As part of the total of 17 weeks, the employee is entitled to six consecutive weeks after the actual date of the birth of the child. Please note that this period can be shortened on the request of the employee. If the employee does not take the leave before the birth of the child, the employee is still entitled to take 17 consecutive weeks of unpaid pregnancy leave.

If the employee's pregnancy is terminated through miscarriage or abortion, the employee is entitled to up to six weeks consecutive leave without pay. In addition, if the employee is unable to return to work for reasons related to the birth of the child or termination of the pregnancy, further leaves may be taken as long as the total leave of absence does not exceed a total of 6 additional consecutive weeks.

An employee who wishes to take a pregnancy leave must provide their employer with a written request at least 4 weeks before the day the employee proposes to begin the leave. A note dated and signed by the employee which clearly states the nature of the request and the start and finish date of the leave is considered to be sufficient as long as it is properly received by the employer.

**Parental Leave:** Employees (mothers and/or fathers) are entitled to apply for parental leave as long as they are the mother or father of an expected newborn child or an adopting parent of a child placed or about to be placed with the parent for the first time. The right to parental leave is available for all employees regardless of how long they have been employed.

One period of full parental leave is available for each parent. Note that in the case of multiple births, the employee is not entitled to double the parental leave entitlement.

If the birth mother has taken a pregnancy leave, then she is entitled to up to 35 consecutive weeks of parental leave without pay. The parental leave must begin immediately following the end of the pregnancy leave, unless the employer and employee agree otherwise. Alternatively, if the mother did not take pregnancy leave, then the mother is entitled to up to 37 consecutive weeks of parental leave which may begin any time between the child's birth and 52 weeks after the event.

As per a birth father and adoptive parents, they are entitled to up to 37 consecutive weeks of parental leave which in the former case may begin any time between the child's birth and 52 weeks after the event or in the latter case, within 52 weeks after the child is placed with the parent.

A written request to the employer for parental leave must be made separately from pregnancy leave.

**Jury Duty:** The Club will grant you unpaid time off for mandatory jury duty or court appearances as a witness when you must serve or are required to appear as a result of a court order or subpoena. A copy of the court order or subpoena must be supplied to your supervisor or manager when requesting time off.

**Bereavement Leave:** In the event of a death in the immediate family, you should immediately contact your supervisor. The amount of unpaid time off will be limited to three days. The immediate family is defined as:

Spouse/Son or Daughter/Parents/Brother or Sister

The Club may require verification of the loss and relationship of the deceased for which the time off is requested.

**Compassionate Care Leave:** All employees are entitled to up to 8 weeks of unpaid leave within a period of 26 weeks to care for a gravely ill family member. This leave is available to all employees, regardless of how long they have been employed. The employee must provide their employer with a certificate from a medical practitioner, stating that the family member has a serious medical condition with a significant risk of death within 26 weeks. If the employee takes the leave and the family member is still alive within the 26 week period, the employee may obtain a new certificate which will entitle the employee to a further 8 weeks of leave within a subsequent 26 week period.

A "family member" is a member of the employee's immediate family (listed in the Family Responsibility Leave) as well as the following list of people in relation to the employee:

A step-sibling; an aunt or uncle; a niece or nephew; a current or former foster parent; a current or former foster child; a current or former ward; a current or former guardian;

Or the spouse of: a sibling or step-sibling; a child or stepchild; a grandparent; an aunt or uncle; a current or former foster child; or a current or former guardian;

In relation to the employee's spouse:

A parent or step-parent; a sibling or step-sibling; a child; a grandparent; a grandchild; an aunt or uncle; a niece or nephew; a current or former foster parent; or a current or former ward;

And any individual with a serious medical condition who is like a close relative to the employee.

Note that for the purposes of this section in the *Employment Standards Act*, a "week" commences on a Sunday so if the employee begins the leave in the middle of the week, it will be considered to be a full week even though it is less than 7 days.

The employee must provide the employer with a copy of the certificate as soon as practicable; however, due to the nature of this leave, the employee is not disentitled from taking the leave because they do not have the medical certificate at hand.

The leave ends on the last day of the week in which the family member passes away, or at the end of the 26 week period, whichever comes first.

**Personal leave:** The Club may provide leaves of absence without pay to eligible employees who wish to take time off from work duties to fulfill personal obligations. Regular, full-time employees are eligible to request personal leave as described in this policy.

Eligible employees may request personal leave only after having completed one year of service. As soon as eligible employees become aware of the need for a personal leave of absence, they should request a leave from their supervisor.

Upon reinstatement, a fitness-for-duty certificate may be required if the leave is for personal serious illness or injury. Employees may be required to supply reports of their status and intent to return to work every 30 days.

Please see your supervisor if you have questions about the terms and conditions for leaves of absence.

Requests for personal leave will be evaluated based on a number of factors including anticipated workload requirements and staffing considerations during the proposed period of absence.

## **GENERAL POLICIES**

### **COMPANY PROPERTY**

You are expected to exercise care in your use of club property and to use such property only for authorised purposes. Negligence in the care and use of club property may be considered cause for suspension and/or dismissal. Unauthorized removal of club property from the premises or its conversion to personal use will be considered cause for disciplinary action and/or dismissal.

Club property issued to you, such as keys, phones, and gas charge cards, must be returned at the time you are terminated from employment or when your supervisor requests its return.

### **DRESS CODE**

You are expected to report at the beginning of your daily shift in clean, fresh clothing.

Good hygiene and grooming habits are required of all individuals. Daily showers and the use of deodorant are minimum prerequisites. Always wash hands after using the restroom. Head and facial hair must be neat and clean in appearance. Beards and mustaches must be neat and well-trimmed. Hands and nails should be clean and tidy.

### **SOCIAL MEDIA**

Kamloops Classic Swimming encourages all employees to be part of the online community via social media. However, we expect the same level of professionalism with respect to online communication as we do with face-to-face communication. While using the Club's social media channels (Facebook, Twitter, Instagram, Periscope, SnapChat, ...) all communication must adhere to our professional conduct standards. Please ensure that any member being photographed has a signed photo release and that pictures are appropriate and capture the spirit of our community. While using social media during personal time please remember that you are a representative of the Club at all times and therefore any instances of undesirable

behaviour such as online bullying, intimidation, nudity that become part of the online environment will be subject to disciplinary action and possible termination.

## **SMOKING**

It is prohibited to smoke in any indoor public place or worksite in British Columbia. In addition, there is a 3 metre non-smoking “buffer zone” around public and workplace doorways, opening windows and air intakes. Employees are also not entitled to smoke breaks other than regular at regular break times. Any employee breaking this rule will be subject to disciplinary action including dismissal.

## **PERSONAL PHONE CALLS**

Personal calls should only be made in case of absolute necessity or an emergency especially when working in a supervisory or coaching capacity. Please inform relatives and friends of this telephone policy. If non-emergency personal calls must be made, please arrange to make them during your break or lunch period. No long distance personal calls may be made on Club office phones.

## **VISITORS AND VENDORS**

It is the policy of the Club that, in order to avoid disruptions and possible security problems:

Visitors to the Club who are there on business must identify themselves and state their business.

Visits by personal friends and family members of employees are discouraged.

No visitor is allowed to break Club rules affecting safety and any employee seeing this happen should inform his/her supervisor.

## **GAMBLING**

The Club takes a position that gambling among its employees can lead to bad morale, hard feelings, and financial hardships. Therefore, gambling is prohibited on club premises and will be a cause for discipline. Gambling includes card playing, dice, lotteries, betting on horses, sports betting or any other kind of wagering. Any employee participating in gambling on Club premises will be subject to discipline.

## **EMPLOYEE PARKING**

Some staff, depending on their position with the Club, will be given parking passes and required to park in designated areas around the Tournament Capital Centre. The Club is not responsible for any damage incurred to employee vehicles while on the premises.

\*\*\*\*\* DO NOT SIGN ACKNOWLEDGEMENT PAGE UNTIL YOU HAVE READ THE  
ENTIRE EMPLOYEE HANDBOOK\*\*\*\*\*

## Employment Acknowledgement

I have received my copy of the Club's Employee Handbook which outlines the policies, practices, and benefit guidelines, and I have read and understood the information contained within.

I acknowledge and understand that this Employee Handbook and the policies, practices, and regulations contained in the Handbook may be changed, modified, or eliminated at any time at the discretion of the Board of Directors. I understand that I will be responsible for complying with such future changes in such policies, practices and regulations which may be communicated to employees whether or not I have signed an acknowledgement of such changes. I further understand that this Handbook and the representations made in it do not constitute any form or employment contract or guarantee.

I specifically agree by virtue of my signature below to all terms and conditions described in the text as well as the company statement appearing on page 5 of this handbook.

Employee's Signature \_\_\_\_\_

Name(please print)\_\_\_\_\_

Date: \_\_\_\_\_

(please return to your supervisor. This acceptance statement will be placed in your personnel file as part of your employment records.)