

3.16 PROJECT AND TASK MANAGEMENT

Consistent, clear, and effective implementation of projects is central to CanWaCH achieving its vision, mission and mandate. All staff are encouraged to prioritize clear communication between project team members and to use project management tools at their disposal to organize tasks, meet deadlines, achieve work objectives, and ensure high quality of work.

4 PAY AND BENEFITS

4.1 SALARIES & WAGES

CanWaCH is committed to a policy of salary administration which is internally and externally competitive and equitable, and also recognizes and encourages individual performance. The purpose of the policy is to:

- Ensure the fair and equitable salary treatment of CanWaCH employees
- Set salary levels which will enable CanWaCH to recruit and retain qualified employees
- Provide guidelines for ongoing salary administration
- Promote individual performance
- Encourage innovation and creative solutions
- Fulfill the organizational mission, vision, and promote strategic direction
- Ensure job satisfaction

Salary Schedule - The salary schedule will be based on the established salary scales that will be prepared by the Chief Operating Officer and reviewed annually by the Chief Executive Officer and the Board.

4.2 WAGE GARNISHMENT

Wage garnishment occurs when CanWaCH receives a Notice of Garnishment indicating that an employee has outstanding debts that require payments to be deducted directly from a paycheque. Money owing could be in the form of child/family support, taxes or unpaid court fees.

4.3 VACATION

Full-time Employees – CanWaCH provides vacation time to full-time employees. Vacation should be taken in full during the calendar year. Cash payments will not be made in lieu of vacation except upon termination of employment.

Part-time Employees – CanWaCH provides vacation pay to part-time employees with the biweekly payroll. A total of 6% vacation pay will be added to the regular wages. Part-time employees can opt to accrue vacation days at a rate of 6% per month, equivalent to the normal number of hours regularly worked by the employee. In this case, vacation pay will be paid out when the time is taken.

Vacation allotment is negotiated along with salary as part of offers of employment and terms of employment. The below chart represents the minimum vacation offered to employees.

Up to 1 year of service ¹	2 weeks
2 to 5 years of service	3 weeks
5 to 10 years of service	4 weeks
More than 10 years of service	5 weeks

4.4 STATUTORY HOLIDAYS

CanWaCH observes the seven (7) paid national statutory holidays:

- New Year's Day
- Good Friday
- Canada Day
- Labour Day
- Thanksgiving Monday
- Christmas Day
- Boxing Day

Three (3) additional provincial public holidays will be observed as follows:

- Family Day
- Victoria Day
- Civic Holiday

In the case where an employee's home office is located in a province with alternative provincial public holidays, employees may request take their provincial holiday in lieu of the above mentioned provincial public holidays to a maximum of three (3) days annually.

4.5 RELIGIOUS ACCOMMODATION

CanWaCH respects and welcomes the diversity of staff, and this extends to individual religious creed or religion of employees. As prescribed by the Employment Standards Act, all employees will be given the eight (8) statutory holidays off, accompanied by statutory pay ([Policy 4.4 Statutory Holidays](#)).

Under the Ontario Human Rights Commission's Policy on Creed and the Accommodation of Religious Observances, and other related legislation, it is against the law to discriminate based on

¹ Employees in Saskatchewan are entitled to a different amount of vacation in Year One. Refer to the Saskatchewan Employment Standards for up to date legislation on vacation.

religion or creed. CanWaCH will work with employees to ensure that everyone has access to the same opportunities, and are treated with equality, dignity, and respect.

Religion includes the practices, beliefs, and observances that are part of a faith or religion. It does not include personal moral, ethical, or political views.

4.6 SICK LEAVE

This policy applies to bona fide non-occupational illnesses and injuries. The accumulation of sick leave allows continuation of full base pay when an eligible employee is required to be absent from work because of a non-occupational illness or medical condition.

Sick leave is accrued based on a staff member's regularly scheduled hours of work. A full-time employee accrues sick leave at the rate of ten paid days per calendar year. A regular part-time employee accrues sick leave on a pro-rata basis, starting from the first full payroll period worked – however, Employees will not accrue sick leave when absent from work for more than ten (10) work days (except for absences due to holidays, vacation and personal days). Sick leave may not be taken in advance of accrual.

Sick leave may not be carried over into a subsequent calendar year and it cannot be cashed out as it has no intrinsic cash value. Sick leave balances are not earned compensation nor are they payable upon termination of employment. Sick leave is paid on a straight time basis, not to exceed the scheduled hours for the scheduled work hours missed. Sick leave is provided only for the reasons stated in this policy and may not be used for other purposes. Sick leave may not be advanced. Employees using more than 10 days of sick leave, Family or Personal Leave provisions will apply.

All information about an employee's medical condition is confidential and must be kept by the Operations Team in a file separate from the employee's human resources file. When an employee is absent for medical reasons, the employee's regular human resources file will contain only the dates of the medical absence, not the medical reason(s) for the absence.

4.7 PERSONAL LEAVE OF ABSENCE

CanWaCH grants employees 10 (ten) unpaid personal emergency days off per year, as prescribed by the Employment Standards Act. These days can be used for medical appointments, family emergencies, or other personal reasons.

4.8 PREGNANCY, MATERNITY AND PARENTAL LEAVE

Employees are eligible for pregnancy or parental leave after working for CanWaCH for at least 13 weeks, as defined by applicable legislation. Employees are expected to provide a minimum of two weeks' written notice prior to the date the pregnancy or parental leave is to begin, except in the case that the birth occurs earlier than the expected date of birth.

Notice must be accompanied by a certificate from a legally qualified medical practitioner, clearly indicating the expected delivery date, or legal forms that outline the official date of adoption.

If eligible, employees may receive employment insurance maternity, parental or paternity benefits, as offered by the Government of Canada.

Vacation time and years of service continue to accrue during pregnancy and parental leaves. An employee who takes a pregnancy or parental leave is entitled to the same job the employee had before the leave began or a comparable job if the employee's old job no longer exists.

Pregnancy Leave

Pregnant employees have the right to take pregnancy leave of up to 17 weeks of unpaid time off work, which can be initiated within 17 weeks up to and including their due date. An employee that has started their pregnancy leave must take it all at once. Employees cannot use up part of the 17 weeks, return to work, and then go back on pregnancy leave for the unused portion.

Pregnancy leave taken in excess of 17 weeks for medical reasons related to the pregnancy will be treated as a Sick Leave in accordance with Policy 4.6 Sick Leave.

Parental Leave

Parental leave is available to employees who become a parent of a newborn child, or newly adopted child(ren). For those who have given birth, parental leave may commence once the pregnancy leave ends, and no later than 78-weeks after the delivery date, or the date that the child comes into custody.

Birth mothers who take pregnancy leave are entitled to take up to 61 weeks of unpaid time off work for parental leave. Birth mothers who do not take pregnancy leave and all other new parents are entitled to take up to 63 weeks of unpaid time off work for parental leave.

If an employee is unable to return to work because of illness associated with the birth of the child, CanWaCH requests that notification be provided to the Operations Team as soon as possible. Additional time off will be treated as a Sick Leave in accordance with Policy 4.6 Sick Leave.

If an employee does not anticipate returning to work following a parental leave, CanWaCH requests that they provide at least four weeks' written notice of the decision to resign.

Salary top-up

"The supplemental salary top-up benefit is payable to permanent full-time employees who qualify for maternity or parental leave, in accordance with the Government of Canada's Employment Insurance criteria. CanWaCH will pay a supplemental benefit equal to the difference between 75% of regular weekly earnings and the sum of the weekly Employment Insurance (EI) benefit and any other earnings. The amount payable under CanWaCH is limited to 75% of a maximum salary of

\$100,000. Employees must provide proof of employment insurance payment to the Operations Team.

This top-up benefit is payable for up to thirteen (13) weeks after the standard EI one (1) week waiting period and following receipt by CanWaCH of proof of payment of EI maternity benefits.

The basic rate used to calculate maternity and standard parental benefits, according to the Government of Canada, is 55% of average insurable weekly earnings, up to a maximum amount. In 2019, the maximum amount is \$562 a week. Similar to these provisions, CanWaCH calculates the salary top-up based on 55% of average insurable weekly earnings, up to a maximum amount, for 13 weeks. Should the employee wish to extend the top-up over a longer period of time, CanWaCH will negotiate with the employee, however the total amount of top-up available will remain consistent with 55% of average insurable weekly earnings.

4.9 COMPASSIONATE CARE LEAVE

Compassionate Care Leave is available to an employee for compassionate reasons when they are facing a time of crisis. This is when an employee chooses to work less than the standard hours required for the position with a proportional reduction in salary.

4.10 BEREAVEMENT LEAVE

When a death occurs in an employee's immediate family, all regular full time employees are entitled to paid time off to attend the funeral or make funeral arrangements. The time must be taken between the day of death to seven days after the funeral, unless otherwise approved by the managing supervisor or the Operations Team. Proof of death and relationship may be requested.

4.11 RETIREMENT

As there is no mandatory retirement age in Canada, employees are welcome to maintain employment with CanWaCH for as long as they wish, provided that they are able to meet the agreed upon job requirements.

4.12 JURY AND COURT WITNESS LEAVE

In the event that an employee has been summoned for jury selection or jury duty, their regular wages will be provided in order to attend the event. Part time employees will be paid for the hours that they would have been scheduled to work while away on jury or witness duty.

This time off will not impact vacation accrual or years of service.

4.13 PROFESSIONAL DEVELOPMENT

CanWaCH values professional development for its employees and will budget annually for such opportunities. CanWaCH supports their staff to gain and enhance relevant and related skills to ensure that staff enjoy continued professional development (PD) and growth and towards

organizational excellence, innovation and collaboration. In the event that CanWaCH requests a specific conference, course or training experience, the employee shall be able to enroll and pursue training during regular working hours.

Each request will be judged on its own merit and will be subject to the availability of funds.

4.14 HEALTH BENEFITS AND PENSION PLAN

All Full Time CanWaCH Employees receive 17% of their annual Salary In lieu of Health Benefits and a group Pension Plan.

10% of the funds are meant to replace a group pension plan, employees are highly encouraged to meet with a financial advisor to discuss the best use of these funds through RRSPs, mutual funds or other retirement savings tools.

7% of the funds are provided in lieu of a group benefit plan which typically includes: extended health benefits, long-term disability benefits, dental benefits and life insurance. Employees are encouraged to seek out an individual or family plan that best suits their individual needs.

5 HEALTH AND SAFETY POLICIES

5.1 HEALTH AND SAFETY

CanWaCH is very interested in the health and safety of its employees. Protection of employees from workplace-related injury or occupational disease is an important, ongoing objective of CanWaCH.

CanWaCH will make every effort to facilitate, foster and provide a safe, healthy workplace environment for our employees. Everyone, not only CanWaCH, but also all of the employees, must jointly and co-operatively be dedicated on an ongoing basis to minimizing and reducing the risk of injury in our workplace.

CanWaCH, as the employer, is responsible for taking steps to protect and facilitate employees' health and safety. CanWaCH is committed to adhere to and comply with any duties it may have arising under the *Employment Standards Act, 2000*, the *Occupational Health and Safety Act*, and other relevant legislation, such as taking reasonable precautions to promote, raise awareness of and protect the health and safety of employees in the workplace.

Employees employed by CanWaCH will be held responsible and accountable for the health and safety of themselves and their co-workers. CanWaCH is also committed to ensuring that equipment and facilities are safe and that employees perform their own duties and responsibilities in compliance with established or required safe work practices and procedures.