



SEC Employee Personnel Policy Manual

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EMPLOYEE PERSONNEL POLICY MANUAL ACKNOWLEDGMENT

I hereby acknowledge receipt of the SEC Employee Personnel Policy Manual. I agree and represent that I have read this Manual in its entirety and that if there is any policy or provision that I do not understand, I shall seek clarification from Human Resources. I understand that this Manual is only a reference guide and is not intended to create nor does it create an employment contract, either express or implied, on the part of SEC.

I understand that the policies, benefits, and rules contained in this Manual can be changed or discontinued at any time, with or without advance notice.

I understand and shall comply with all policies within this Manual and acknowledge that violating any policy within this Manual or any other SEC policy, rule, or guideline shall subject me to disciplinary action up to and including termination.

Employee Name: _____

Employee Signature: _____

Date: _____

Supervisor Signature: _____

SEC Policy Introduction

History

Southeast Collegiate (SEC) is unlike any other school in Canada. SEC is a unique facility that not only educates its students but houses the student body on site while nourishing the culture of First Nations in many of its day-to-day operations. SEC has partnerships with many First Nations, federal and provincial government groups, as well as organizations and agencies working together to achieve the goal of preparing students to continue to further their education goals.

Formation of Southeast College

The Southeast Resource Development Council (SERDC) established Southeast College as a private high school (Grades 10 to 12) (Zone 12) in 1995-96. SERDC is comprised of Bloodvein First Nation, Little Grand Rapids, Brokenhead, Pauingassi First Nation, Black River First Nation, Hollow Water, Berens River and Poplar River.

“40 Acres of Country in the City”

Many of the SERDC communities lack high schools and from this need arose the vision of having high school education centralized in one facility. The purchase of what was once known as the Nazarene College seemed like the ideal opportunity. Situated within the city of Winnipeg and nestled on approximately 40 acres, it has proved to be a wise decision. Prior to the establishment of SEC there were not many options of “culturally appropriate” schools in the province that suited the needs of the SERDC communities.

In a broader sense, the purchase of the college was an assertion that SERDC was in control of its education and of its own destiny. The majority, if not all, of our students are from Cree, Oji-Cree, Anisininew and Ojibwe speaking communities.

Educational Programs

SEC adheres to the Manitoba curriculum. Over the years, the programs and services offered to students have expanded greatly with the development of many unique and award-winning programs. Some of these programs are Indigenous Wellness, Human Ecology, Virtual High School Courses, Multi-Media, Mental Fitness, and Transition to the Workforce, University or College.

Eligibility Requirements

The geographical scope of the original mandate has also expanded over the years from the original plan to service the eight Southeast communities to those communities who qualify under an Education Agreement with Indigenous Services Canada (ISC). SEC now service eligible communities that do not have grades 10 to 12 and students wishing to take specialized education programs not offered at their local high school.

Vision and Mission Statement

Vision

Southeast Collegiate students are the heart of everything we do, experiencing education that positively impacts their future. Our vision is to create an inclusive and empowering educational community where every student thrives academically, personally, and culturally, and every staff member flourishes in a culture of respectfulness, collaboration, and shared purpose. We aspire to cultivate a vibrant learning community that honors Indigenous wisdom, fosters holistic well-being, and inspires lifelong growth and positive impact on the world.

Mission

Our mission is to provide an exceptional and culturally rich educational experience that nurtures the physical, mental, emotional, and spiritual well-being of all students. We are committed to upholding sound academic standards, integrating Indigenous knowledge, traditions, and perspectives into our practices, and fostering a supportive environment where every student feels valued, respected, and empowered to achieve their fullest potential.

For our staff, we are dedicated to cultivating a professional community founded on three pillars:

1. open **communication**
2. meaningful **collaboration**, and
3. strong **organizational citizenship**

It is through these three pillars that SEC employees are recognized and rewarded for their commitment to student success and the collective well-being of our school.

Mental Health Policies

Mental health policies in high schools, particularly regarding Indigenous health, are crucial for addressing the unique challenges faced by our students. These policies are culturally sensitive, inclusive, and proactive in promoting mental well-being.

Cultural Competency and Sensitivity Training

At SEC, we ensure educators and staff are culturally competent and have or receive training on cultural competency, specifically regarding Indigenous cultures, traditions, and the historical context of Indigenous peoples. This includes understanding the impact of colonization, residential schools, and intergenerational trauma on Indigenous communities.

Access to Indigenous Mental Health Support

SEC ensures mental health professionals and counselors demonstrate the necessary education for evidence-based mental health interventions and the cultural literacy to deliver culturally-attuned care.. SEC incorporates Elders and traditional healers into the mental health support system and can offer students a connection to their heritage, with Indigenous practices such as smudging, talking circles, and storytelling.

Holistic Wellness: SEC Mental health initiatives consider the whole person—physically, mentally, emotionally, socially, and spiritually aligning with Indigenous understandings of wellness.

Partnerships with Families & Caregivers

- SEC is taking steps to further engage parents and caregivers in the school's mental health initiatives to assist both students and parents/caregivers to maintain their mental health.

Trauma-Informed Care

- **SEC staff & administration** recognize the impact of historical and intergenerational trauma on Indigenous students and incorporate trauma-informed mental health practices, offering the necessary care and understanding.

Promotion of Indigenous Identity and Pride

- **SEC** celebrates indigenous culture and history through events, programs, and educational content, which in turn provides students with a sense of identity,

belonging, and pride which can significantly improve students' mental health,

The People and Their School

The SEC Board of Directors (Board) believes in community and staff involvement in decision-making in support of the vision and mission statements.

SEC is funded by the federal government through the Southeast Resource Development Corporation (SERDC) funding agreement as well as Southeast Child and Family Services (SECFS). SEC receives further funding for eligible students outside of the SERDC communities from the Manitoba First Nations Education Resource Centre (MFNERC). SEC receives funding based on rates set out by Frontier School Division. SEC is given those rates on a yearly basis and provides the federal government, SECFS and MFNERC monthly invoices detailing student numbers.

Legal Status

The legal basis of Southeast Collegiate Inc. is derived from the Act and other federal, provincial and municipal statutes pertaining to education, court interpretation of the validity of these laws, and to the powers implied in them. The official name of the school shall be: Southeast Collegiate, Inc. (officially changed in April 2019)

SEC is not formally recognized by the Manitoba Ministry of Education and is considered a First Nation School. SEC is mandated by a funding agreement to follow the Manitoba Ministry of Education Curriculum to continue to receive funding. SEC participates in provincial exams and formally submits student marks to the Manitoba Ministry of Education annually.

Communication Protocol

The SEC Board of Directors would like to clarify key Administration roles for all staff along with their respective areas of responsibility:

Operations and Administration (Principals) – Student issues, Board liaison, teacher support, curriculum, and other general operational matters

Human Resources – Employment, payroll, vacation, benefits, leaves, and staffing/performance management

Finance – Cheques, VISA, expense claims, petty cash, budgets, funding liaison

Repairs and Maintenance – Building and property repairs and maintenance

Information Technology – Network, computer hardware and software

Kitchen/Food Services – Food services and special requests

Lodge Services – Lodge and security

Conflict of Interest

A conflict of interest is defined as:

any perceived or actual interest in, connection with, or benefit from activities which might adversely affect SEC, in part or as a whole, any perceived or actual benefit to an employee or their immediate family member directly or indirectly as a result of their position or connection with SEC.

A conflict of interest occurs when an employee or their immediate family member places, or is perceived to place, their own interests, or the interest of their immediate family member, above the interests of SEC.

SEC believes that all employees occupy positions requiring the trust and confidence of the public. All are expected to fulfill their duties and responsibilities professionally, impartially and with integrity. Each person must anticipate and avoid conflicts of interest, including situations that could give the appearance of being in a conflict of interest.

Any conflicts of interest must be declared and documented by the employee. The individual must further remove themselves from any discussion, decision, voting, or meeting where their conflict of interest could influence other individuals.

Standards of Conduct

At SEC, we take pride in fostering a work environment built on trust, integrity, and professionalism. These values are essential for our continued success. This section outlines the Standards of Conduct expected of all employees. By adhering to these standards, we ensure we are all working together to achieve our shared goals while upholding the company's reputation:

Duty of Loyalty: All employees should work for the best interests of SEC and these interests should prevail over all personal or outside interests when dealing with matters related to SEC.

No Personal Profit or Gain: No employee shall use their position with SEC to make a personal profit or gain other personal advantages.

Good Faith: All employees should always act in good faith and in a prudent

and responsible manner.

Dual Allegiance:

All employees who are involved in a similar capacity in other organizations owe a fiduciary and non-conflicting duty to SEC.

All employees are not to be restricted from similar involvement in other organizations. However, all parties should make themselves aware of potential conflicts and take appropriate action to prevent such conflict.

Compliance with Policies and Procedures: All employees are responsible for familiarizing themselves with the contents of SEC policies and procedures and are responsible for ensuring that their actions comply with the terms set out therein. This means employees will adhere to the following guidelines for working with integrity:

- Report for work on time and put their best effort forward each day
- Assist students and fellow colleagues to the best of their ability
- Take responsibility for their choices and actions
- Treat others with dignity and respect
- Represent the organization and its clients or affiliates in a positive manner
- Keep confidential information private
- Use company resources and property as intended
- Ask for clarification and guidance when unsure about an action or decision

Keys And Equipment Policy

Southeast Collegiate Inc. is committed to maintaining the safety, security, and proper functioning of its facilities, property, and equipment. Employees may be provided with keys and/or company-issued equipment as required to perform their job duties. This policy outlines expectations for the responsible use, care, and safeguarding of these items to protect organizational assets and ensure workplace security.

Scope

This policy applies to all employees, contractors, and other authorized individuals of Southeast Collegiate Inc. who are issued or granted access to company-owned keys, key cards, temporary or replacement keys, fleet vehicle keys, gym access keys, electronic access

credentials, equipment, or any other school-owned property or infrastructure.

This includes access to offices, classrooms, storage areas, fleet vehicles, parking areas, electrical outlets, fixtures, infrastructure systems, and any other secured or operational spaces located on premises owned, leased, or operated by Southeast Collegiate Inc.

Definitions - Types Of Access Keys

Building Keys: Keys to the building are issued to specific employees who must retain them until the organization requests their return. A record of these keys provided will be retained in the office.

Fleet Vehicles and Gym Doors: These keys must be kept in the office and may be used by drivers and other staff as needed. These keys must be returned to the office after each use.

Key cards: Key cards access different areas of the building and are programmed with specific access relating to an employee's position in the organization. Key cards are retained for the length of employment.

Policy

Southeast Collegiate Inc. expects all company-issued keys and equipment to be handled with care, professionalism, and accountability. Access to these items is a privilege and is provided strictly for work-related purposes.

Employees are expected to use keys and equipment in a manner that supports operational integrity, workplace safety, and security at all times.

Employees are responsible for:

- Using company-issued keys, key cards, temporary keys, and equipment only for authorized, work-related purposes.
- Storing keys, key cards, and equipment securely when not in use.
- Not sharing, duplicating, or lending keys or key cards to any other individual.
- Promptly reporting any loss, theft, or damage involving keys, key cards, temporary keys, or equipment.
- Returning all keys, key cards, temporary keys, and equipment in good working condition, subject to normal wear and tear, upon request, reassignment, leave of absence, or the end of employment.

Key Issuance and Management

Keys will be issued only with appropriate authorization and as required for job duties.

- Keys are issued by the Maintenance Coordinator.
- A record of all issued keys will be maintained, including the name of the individual who issued the key, the date of issuance, and the date of return.
- Certain keys may be issued to employees on an ongoing basis and retained indefinitely until collected by the organization.
- Fleet vehicle keys, gym keys, and other shared access keys that are stored centrally must be signed out when taken and returned promptly after use, in accordance with the designated tracking procedure.
- Keys must not be duplicated, loaned, shared, or transferred to any other person under any circumstances.
- Employees are not permitted to install personal locks, use personal locking devices, or change locks without prior authorization from Southeast Collegiate Inc.
- If a key is lost or misplaced, employees must immediately notify the Maintenance Coordinator so that appropriate security measures can be implemented.

Employees will not be held financially responsible for replacement costs. However, failure to exercise reasonable care, repeated incidents involving lost or mishandled keys, or failure to follow sign-out and return procedures may result in corrective action in accordance with the Progressive Discipline Policy.

Temporary or replacement keys issued due to loss, operational necessity, or short-term assignment must be returned immediately once the temporary need has ended. Repeated requests for replacement keys may result in a review of compliance with this policy.

Key Cards and Electronic Access

Key cards or electronic access devices may be issued to employees based on their position and operational requirements.

- Access levels will be programmed according to the employee's role and responsibilities.
- Key cards must not be shared, loaned, or used by unauthorized individuals.
- Lost or misplaced key cards must be reported immediately so that access can be deactivated.
- Access privileges may be modified, restricted, or revoked at any time based on operational need, performance concerns, security requirements, or change in employment status.

Employees must not permit unauthorized individuals to enter secured areas by using their access credentials to grant entry ("tailgating").

Equipment Use and Care

Company-owned equipment is provided to support job-related duties and must be used appropriately.

- Only authorized individuals may use company-issued equipment.
- Equipment must be operated safely and only for its intended purpose.
- Any malfunction, defect, or damage must be reported to a supervisor as soon as it is identified.
- Equipment must not be removed from company premises without prior written authorization.
- Equipment bearing the organization's name or branding must be used in a manner that reflects professionalism and respect for the organization.
- School property and infrastructure, including parking lot electrical outlets and other fixtures, must not be damaged, altered, or misused. Any damage or vandalism must be reported immediately.

Loss, Theft, or Damage

In the event that keys, key cards, temporary keys, equipment, or school property are lost, stolen, or damaged, employees must:

1. Notify their supervisor or manager as soon as the issue is discovered.
2. Provide a written account outlining the circumstances, including relevant dates and details.
3. Cooperate fully with any internal review or investigation.

Southeast Collegiate Inc. will assess the situation and determine whether additional steps are required, such as replacing equipment, adjusting access controls, retraining, restricting access, or reviewing existing procedures.

Repeated loss of keys, failure to return temporary or shared keys, or negligent handling of school property may be treated as a performance concern and addressed in accordance with the Progressive Discipline Policy.

Security and Safeguarding

Employees who have access to secured or restricted areas are expected to take reasonable steps to maintain security.

- Doors, cabinets, and secured storage areas must be properly locked when unattended.

- Access must not be granted to unauthorized individuals.
- Any suspicious activity, security breach, or unauthorized access concern must be reported immediately to management.

Fleet vehicles must be locked when unattended, and keys must not be left inside vehicles or in unsecured locations. Keys must not be labelled in a manner that identifies the corresponding vehicle or access point.

Enforcement

Failure to comply with this policy, including misuse, negligence, repeated carelessness involving company property, failure to return shared or temporary keys, unauthorized sharing of access devices, or damage to school property, may result in progressive discipline, up to and including termination of employment, in accordance with Southeast Collegiate Inc.'s Progressive Discipline Policy.

Dress Code

Implementing a dress code in the workplace contributes to maintaining a uniform and professional image for our students and the public. Our appearance not only represents ourselves but also reflects upon the organization as a whole. Therefore, it is crucial for all employees to dress appropriately according to the requirements of the working environment.

Admin/Teachers/EA/Life Skills

- Employees are expected to dress in business casual attire unless the day's tasks require otherwise.
- Employees must always present a clean and professional appearance.
- Everyone is expected to be well-groomed and wear clean clothing, free of holes, tears, or other signs of wear.
- Clothing with offensive or inappropriate designs or stamps are not allowed.
- Clothing should not be too revealing.

Casual Fridays

- On Friday, employees may dress more informally than the normal day-to-day business casual attire: blue jeans, T-shirts (without any inappropriate slogans or images), long or knee-length shorts or capri pants, and athletic shoes.

Kitchen

- For our Kitchen Department, SEC will provide the proper uniform, including hat, coat, trousers, apron, etc. Kitchen staff are required to wear their proper uniform everyday.
- The employee is responsible to buy a pair of slip-resistant shoes at their own expense.

Youth Care Leaders/Recreation

- YCL/Recreation team members are allowed to dress casually during their shifts. However, employees are still expected to be well-groomed and to wear clothing that is clean and free of holes, tears, or other signs of wear.
- Clothing with offensive or inappropriate designs are not allowed.

Bank Accounts

The opening and closing of SEC bank accounts and associated investment accounts are approved by the Principals via a signed Letter of Direction to the financial institution.

Bank account signatories can only be added to or removed from a SEC account based on a Letter of Direction signed by two of the existing account signatories. The Principals have the authority to add or remove signatories at their discretion.

Cheque Management

All cheques must be personally signed by two authorized signatories. The Finance Administrator will ensure that every cheque has the appropriate backup supporting documentation (i.e., invoice, bill, receipt, etc.) attached and that all bills are paid within a reasonable period. The cheque stub with the associated backup documentation will be scanned and stored in DocuShare and the originals will be confidentially shredded.

Pre-signing of blank cheques is prohibited and not to be done under any circumstances.

Void cheques are to be clearly labelled as such and stored by the Finance Administrator.

Cheque stock is securely stored in a locked cabinet in sealed batches until needed by the Finance Administrator. Only authorized personnel have access to the cheque stock. All opened cheque stock packages will be stored securely in a locked cabinet in the Finance Administrator's office and will be used in sequential order.

Payroll and Benefits Management

All employees are responsible for completing required clock-in, clock-out, hours tracking and time-off procedures.

Supervisors are responsible for verifying and approving time worked for all direct reports and ensuring that all timesheets are accurate.

Human Resources is responsible for compiling, calculating, and processing payroll in a timely manner in compliance with the scheduled payroll runs. Payroll payments are performed using a third-party provider and are completed via EFT or automatic deposits.

All payroll records are retained by Human Resources in compliance with policies and applicable legislation. Human Resources is also responsible for the maintenance and management of employee benefits and pensions. Human Resources will only discuss individual employee benefits and pension accounts with the specific employee.

Human Resources and/or Finance is responsible for inputting the payroll amounts into the accounting system when payroll is processed, and remitting the associated pension and benefits payments to providers. In addition, Human Resources and/or Finance are responsible for maintaining the coding of the payroll excel journal entry.

At month end, Finance is responsible for reconciling the payroll values and that the benefit and pension expenses coincide with the remitted values.

Credit Cards

All SEC issued credit cards are to be maintained and kept securely with the SEC Administration. Every credit card will have a sign-out log which will need to be filled out every time an employee uses the credit card, for both online and in-person purchases.

Credit card purchases are for SEC purposes only and are not, under any circumstances, for personal or non-business use. Credit card information and PINs are to be kept confidential and cards should be monitored closely when signed out and in employee possession.

All receipts are to be provided to Finance for accounting entry and will be reconciled monthly. Receipts should disclose the accounting coding and/or the purpose of the purchase for records.

SEC has two minor ESSO credit card accounts to purchase fuel for the vehicle fleet. Cards are signed out from Finance or Lodge Administration staff who are responsible for signing in and out cards to lodge staff. The expenditures per vehicle are recorded and all receipts are to be provided to Finance on a weekly basis for accounting entry and reconciliation.

Lost or stolen cards should be reported immediately to the SEC Administration for locking

and cancellation.

Credit card reports with associated receipts will be scanned onto DocuShare/internal servers. Physical receipt copies will not be retained by SEC.

Any violation of this policy or abuse of credit cards will result in disciplinary action.

Purchasing Policy

It is the intention of SEC to support Manitoba Indigenous businesses when they are competitive and offer quality services or goods.

It is the intent that authorized purchasers of SEC get three quotes when purchasing or obtaining services between \$5,000 and \$19,999 CAD, where comparable companies exist for services or goods. Exemptions can be authorized by SEC Administration and must be documented and communicated to the Board identifying and explaining the exemption rationale (ex: sole source or limited suppliers).

Any purchases more than \$20,000 CAD must obtain Board approval. Three quotes with the SEC Administration recommendation must be provided to the Board for review and approval discussions. Approval of the purchase amount and associated supplier will be documented in the Board minutes.

All staff purchases, whether made with a company credit card or cash, must be initiated through an electronic purchase order request. Please ensure that all required fields on the purchase order request form are completed accurately. Upon submission, the Finance department will review the request and provide approval or denial. Denials may occur due to budget constraints or if the requested items are already available within the company. For approved purchases, staff will receive the necessary funds (credit card or cash). After the purchase, staff must return the credit card or any remaining cash, along with a photocopy of the receipt. The photocopied receipt should be clearly labeled with the specific budget to which the expense should be allocated.

The purchase order shall be sent to the vendor via fax, email or physical delivery and the white copy shall remain in the purchase order book until orders are completed.

As goods are received or services are completed, the date should be noted on the purchase order. The white copy should then be removed from the book and submitted to Finance for reconciliation to the invoice that will be received. Finance will note the purchase order on the invoice as part of the monthly reconciliation process.

Petty Cash

This will be to facilitate minor purchases in day-to-day operations. The current authorized value for SEC's petty cash is up to \$3,000.00.

The Principal authorizes the Finance Administrator to be the primary caretaker of these funds and expects proper accounting systems to be in place to account for transactions. Cash is to be kept securely in the safe and only removed by authorized personnel when cash is requested by an employee.

In the absence of the Finance Administrator, the following persons have authorization to dispense funds:

- Principal
- Human Resources Manager

The Finance Administrator reconciles cash monthly and is responsible for ensuring that cash levels are sufficient for operations. Petty cash cheques follow the same process of authorization that all other cheques follow.

Disbursements of funds with a receipt:

An individual may submit to the Finance Administrator a photocopy of a receipt for expenditures incurred as part of their budgetary allowances.

The receipt must have the individual's printed name, signature or initials, and detailed information regarding the budget allocation. The receipt will be processed and, if approved, funds will be dispensed to that individual.

The receipt will be placed temporarily on the side of the safe with the other receipts until a final petty cash reconciliation is completed by the Finance Administrator.

Reimbursements

Staff members who make purchases using their personal credit cards must obtain prior approval from their manager or the budget holder. This ensures that the purchase aligns with budget allocations. Any reimbursements denied or not pre-approved by their manager/budget holder/finance prior to purchase will not be eligible for reimbursement.

After making the purchase, the staff member must complete a full Reimbursement form,

including the budget, and attach a photocopy of the receipt. All reimbursements are completed via biweekly payroll by Human Resources.

Purchases made with personal funds will only be valid for reimbursement if submitted to payroll/Human Resources within two (2) pay periods (four-week period) from purchase date. Any late submissions will not be eligible for reimbursement.

Annual Budget Processes and Procedures

The SEC fiscal year is from July 1st to year-ended June 30th annually. The Board will ensure that the annual operating and capital budgets are completed, approved, and entered into the accounting system by June 30th for the subsequent fiscal year. To meet this deadline, the Board must approve the budgets at the April Board meeting.

In March, Finance will email all employees who have budget oversight with the current year budget for their respective program/department/course, along with the budget template for the subsequent fiscal year. Employees will be requested to fill in and complete the budget template with projections based on assumptions, estimates, resource requirements, inflation, and other factors.

Upon receipt of all completed budget templates, Finance will consolidate them into a master operating and capital budget. Employees may be asked for further details or explanations for budget items submitted. The Finance Administrator, in consultation with Administration, may amend the budgets based on funding levels or other factors. In such events, the respective employee will be informed of the final budget that will be submitted to the Board for approval for the program/department/course prior to its submission. Upon Board budget approval, the Finance Administrator will input the budget figures into the accounting system. Employees may request the budget amounts used and remaining for their respective budget from the Finance department.

Retention and Disposition of SEC Records

SEC shall be responsible for establishing and maintaining a system for the retention and disposition of all records. The Manitoba Education Guidelines on the Retention and Disposition of the School Records shall be the basis for the SEC system.

The SEC Administration shall be responsible for establishing and maintaining a system for the retention and disposition of all records. Examples include:

- Vendor invoices

- Void and blank cheques
- Payroll information
- Employee personnel files
- Bank statements
- Financial reconciliations and expense details
- Credit card information and statements
- Human resources disciplinary notes
- Litigation and legal documents
- Board minutes and agendas
- Insurance documentation
- Timesheets
- Bank deposit records

SEC Fleet Vehicles

Under regulation of Transport Canada, SEC owns and operates multiple vehicles in its fleet. It is the intent of the Board that SEC follows the prescribed regulations set out by Transport Canada.

SEC uses these vehicles to transport students to and from school events, airports, appointments, and activities.

Vehicles are not to be used by SEC staff for personal reasons.

Drivers must complete and provide all necessary documentation to SEC. They are required to abide by all driving laws and legislation when operating SEC vehicles to ensure the safety of students, employees, and public.

SEC carries additional third-party insurance on all vehicles in its fleet.

SEC Fleet Vehicles-Consent Form

Student's name: _____

Parent/Guardian Name: _____

Please read the contents of this SEC Fleet Vehicles Consent Form and clarify any questions or concerns with the SEC Administration before signing it. If this form is not signed and returned to the school, your child will not be allowed to travel in vehicles operated by SEC for any reason.

SEC may be required, from time to time, to transport your child off-site by vehicles operated by SEC staff members. The reasons for the transportation may be for transportation to and from the airport, education, or recreation. It may also be necessary to transport your child for medical reasons, such as doctor and dentist appointments.

SEC acknowledges that it will be bound by the following operational requirements when transporting students:

- The Administrative Assistant/Facilities personnel maintain a log tracking mileage including the name of the driver, students, and reason for trip.
- All vehicles carry third party liability insurance.
- All individuals driving a SEC "Bus" vehicle shall have a valid Manitoba driver's license with a Class 4 Classification or better. This license class shall meet provincial licensing guidelines required for the vehicle the individual is driving. This shall be kept in the employee file. All others must have a valid class 5 Classification for other fleet vehicles.
- All individuals who are authorized to drive SEC vehicles must also update their drivers abstract on file yearly. This shall be kept in the employee's file.
- All employees must obey Province of Manitoba traffic laws and exercise reasonable care when operating SEC vehicles. Employees may be personally responsible for traffic fines incurred while operating an SEC vehicle.
- All students are required to wear seat belts while in the vehicle is being operated.

As the parent/guardian, you acknowledge and agree to the following:

1. I understand that my child may suffer personal and potentially serious injury due to an unforeseeable event associated with him/her travelling in an SEC vehicle.
2. I release Southeast Collegiate and its representatives and successors from and against all and any liability for any injury sustained by my child, regardless of how caused, resulting, arising, or relating to the transportation of my child in an SEC vehicle. I further agree to indemnify and save harmless Southeast Collegiate and its representatives and successors from and against any and all suits, demands, torts and actions of any kind which may be made against its staff or agents from or in respect of any injury, loss, damage or death resulting or suffered by my child whether by reason of any act, neglect or default by my child, Southeast Collegiate, their agents or otherwise. This means that you will not be able to initiate legal action against Southeast Collegiate if your child is injured or killed while being transported in a vehicle operated by Southeast Collegiate; and
3. I understand that my child is expected to follow all applicable laws when riding in SEC vehicles and is expected to follow the directions of the driver and/or other supervisors.

Your signature means that you give permission for your child to travel in vehicles operated by SEC for various educational, medical, and recreational purposes.

Signed: _____

Date: _____

Food Services

SEC Red Seal Chef Supervisor is tasked with running the food service operation. As part of their duties, they are responsible for menu creation and must ensure that it falls under the nutritional guidelines as set by national standards.

All staff on duty are allowed to eat one (1) meal prepared by the kitchen staff per shift. Staff on duty during kitchen closure will find plates left in the staff cooler, ready for reheating. All food left in the staff cooler may be eaten by staff and students.

The required number of staff must hold a valid Food Handlers Certification and meet the Manitoba Food Health Requirements.

Equal Opportunity for Employment

SEC employment decisions are based on:

- valid job-related occupational requirements, qualifications, and experience
- applicant's knowledge, skills, and ability as it relates to the position.

In compliance with Section 9(2) of the Manitoba Human Rights Code, no person shall be denied employment, re-employment, or advancement, nor shall they be evaluated based on:

- ancestry, including colour and perceived race
- nationality or national origin
- ethnic background or origin
- religion or creed, religious belief, religious association, or religious activity
- age
- sex, including pregnancy, possibility of pregnancy, or circumstances related to pregnancy
- sexual orientation
- gender identity
- marital or family status
- source and amount of income
- political belief, political association, or political activity
- physical or mental disability or related characteristic or circumstance, including reliance on a dog guide or other animal assistance, wheelchair, or any other remedial appliance or device.

Fraternization and Family Employment Policy

To ensure a fair, professional, and ethical workplace free from conflicts of interest and the perception of favoritism, SEC strictly enforces the following rules regarding employee relationships.

Fraternization and Supervisory Relationships

SEC prohibits any romantic, intimate, or dating relationships between employees where one employee directly or indirectly supervises or manages the other (a Supervisor/Subordinate relationship).

- *Policy Rationale:* Due to the inherent power imbalance in a Supervisor/Subordinate relationship, such relationships pose a significant risk of coercion (whether actual or perceived) and can create an environment that SEC considers to be sexual harassment by default.
- *Action Required:* If employees enter into a relationship that violates this policy, one or

both employees will be subject to reassignment or transfer to another scheduled shift and/or department to eliminate the direct reporting structure. If reassignment is not possible, the relationship must be terminated, or employment may be subject to disciplinary action, up to and including termination.

- *Reporting Obligation:* Employees are required to report the existence of any romantic or intimate relationship that violates this policy to Human Resources immediately.

Employment of Immediate Family Members (Nepotism)

While SEC does not prohibit the employment of immediate family members, strict controls are required to prevent conflicts of interest and maintain impartiality.

For the purpose of this policy, Immediate Family Members include, but are not limited to, spouses, domestic partners, parents, children, siblings, step-relations, and in-laws.

- *Prohibition on Direct Work Arrangements:* Immediate Family Members are not permitted to work together in a direct Supervisor/Subordinate relationship.
- *Separation Requirements:* Employees and their Immediate Family Members who work at SEC are not permitted to work on the same regular scheduled shift and/or in the same department/functional unit.
- *HR Review:* Any potential employment of an Immediate Family Member must be reviewed and approved by Human Resources to ensure compliance with these separation requirements prior to the extension of an offer of employment. Any existing employment of Immediate Family Members will be regularly reviewed to ensure ongoing compliance with the shift and departmental separation rules.

Employment Record Checks

SEC is committed to providing a safe learning and working environment for students, staff, and volunteers. SEC requires all prospective SEC employees and volunteers that have or may have direct contact with students to provide the results of a Criminal Record Check, which includes a Vulnerable Sector Search Certificate, and Child Abuse Registry Check (the "Checks").

SEC shall be entitled once every third (3rd) school year to require current employees or volunteers to provide current Checks or in the case of a new reported or suspected conviction.

An offer of employment with SEC will be subject to the condition that the employee provides to SEC the current and satisfactory Checks. Where the Checks provided prior to employment commencing are unsatisfactory to SEC, it may rescind the offer of employment. Employees who begin employment prior to having their Checks completed must provide purchase receipts to Human Resources within thirty (30) days of the start of their employment.

If the Checks reveal a record the employee or volunteer must obtain a Criminal Record Transcript.

All Checks will be retained in the respective employee or volunteer's personnel files.

Failure to comply with the required Checks or having information on the Criminal Record Transcript that poses an unacceptable legal risk to SEC may result in immediate termination of employment or revocation of volunteering opportunities at SEC.

Employees and volunteers must disclose if they are charged with a criminal offence during the course of their employment or volunteer opportunity at SEC within five (5) days of such conviction. Upon reasonable suspicion that a current employee or volunteer has been convicted of a crime, the employee or volunteer may be subject to provide current Checks. An employee or volunteer who fails to disclose alleged criminal conduct may be subject to disciplinary action, up to and including termination of employment or revocation of volunteer position at SEC.

The following procedures explain the Checks required and the responsibilities of SEC staff:

1. **Criminal Record Checks (CRC):** process in which an applicant/employee or volunteer's name and date of birth are used to search the RCMP's Canadian Police Information Centre (CPIC) system and/or the Winnipeg Police Service's Police Vulnerable Sector Check (PVSC) system. The PVSC includes a Police Criminal Record

Check (PCRC), and will indicate whether an applicant/employee or volunteer has any criminal conviction(s).

- a. If the Criminal Record Check reveals a criminal record, the employee or volunteer must obtain a Criminal Record Transcript. This is a more detailed criminal record check, in which the employee or volunteer will be asked to provide their fingerprints to be search in the National Repository of Criminal Records by the RCMP's Canadian Criminal Real Time Identification Services (CCRTIS).
 - b. Employees and Volunteers must complete a Vulnerable Sector Search, which is used to determine the possible existence of a criminal record and/or sexual offence conviction for which an individual received a record suspension (previously known as a pardon).
2. **Child Abuse Registry Check (CARC):** process in which an applicant/employee or volunteer's name and date of birth are used to search the Child Abuse Registry to determine whether an applicant/employee or volunteer has been found to have abused a child.

Consequences of Existing Records

Criminal Record

Disclosure of a criminal record will not necessarily preclude an employee or volunteer from being considered for a position with the SEC, however, in the event that an employee or volunteer has a criminal record, the SEC will consider the nature and extent of the record and assess suitability relative to the bona fide requirements of the position.

Failure to cooperate in providing a CRC or submitting inaccurate, false, misleading, or incomplete CRC constitutes grounds for discipline, up to and including termination of, refusal to offer or withdrawal of offer employment or volunteer opportunity.

Where a criminal record exists, the employee or volunteer will be required to meet and provide to SEC Administration, in writing, the details of the criminal record and background information.

Child Abuse Registry

An offer of employment or volunteer position will not be made to a prospective employee or volunteer who is listed on the registry. Any offers of employment or

volunteer opportunities made to the individual will be rescinded immediately. Employment or volunteer positions shall be terminated for an employee or volunteer who is listed on the Child Abuse Registry.

Costs of Criminal Record and Child Abuse Registry Checks

Prospective employees are responsible for any costs associated with obtaining the Checks.

SEC shall pay the cost of the Criminal Record Check for volunteers as approved by SEC Administration. Approved volunteers will apply for all checks and will be reimbursed for costs.

Checks required by SEC during employment will be at SEC's expense.

Responsibilities of Human Resources

Human Resources is responsible for ensuring that all Checks are completed for all prospective and current employees, as outlined in the policy.

If a criminal record or abuse listing exists, Human Resources will advise the Board of the record.

Human Resources will ensure that all Check results are kept confidential and stored securely in employee personnel files.

Confidentiality

All information received by Human Resources and SEC Administration will be treated in the strictest confidence.

Use of Information and Communication Technology

Information and communication technology (ICT) includes computers, printers, smart boards, scanners, or communication devices used to initiate, create, store, edit, and distribute information through telecommunications systems, including local networking and connectivity to the internet. Many operational systems are supported by ICT resources. These include communications and reporting, financial management, human resources, and student data collection and reporting. In addition to these systems, many education programs are supported by ICT initiatives and resources.

The effective use of information and communication technology is essential in achieving the facilities' goals and objectives. Staff are provided with appropriate technology-based resources and are supported through appropriate training. Personnel shall use ICT resources in a responsible and ethical manner.

Responsibilities

Staff

All staff must be aware that they are responsible for using all SEC information and communication technology in a responsible and ethical manner. All staff will:

- Understand, sign, and abide by the SEC Code of Ethics
- Review this policy annually
- Be aware that all files on SEC servers are property of the SEC and not the private property of an individual employee
- Be aware that the ICT may be monitored by SEC or external sources for abuse or diagnostic purposes
- Recognize that, while SEC allows personal usage such as banking on systems, SEC cannot ensure privacy or security for online financial transactions
- Acknowledge responsibility to remain current on ICT used in the performance of duties and obtain appropriate training
- Report, in writing, any breach or contravention of this policy to a Principal or Human Resources, who will ensure that appropriate action is taken
- Recognize that emails are the property of SEC and can be monitored

Administration

In addition to the requirements above, SEC Administration will:

- ensure that this policy is reviewed by all staff on an annual basis
- ensure that the duties of staff do not conflict with ICT policies or regulations

- determine the need and arrange ICT training for staff
- ensure the school's code of ethics addresses cyber-bullying

Inappropriate Use of ICT

The use of SEC information systems (internal private network) is deemed inappropriate when that use:

- Compromises the privacy of users and SEC information assets.
- Damages the integrity of our computer systems or the data or programs stored on SEC computer systems.
- Disrupts the intended use of the SEC computer system.
- Wastes resources that are needed for business use (systems support, network bandwidth or server performance).
- Uses or copies proprietary software when not authorized to do so.
- Uses a computer system as a conduit for unauthorized access attempts on other computer systems or personal devices.
- Uses the computer system for private purposes or for purposes not in the direct interest of SEC.
- Consists of unauthorized and excessive snooping, probing or otherwise connecting to other computer systems, such as a node or nodes (in networks, a node is a processing location such as a computer or some other device such as a printer), in the network for which such action is not authorized.
- Results in the uploading, downloading, modification or removal of files on any node (e.g., a computer or other network device) in the network for which such action is not authorized.

If a system is used inappropriately this will immediately result in disciplinary measures up to and including termination and potential legal action.

Inappropriate use of ICT includes, but is not limited to, the following activities:

- sending or displaying data in a format which may be deemed to be offensive
- harassing, insulting, or attacking others
- damaging computers, computer systems or computer networks
- making unauthorized repairs, additions or reconfiguring software and systems

- violating copyright laws
- using another person's password or attempting to access unauthorized files
- intentionally introducing a virus or any destructive data into the network
- employing the network or any attached devices for illegal purposes
- using personal social networking during work hours or accessing resources that provide anonymity.

Consequences of Inappropriate Use

Personnel who use SEC ICT inappropriately will be subject to disciplinary action. Depending on the nature and severity of the inappropriate use, disciplinary action may include the loss of computer privileges, suspension, and termination of employment and/or legal action.

Personal Use of Cell Phones, Computers, and PDAs at Work

While at work, employees are expected to refrain from personal use of cellular phones, computers, and tablets. Personal calls, instant messaging, text messaging and social media use during the workday -- regardless of whether the equipment used is company-provided or not -- interferes with employee productivity and is distracting to others.

Employees are expected to make personal calls, texts, social media posts, and instant messaging during non-work time. SEC is not liable for the loss of personal cellular phones, tablets, or other personal electronic equipment in the workplace.

Lodge Staff Cell Phone Policy

The safety and well-being of our students is our top priority. Lodge staff members play a crucial role in ensuring a secure and supervised environment. Distractions by personal cell phones and other electronic devices can hinder their ability to be fully vigilant and responsive to student needs.

Unfortunately, past incidents have highlighted the dangers of using personal devices at work, where students were injured or experienced bullying in the Lodge as a result of inappropriate cell phone use by YCLs. To prioritize student safety and prevent similar occurrences, this policy outlines the responsible use of personal cell phones and other personal electronic devices by Lodge staff while on duty.

Cell Phone Storage

All Lodge staff members, with the exception of the Lodge Manager, are required to keep their personal cell phones and any other electronic devices stored out of sight and off their person while on shift. If a YCL does not have a secure location to leave their cell phone, the Lodge will provide a secured location (e.g., cabinet, drawer) to store the device to prevent it from being stolen or damaged.

Emergencies

Staff members can provide the lodge office phone number to family or emergency contacts to ensure they remain reachable in case of urgent matters.

The Lodge offices should be staffed at all times, with at least one person available to answer the phone and relay messages to staff members, if necessary. In the event that there is no one in the office temporarily, the first staff member returning to the office must prioritize checking the lodge office phone for any missed calls before resuming their regular duties. If a missed call is identified, they must immediately check messages and

relay any emergencies to the relevant staff member(s).

Permitted Use

Personal cell phones may be used only during designated break times and before/after work hours. Staff are expected to adhere to these guidelines to prevent any potential privacy breaches or distractions during work time.

Consequences of Non-Compliance

Any violations of this policy may lead to progressive disciplinary action, up to and including termination of employment.

Distracted Driving

In Manitoba, it is illegal to use hand-operated electronic devices while operating a vehicle. Drivers caught violating this law may receive a fine, demerits and/or suspension of license. Any employee fined for distracted driving will no longer be able to drive SEC vehicles regardless of whether the infraction was in an SEC or personal vehicle.

Personal Use of SEC-Provided Cell Phones, Computers, and Tablets at Work

Employees who are issued company cellular phones and/or wireless devices understand that there is no expectation of privacy when using SEC provided cellular phones and/or wireless devices. SEC has the right to review all records related to cellular and/or wireless devices, including but not limited to, phone logs, text messages, works email accounts and internet usage logs. Users should be aware that all records are subject to discovery under the Public Records Act.

SEC issued cellular phones and/or wireless devices remain the sole property of SEC and are subject to inspection and/or monitoring (including texts and emails) at any time. Employees in possession of SEC equipment, such as cellular phones, are expected to protect the equipment from loss, damage, or theft. Upon resignation or termination, or at any time upon request, the employee may be asked to produce SEC devices for return or inspection. Employees unable to present devices in good working condition are expected to replace items at their cost.

Software

- Attempting to download, install or use any software or operating system not provided on an employee's computer or the network by SEC systems operations is expressly forbidden.

- Do not unlawfully copy software or information. Copying or illegal use of software is expressly forbidden. The use of software obtained from any other source could present security and legal threats to SEC and such use is strictly prohibited.
- Do not attempt to disable or tamper with the virus protection software on the computers or the network.
- Do not remove software, manuals, or similar media from the SEC premises without prior written permission from the IT Coordinator.
- SEC reserves the right to protect its reputation and its investment in computer systems and software by enforcing strong internal controls to prevent the making or use of unauthorized copies of software. These controls may include frequent and periodic assessments of software use, announced and unannounced audits of SEC computers to assure compliance, and the removal of any software found on the SEC's property for which a valid license or proof of license cannot be determined, and disciplinary actions, including termination, in the event of employee violation of this policy.

Internet

1. Employees utilizing the internet must always conduct themselves in a professional manner, especially while participating in collaborative activities, and must not disclose SEC information or intellectual capital to unauthorized third parties.
2. Employees may use the internet only to complete their job duties, under the purview of SEC's business objectives. Permissible, acceptable, and appropriate internet-related work activities include:
 - a. Researching, accumulating, and disseminating any information related to the accomplishment of the user's assigned responsibilities, during working hours or overtime.
 - b. Collaborating and communicating with other employees, business partners, and customers, according to the individual's assigned job duties and responsibilities.
 - c. Conducting professional development activities (e.g., news groups, chat sessions, discussion groups, posting to bulletin boards, web seminars, etc.) as they relate to meeting the user's job requirements. In instances where the personal opinions of the user are expressed, a disclaimer must be included asserting that such opinions are not necessarily those of SEC.
3. Do not download software from the Internet for any reason.

4. Users with Internet access should log off when done browsing.
5. Absolutely NO attending sites of a pornographic, obscene, sexually explicit, racist or threatening nature. Individuals with Internet access permissions may not access or use information that would be considered harassing.
6. Individuals who have Internet access privileges are allowed to only use SEC-approved browser software. Due to the non-secure state of the technology, all web browsers should disable the use of Java, JavaScript, and ActiveX.
7. Do not attempt to download, install, or run web server software.
8. Firewall, a system designed to prevent unauthorized access to or from the SEC's private network, has been placed between the SEC internal private network and the public internet to protect our information assets. Employees must not circumvent the firewall by using modems or network tunneling software to connect to the Internet. Access to the Internet is subject to monitoring and review.
9. Only allowed protocols (e.g., internet mail: SMTP or web browsing: HTTP) are permitted through the firewall. Many of the internet protocols have been blocked or restricted. If an employee has a business need for a particular protocol, they must first raise the issue with the IT Coordinator.
10. Information ("footprints") may be gathered at websites visited when using the SEC Internet. Information is gathered at the websites visited by SEC employees and stored in each computer's "surfing" history logs and compiled by website administrators. The website usage log and employee's local profile history can provide exploitable information and may be embarrassing or incriminating).
11. Internet traffic can be monitored to ensure compliance with SEC Internet use policy. Employees abusing Internet access privileges will be subject to monitoring of their computer system activity and disciplinary action, ranging from verbal reprimands to termination or legal prosecution.
12. SEC does not accept any responsibility for any loss or damage suffered by employees because of employees using SEC Internet connection for personal use. SEC is not responsible for the accuracy of information found on the Internet. Users are responsible for any material accessed, downloaded, or shared through the Internet and must govern online interactions in accordance with all policies that govern interpersonal interactions.

Overtime Hours - Support Staff

1. Definition of Hours of Work

- a. Standard Hours: “Standard hours” of work as defined by *The Employment Standards Code* are eight (8) hours in a day or forty (40) hours in a week.
- b. Normal Hours: “Normal hours” of work are defined by the position the employee holds.
- c. Overtime Hours: Overtime hours are defined as hours worked over the standard hours of work. An employee may work beyond normal hours. However, only hours more than the standard hours of work as defined by *The Employment Standards Code* are overtime hours.

2. Authorization of Overtime

- a. Pursuant to *The Employment Standards Code*, an employee cannot work overtime without permission. An employee is eligible for overtime only when the overtime has been authorized by a principal, directly or indirectly.

3. Payment of Overtime

- a. When overtime hours are authorized as above, an employee shall receive payment for hours worked over the standard hours of work. Subject to *The Employment Standards Code*, payment shall be not less than one and one-half (1 1/2) times the employee’s regular hourly salary for the number of overtime hours worked.

Break Time and Work Hour Policy

We encourage all employees to use their break times as an opportunity to recharge and focus on their well-being. Whether through physical activity, relaxation, or other healthy practices, taking a meaningful break is essential for maintaining both mental and physical health.

Please make the most of these breaks to return to work refreshed and energized.

This policy outlines the guidelines for break times. It aims to ensure consistency and address concerns regarding break duration and fairness.

Break Times

While *Employment Standards* provides a 30-minute unpaid break after five consecutive work hours, SEC offers paid breaks exceeding this minimum. Most employees are entitled to the following during the course of one 8-hour shift or work day:

- One (1) paid 40-minute lunch break.
- Two (2) paid 10-minute Wellness Breaks

School and Administration Staff

Due to the nature of their duties, some staff members may need to combine their wellness breaks and take their lunch break for one full hour or adjust the increments of each break. They will be notified by their supervisor if this applies to them.

Smoke Breaks

Smoking is only permitted during designated break times.

Clocking Out for Smoke Breaks

By default, SEC does not require staff to clock in and out for smoke breaks; however, if concerns are raised about individuals taking excessively long breaks or what appears to be an excessive number of breaks, SEC Administration will investigate and address these concerns with the individuals involved through performance management. This may involve those employees being required to clock out and back in for their smoke breaks to confirm whether they are going over their allotted break times, being deducted pay for time not worked due to excessive breaks, and having increasing progressive disciplinary measures applied.

Break Subdivision

The two 10-minute breaks cannot be split into shorter breaks (e.g., four 5-minute breaks). They must be taken as two separate 10-minute breaks.

Time Clock Management Policy

Southeast Collegiate establishes a time clock management policy to ensure proper documentation of time worked and accurate compensation. This policy emphasizes each employee's responsibility for accurate timekeeping and the legal consequences of inaccurate timekeeping.

Procedure

The following timekeeping procedures ensure accurate and complete timekeeping.

1. Employees must clock in before their assigned start time and clock out when leaving work for the day.
2. Employees must clock out each time they leave the work site for any reason other than their assigned work duties.
3. Employees will be paid from timesheets verified by actual recorded times in the time monitoring system.
4. Employees must remain clocked in for lunch and for mandatory meetings.

Employees who forget to clock in or out must submit a TOR about the missed punch within four (4) hours after the end of shift on the day of the incident.

Employees who fail to use the time clock may have their pay delayed and may face disciplinary action for repeat offenses.

Attendance Expectations

All SEC staff are expected to attend work for the complete duration of their scheduled shifts, unless unable to do so for legitimate reasons. This is every employee's contractual obligation. To this end, employees who struggle with attendance will be expected to either:

- a) reach an arrangement for scheduling accommodations with management, provided they have legitimate reasons and appropriate documentation supporting those accommodations, and these accommodations do not cause undue hardship to SEC; or
- b) improve and maintain their personal health and adjust their lifestyles wherever necessary to enable regular attendance at work.

Terminology

- Absenteeism refers to frequent absence from an employee's job responsibilities. This includes not coming to work frequently or taking excessive sick leave without being able to produce doctor's notes.
- Presenteeism refers to the situation where employees come to work despite being ill, injured, or otherwise unwell, which can lead to decreased productivity, reduced efficiency, and potentially longer-term health issues. Unlike absenteeism, where an employee is physically absent from work, presenteeism is about being present but not fully functioning due to health or personal issues. This can be harmful both to the employee, who may worsen their condition, and to the organization, as it can result in lower overall performance and morale.
- Pattern absenteeism refers to absences that may appear to be unremarkable when viewed in isolation; however, upon review of overall absenteeism, a pattern of

absenteeism appears that suggests possible excessive absenteeism, to which progressive disciplinary actions apply.

Things to consider in pattern absenteeism:

- o Is the employee often absent on or the day after pay day Fridays?
 - o Are there sick calls before or after a scheduled day or stretch of days off (e.g. weekends, scheduled days off, vacations)?
 - o Are there sick calls after requesting time off?
 - o Are there sick calls after being counseled or disciplined?
 - o Are there sick calls after uttering intention (i.e. if ... then I am going to call in sick)?
 - o Are there sick calls on holidays (e.g. Christmas)?
- Tardiness refers to coming in late, taking longer breaks than you are entitled to, and constantly leaving early from work without a legitimate reason. Please follow your schedule to ensure adequate coverage and fair division of work amongst your colleagues.
 - “Legitimate emergency” refers to an unforeseen, unavoidable event that requires immediate attention and makes it impossible for the staff member to attend work.

Examples include, but are not limited to:

- o Severe illness or injury requiring immediate medical attention for the employee or an immediate family member.
- o Death or severe illness of an immediate family member.
- o Severe weather conditions or natural disasters that make travel unsafe.
- o Required court appearances or urgent legal matters.
- o Serious accidents impeding travel to work.
- o Significant unexpected home emergencies (e.g., fire, flooding)

Staff members are required to notify their supervisors and/or SEC Administration as soon as possible and provide appropriate documentation to substantiate the emergency, if requested. Each situation will be evaluated on a case-by-case basis to determine if it qualifies as a legitimate emergency.

Exclusions from Legitimate Emergencies

The following situations are typically not considered legitimate emergencies and are expected to be managed through proper planning and communication:

- Routine medical or dental appointments that could be scheduled outside of work hours or with prior notice.
- Personal errands or tasks that could be planned in advance.
- Transportation issues arising from a lack of maintenance or failure to plan

for travel time, including instances where inclement weather was forecasted and could have impacted the commute.

- Childcare arrangements that fall through without having a backup plan.
- Home repairs or maintenance issues that could have been scheduled in advance.
- Personal travel disruptions not communicated in advance.
- Forgotten personal commitments that could have been planned for earlier.

Staff members are required to plan and communicate their personal commitments in advance to avoid conflicts with work responsibilities. Emergencies will be evaluated on a case-by-case basis, and documentation may be required to substantiate the claim.

Foreseeable absences

If you know in advance that you will be absent for work, such as for a scheduled medical appointment, request the time off through your payroll Employee Self Service (ESS) portal as early as possible. It is your responsibility to follow up by confirming with your supervisor that your request has been approved before you take the time off from work.

Unforeseeable absences

If you are unexpectedly unable to come into work one day or will be late for your shift, you must notify the school as soon as possible with the nature of your absence. For teachers, educational assistants, Administration and life skills counsellors, this means calling the school at 204-261-3551 and using extension 310 for Administrative Assistant to let Administration know you will be away.

Please note that all Lodge and Recreation staff are required to call in **at least 4 hours prior to the start of your shift** to let the Lodge know you will not be in for work. This is necessary to give them time to fill your shift, so calling in less than 4 hours in advance is considered insufficient notice.

Unexcused and unreported absences

Failure to notify the appropriate people, such as by not calling, not stating your reason, not showing, or by leaving work early without telling anyone, will be considered an unexcused and unreported absence. These are the most severe attendance infractions for any staff.

Not calling, not stating your reason, and/or not showing for three consecutive shifts will be considered job abandonment and will result in job termination. If you need to leave work early one day, please inform your Reporting Supervisor/Manager so that it is not considered an unexcused and unreported absence. Employees who repeatedly leave work

early, i.e., more than 3 times in a month, for any reason, will be considered in violation of this attendance policy, as repeated early departures amount to excessive absenteeism.

Time Off Request Timeframe

In the event of an unforeseeable absence, all Time Off Requests (TORs) must be submitted no later than 2 weeks after the initial notice of the event to be eligible for payout.

Disciplinary action

If you are being tardy and/or absent unintentionally, corrective counseling will be our first attempt at a solution. Repeated absences or tardiness for medical reasons may require documentation to avoid progressive disciplinary actions. We may take disciplinary action that goes up to and including termination if:

- Corrective counseling does not result in improved attendance.
- We find that you are deliberately or neglectfully tardy or absent.
- You do not provide reasonable verification (e.g., medical documentation) for recurring attendance issues related to medical reasons.
- Your tardiness or absenteeism impacts your work.

Attendance Improvement Plans (AIPs)

If you are having attendance issues, you may be placed on an Attendance Improvement Plan. The specifics of each plan will be tailored to your particular circumstances. In general, AIPs will outline a predetermined amount of time during which you will be expected to have perfect or near perfect attendance, in order to bring your overall attendance rate up to an acceptable level. AIPs may also include requirements for timing of advance notice, as well as adherence to the chain of command when reporting and confirming approval of future absences.

Lodge Attendance System

Attendance Tracking

Since the Lodge operates 24/7, consistent attendance is crucial for our staff. To maintain transparency and accountability, we utilize a points-based system for tracking attendance infractions for all Youth Care Leaders and Recreation staff, which is posted and available to review in the Lodge offices. The information in the points system is not considered confidential because it aligns with what is already documented in the shift reports, and reading those reports is an essential part of a YCL's job duties.

Excused Absences

Excused Absences are absences for legitimate reasons and may result in a reduced point penalty; however, they do not eliminate the impact of the absence entirely. These absences, once excused, will be treated as follows:

- If the employee has a planned future absence and follows the correct procedure for requesting the shift off in advance (i.e., by submitting a correct Staff Leave Request and having it approved by the Lodge Manager), there will be no point penalty.
- If the employee has an unplanned absence on the day of their scheduled shift and notifies the Lodge with sufficient notice, and then later brings in documentation verifying it was due to a legitimate emergency, there will be no point penalty.
- If the employee has an unplanned absence on the day of their scheduled shift and notifies the Lodge with insufficient notice, and then later brings in documentation verifying it was due to a legitimate emergency, that absence will count as 0.5 points
- If the employee has an unplanned absence on the day of their scheduled shift and commits a “no call no show”, and then later brings in documentation verifying it was due to a legitimate emergency, that absence will count for 1.5 points instead of the full penalty of 5 points.

Penalty Points

Absences from work will accumulate points in the following manner:

0 points

Absence due to legitimate emergency with sufficient notice
Future absences approved by Lodge manager

0.5 points

Late to work by < 10 minutes for any non-legitimate emergency reason, after calling in to notify that you will be late.
Call in following proper procedure, i.e., minimum 4 hours advance notice
Absence due to verified legitimate emergency with insufficient notice.

1 Point

Late to work by \geq 10 minutes for any non-legitimate emergency reason, after calling in to notify that you will be late.
Leaving work < 1 hour before the end of scheduled work time for any reason not excused above, after notifying your supervisor.

2 Points

Leaving work ≥ 1 hour before the end of your scheduled shift for any reason not excused above, after notifying your supervisor.

3 Points

Calling in with insufficient notice (< 4 hours prior to start of shift) without a legitimate emergency reason.

Leaving work without notifying your supervisor, for any reason.

5 Points:

No call no show. If a YCL arrives late for their shift without calling in advance, and they cannot provide documentation showing it was due to a legitimate emergency, the infraction is still considered a “No call no show.”

Any employee getting ≥ 20 points in a 10-month period under this system will be terminated from SEC.

Any employee with perfect attendance for 1 month will receive -1 point.

Points reset at the start of every school year (once per 10 months).

Covered Shifts:

The covered shift system is intended to provide flexibility and support for unexpected situations. However, it is important to understand that frequent absenteeism or early departures without authorization can disrupt operations and create an unfair burden on colleagues. This means that employees who exhibit a pattern of absenteeism may be placed on temporary probation. During this probationary period, covered shifts cannot be used to reduce penalty points until the employee completes two (2) consecutive shifts outside of their normal emergency planning shift coverage. The Lodge manager will monitor attendance patterns and utilize the temporary covered shifts probation as needed.

Reduction in Point Values

Covered shifts will reduce penalty points in the following amounts:

Cover one full 8 hour shift – deduct 1.5 points

Stay to help with wakeups – deduct 0.375 points

Disciplinary Action Steps by Point Value:

8 points: Verbal warning to the employee.

12 points: First written warning to the employee.

16 points: Second warning to the employee.

20 Points: Final written warning to the employee.

>20 Points: Termination of employment.

Example for point calculation:

An employee is 45 minutes late due to sleeping in, leaves work 2 hours early, and currently has 9 points on record for attendance issues.

Points = 9 previous points + 1 points + 2 points = 13 points = first written warning

Perfect Months

In addition to reducing attendance points, having perfect attendance for a full month brings additional benefits!

For all full-time Lodge staff with perfect attendance for a month, the reward is 2 hours of paid time off (PTO), equivalent to 1/4 of a regular workday, per month. Thus, if you had 2 perfect months, you will have a half day paid off that can be used during the following school semester.

For part-time Lodge staff with perfect attendance, the number of PTO hours will depend on the number of shifts you work per week. For those working 4 shifts per week, you will earn 1.6 hours; if you work 3 shifts per week, you will earn 1.2 hours.

Important Notes on PTO Usage:

Earned PTO carries over for one year only. PTO earned during the fall semester can be used that semester or in the following spring; PTO earned during the spring semester can be used in the following fall. However, all PTO that is earned in one fall semester and still unused by the end of the following spring semester will expire and not be available for use in the next fall.

Similar to Personal Days, this type of PTO cannot be used to extend major holidays. This means the hours cannot be used on the first day before or after a major break (Christmas, spring, summer). Furthermore, scheduling the time off requires approval from the Lodge manager to ensure there are adequate staffing levels for any affected shifts.

Reward for Staff with Good, but Not Perfect Attendance

Staff members with fewer than 3.0 points at the end of the school year but who did not achieve perfect attendance for any month will receive a separate custom reward, to be determined by management in June of that year.

Working From Home

Working from home is sometimes necessary for the role or position of the employee to fulfil their job duties efficiently and effectively. Below are SEC's standard work-from-home policies and procedures:

Eligibility

Eligibility will be determined based on your job position and duties. HR will have you sign a Working-From-Home waiver as a formal agreement to be eligible to work remotely/hybrid/for ad-hoc duties. Please note that working from home is a company benefit and misuse can be revoked on a case-by-case basis.

Working Location

Due to privacy and confidentiality, we advise that employees refrain from working remotely in public places, i.e. coffee shops, and complete their work in a secure, private, and distraction-free environment.

All work duties must be performed within Manitoba unless otherwise approved by your supervisor.

Equipment

When working from home, the employee is responsible for providing high-speed internet, a secure laptop/computer (if applicable to complete duties), and cell-phone (if applicable). Reimbursements for expenses must be pre-approved by your supervisor and Finance.

Logging Hours

Work-from-home employees are expected to clock in and out through their Payworks ESS Portal. This will accurately track the employee's working hours for HR/Payroll to complete payroll accurately.

Work-from-home hours should **not** include;

- Answering ad-hoc/non-urgent work emails/calls
 - These should be answered during your regular working hours
- Non-work related duties and/or responsibilities
- During approved public holidays or vacation time off
 - Exceptions include emergency situations in which the employee's agreement

states emergency on-call hours

Employee Personnel Files

SEC will maintain an up-to-date personnel file for each employee in accordance with applicable legislation. The administration of personnel files will follow the provisions of *The Manitoba Freedom of Information and Protection of Privacy Act (FIPPA)*, *The Personal Health Information Act*, *The Personal Investigations Act*, and *The Public Schools Act*.

The establishment and maintenance of employee personnel records is the responsibility of Human Resources. The files maintained by SEC Administration are the official personnel files for all employees of SEC. All personnel files are private and confidential. All personnel files are electronic and are subject to the following regulations:

Location

All official personnel files shall be electronic and access to files shall be to only those who have authorization.

Employee Access to Personnel Files

An employee shall have the right to examine the content of his/her personnel file upon request to Human Resources. The employee may examine the file in the presence of Human Resources or designate but shall not be permitted to remove or delete the file or any documents within it.

To obtain access to their personnel file, an employee shall advise Human Resources, who will advise the time suitable for viewing. Only those designated by Human Resources have access to personnel files.

Documentation in Personnel Files

Employees must be aware of documentation placed in the official personnel file. Official personnel files will include, but are not limited to, the following information:

- application form/resume
- employment contract
- pension/group benefits information
- performance appraisals and evaluations
- correspondence with employee/supervisor/outside parties (e.g., benefits)

Information contained in personnel files will not be made available to parties or persons

external to SEC, except as authorized in writing by the employee or required by law. The employee shall be notified when information is made available under this provision.

Retention

Personnel files for employees who are not receiving a pension from SEC will be retained for 7 years from the last date of employment.

Personnel files of employees who are in receipt of a pension will be retained for 20 years from the last pension payment issued.

Prior to the personnel file being destroyed, the employee's name, social insurance number, date of birth, last position and location, original hire date, termination date and file destruction date will be recorded for reference purposes and retained for an additional 7 years.

Employee Benefits and Pension

Medical, Dental, Life Insurance and Long-Term Disability

All full-time employees must enroll in the group benefits package offered by SEC. If the employee's spouse has medical and dental coverage under a separate plan, then a portion of the SEC package may be waived.

All SEC full-time and part-time employees who work more than 30 hours a week are eligible to participate in group benefits after three months of continuous employment.

SEC reserves the right to adjust benefits offered to employees and agrees to notify employees of such changes in a timely manner.

Group benefits are based on the employee's true family status. It is up to the employee to update the Human Resources Manager of any changes to their family status. Failure to report these changes may invalidate claims.

Group benefit rates are adjusted annually by the provider and are communicated to both the employee and employer. Rates charged by the group benefits provider are based on the need and consumption of benefits used by SEC on a yearly basis.

Group benefits are administered by SEC and costs are shared 50/50 between SEC and the employee.

SEC will deduct from the employee's payroll on a bi-monthly basis 50% of the bi-monthly premium as is reported in the employee certificate provided upon joining the plan and,

subsequently, if any changes are made to the employee premium.

Group benefits for employees on a ten-month contract are normally suspended in July and August and are reinstated in September upon the employee's return. There is no wait time to begin coverage for a returning employee. No claims can be processed during the time the group benefits are suspended.

10-month employees have the option of having additional deductions throughout the school year in order to prepay group benefits premiums for the summer months. These employees will be responsible for 100% of the cost of premiums during July and August, and will arrange an agreed-upon additional payroll deductions schedule with Human Resources to cover them.

Unpaid Sick Leave

Employees who are on an approved unpaid sick leave and do not qualify for long-term disability coverage may maintain their group benefits by continuing to be responsible for their share of the premium cost. Employees who wish to continue their group benefits while on sick leave must provide to SEC an amount representing their 50% share of the premium costs on a bi-weekly basis. If the employee fails or ceases to make the required payments, coverage under the group benefits package may terminate. An employee will be notified of this in writing and given warning that this may occur.

Long-Term Disability

SEC reserves the right to limit the number of years it is willing to cost-share the employee's medical and dental benefit portion of the group benefits package during an employee long-term disability leave.

SEC will cover the employee for up to two years while on long-term disability if the employee is paying the 50% premium cost. Should the employee cease to provide SEC with bi-weekly payments, the employee may lose all benefits associated with SEC which includes salary benefits while on long-term disability.

After the two-year anniversary date, it is up to the employee to seek an alternative means of coverage for these services. Pharmacare, as well as a personal plan by a group provider such as Blue Cross, is available. The employee will be responsible for 100% of these premiums and is responsible for attaining such services for themselves.

NOTE: Salary coverage is not stopped at this time, as it is up to the group benefits provider to determine employee fitness to return to work.

Life Insurance

All SEC full-time and part-time employees are provided with basic life insurance, which is two times their annual earnings to a maximum of \$150,000 CAD. Premiums are deducted bi-monthly from the employee payroll in the group benefits deductions.

Pension Plan

All permanent SEC employees are eligible to participate in the Pension Plan after six months of continuous employment. The rate for the pension plan is established by the Board. SEC matches the employee's mandatory contributions to the pension plan.

SEC will deduct from the employee's payroll on a bi-weekly basis the established percentage rate of gross bi-weekly salary to contribute to the pension plan. If there are any changes to employee pay, the amount contributed will be automatically adjusted.

Upon the SEC employee's resignation or termination, the employee will be contacted by the carrier of the pension plan to discuss options. The employee will retain both the contributions that the employee made to the pension plan, as well as those contributions made by SEC.

General Statutory Holidays

SEC recognizes the below General and Statutory Holidays:

1. New Year's Day
2. Louis Riel Day
3. Indigenous Justice Day
4. Good Friday
5. Victoria Day
6. National Indigenous Peoples Day
7. Canada Day
8. Civic Holiday (August)
9. Labour Day
10. National Day for Truth and Reconciliation
11. Thanksgiving Day

12. Indigenous Veterans Day

13. Remembrance Day

14. Christmas Day

15. Boxing Day

SEC Administration staff will either be scheduled off for these days or an alternate day will be chosen (where legislation permits).

Lodge and Kitchen staff will work scheduled days and will follow below procedures:

Lodge and Kitchen Full-Time Staff:

- If an employee is scheduled to work on a statutory holiday, they will be paid one and a half (1.5x) for actual hours worked, in addition to their general holiday pay.
- If an employee does not work on a statutory holiday and worked 5 days during the previous work week, they will bank a statutory holiday paid out on the next payroll.

Lodge Part-Time and Casual Staff:

- Part-time and casual staff are paid a 5.00% bi-weekly statutory premium on gross wages for general holiday pay. Employees are entitled to be paid general holiday pay regardless of actual hours worked on a statutory holiday.
- If an employee works on a statutory holiday, they will be paid 1.5 times wages or at the rate of overtime, whichever is greater.
- If an employee does not work on a statutory holiday, they will receive no more than their regular 5.00% bi-weekly statutory premium.

Summer Layoffs

School Breaks/Closure

Every year, SEC closes down for two (2) weeks during Winter Break and one (1) week during Spring Break. During these periods, employees are not expected to report to work, unless pertaining to your regular job duties (e.g., Maintenance safety checks, HR payroll processing).

Eligibility for Payout

Employees are eligible to be paid during these closures if the following criteria below are met:

- The employee must have worked at least 1 day prior to the start of the break unless your absence was pre-approved (e.g. scheduled vacation that was approved in advance)
- The employee must have worked at least 1 day after the break ends unless your absence was pre-approved.

You will be paid out in correlation to your regular working schedule (i.e. If your regular working schedule is 36 hours a week (4 x 8-hour shifts), you will be paid 36 hours per week of closure.

Personal Days

Personal Days are paid time off granted to staff members and were created to contribute to a more positive work environment and enhance employee satisfaction. It is essential to prioritize self-care and well-being, and this benefit aims to support you in achieving that balance.

Eligibility

To be eligible for your Personal Day, you must meet at least two (2) of the following criteria below:

- Employed longer than 90 days with a successful completion of your probationary period
- Full-time staff who work at least four (4) 8-hour shifts per week (i.e., minimum 32 hours per week).
- Part-time staff who work three (3) shifts per week (i.e., 24 hours per week)

Process

Each Full-time employee will be entitled to one (1) Personal Day per semester. Semester 1 spans from September to the end of January, and Semester 2 runs from February to the end of June. Each Personal Day may be divided into two (2) half days, allowing for flexibility in scheduling; however, no further subdivisions beyond half days will be permitted.

Each Part-time employee will be entitled to one (1) Personal Day, prorated to their scheduled hours, per semester.

Staff who work fewer than 3 shifts / 24 hours per week are not eligible for a paid Personal

Day.

Requesting Your Personal Day Off

To request a Personal Day, employees must submit a Time Off Request through your Payworks ESS Portal at least two weeks in advance, and must be approved by management. If you forget to request it in sufficient time, it will be forfeited for the semester.

Please note the following guidelines for specific teams:

Maintenance, IT, Administration, Recreation, Educational Assistants, Life Skills, and Kitchen:
Only one employee per department per day will be approved.

Teachers:

Up to two teachers may be approved for the same day.

Lodge Staff:

One Youth Care Leader per shift per day on each side (men's and women's) may be approved for the same day.

Additional Considerations

Personal Days cannot be used to extend regular holidays, such as Christmas break, spring break, and summer holidays. This means they cannot be utilized on the last day before a break or the first day back from a break.

These guidelines are established to ensure fair distribution and minimal disruption to our operations.

Maternity Leave

Eligibility

A pregnant employee who has been employed by SEC for at least seven consecutive months is eligible for maternity leave pursuant to *The Employment Standard Code of Manitoba*.

An employee who is eligible for maternity leave is entitled to the following:

- if the date of delivery is on or before the date estimated in a medical certificate, a period of not more than 17 weeks; or
- if the date of delivery is after the estimated date, a period of 17 weeks and a period of time equal to the time between the estimated date and the date of delivery.

A maternity leave must begin not earlier than 17 weeks before the date of delivery estimated in the medical certificate and end not later than 17 weeks after the date of delivery.

An employee who is eligible for maternity leave shall:

- as soon as practicable, provide the Human Resources with a medical certificate giving the estimated date of delivery; and
- give the Human Resources not less than four weeks' written notice of the date she will start maternity leave.

An employee who is eligible for maternity leave but who does not give at least four weeks' written notice before leaving the employment is still entitled to maternity leave if, within two weeks after stopping work, provides notice and provides the Human Resources with a medical certificate that includes:

- the date of delivery or estimated date of delivery, and
- stating any periods of time within the 17 weeks before the date of delivery or estimated date of delivery that the normal duties of the employment could not be performed because of a medical condition arising from the pregnancy.

Process

An employee who has been granted maternity leave shall be permitted to apply up to a maximum of ten days of accumulated sick leave against the Employment Insurance waiting period.

A Time Off Request must be submitted through your Payworks ESS portal and should wait for approval.

An employee who takes maternity leave shall take them in one continuous period. Should both parents be working at SEC and decide to split the leave, they are required to take their parental leave in one continuous period.

SEC will reinstate the employee in the position occupied at the time the leave began or in a comparable position with not less than the wages and any other benefit earned by the employee immediately before the leave began, unless circumstances unrelated to the employee's maternity leave prevent such from being possible.

Group Benefits

When an employee is away on maternity leave, SEC does not provide coverage for their benefits unless the employee decides to take a 100% responsibility for their monthly premiums.

Before the employee commences their maternity leave, the employee must decide whether to continue with group benefits during the maternity leave or to voluntarily terminate their benefits by signing an official letter provided by the Human Resources.

An employee who wishes to continue their benefits is responsible for 100% of the premiums associated with the current benefit package except for long-term disability (LTD) because SEC will not be authorizing any LTD benefits while the employee is away on maternity leave.

Continuance of Group Benefits: To keep the group benefits active, the employee must make monthly payments to SEC by cash or cheque on the first day of each month. Failure to provide payments in a timely fashion may result in immediate termination of benefits.

Voluntary Termination of Group Benefits: If the employee decides to terminate their benefits, they will be terminating the entire current benefit package that includes:

- Basic Employee Life
- Accidental Death and Dismemberment (AD&D)
- Basic Dependent Life
- LTD
- Contact – Employee Assistance Program
- Healthcare and Dentalcare

Pension

- When an employee is away on maternity/parental leave, the pension contributions will be on hold until the employee returns to work.
- When an employee returns from leave, they will resume their bi-weekly contributions to the plan.

Parental Leave

Eligibility

An employee is entitled to a period of unpaid leave to a maximum of sixty-three (63) continuous weeks if:

- the employee is the natural parent or adoptive parent of the child;
- the employee has completed at least seven (7) consecutive months of employment with SEC;
- the employee gives written notice to the Human Resources at least four (4) weeks before the day specified in the notice as the day on which the employee intends to begin the leave; and
- in the case of an adoption, the adoption occurs or is recognized under Manitoba law.

Application for Leave

A staff leave request must be submitted to Human Resources at least four (4) weeks before the start of the leave.

Period of Leave

- An employee who gives less notice than required above, is entitled to sixty- three (63) weeks of parental/adoption leave less the number of days by which the notice is less than four weeks.
- The parental/adoption leave must commence not later than eighteen (18) months after the date on which the child is born or adopted or comes into the care and custody of the employee.
- An employee who takes maternity leave and parental leave shall take them in one continuous period unless the employee and the employer otherwise agree.
- During the period of leave, sick leave and vacation benefits will be maintained but will not accrue.

Return to Work

An employee's parental/adoption leave ends:

- 63 weeks after it began, or

- if Section 3a. above applies, 63 weeks after it began less the number of days provided for in 3a. above.

An employee may end the leave earlier than originally intended by giving SEC written notice at least two (2) weeks, or one (1) pay period, whichever is longer, before the day the employee wishes to return to work.

The employee shall be reinstated to the position occupied when the leave began, or to a comparable position with not less than the wages and any other benefit earned prior to when the leave began unless circumstances unrelated to the employee's paternal leave prevent such from being possible.

Religious/Cultural Leave

SEC observes general holidays as provided for under *The Employment Standards Code* and makes every reasonable effort to accommodate an employee who requests religious and cultural leave.

An employee wishing to be absent from duties on regular working days for cultural ceremonies, other than general holidays under *The Employment Standards Code*, may request religious/cultural leave.

Requests for religious/cultural leave shall be without pay and are subject to approval from Human Resources.

Religious/cultural leave may be requested using the following procedures:

- a. Employees requesting religious/cultural leave will provide Human Resources Manager with a written request ten (10) working days prior to the requested date of leave.
- b. The employee shall use the appropriate leave request form.
- c. The employee shall be notified in writing if the request is approved or declined.

Jury Duty Leave

An employee who is summoned for jury duty or who receives a summons or subpoena to appear as a witness in a court proceeding, other than a court proceeding occasioned by the employee's private affairs, shall be granted a leave of absence with pay for the required period of absence. The leave of absence is subject to the attached procedure.

Request for Leave

- a. Time Off Request (Payworks ESS): An employee shall submit details of the

requirements for jury duty or witness duty as soon as possible.

- b. Documentation: An employee will provide a copy of the summons or subpoena with a leave form and submit the form to the Human Resources for approval.
- c. Fees: Jury or witness fees received by the employee, less employee expenses, shall be remitted to SEC.
- d. Work During Court Leave: When possible, the employee shall report to work during regular working hours when the employee is not required to attend court
- e. Contact: When possible, the employee should contact SEC Administration to update on possible return to work dates.

Medical and Dental Appointments

SEC recognizes that, due to the specialized care in such cases, personal medical and dental appointments may require time away from work, and thus permits employees to be absent with paid sick leave. However, wherever possible, it is expected that employees will make personal medical and dental appointments outside of working hours.

Employees are to submit the Time Off Request at least two weeks prior to allow for scheduling changes. Employees will be notified by the direct supervisor or SEC Administration if this leave has been approved.

SEC may not be able to approve all employee leave requests due to scheduling conflicts with other staff or events.

Appointments During Working Hours

In situations where medical and dental appointments during working hours cannot be avoided, employees are expected to arrange appointments to minimize the time away from work. Where time away from work cannot be avoided, employees will be granted time off with pay to attend appointments (subject to sick leave credit balance - see below).

Sick Leave Credits

Time off to attend appointments will be charged against the employee's sick leave credits. In cases where the employee has exhausted sick leave credits, the employee may request leave without pay or that vacation credits be used (if applicable). View "Sick Leave - Full-Time/Part-Time Employees" below for more details on Sick Leave Credits.

Compassionate Care Leave

SEC recognizes the importance of access to leave to care for a member of the employee's immediate family. Compassionate care leave provides the employee with the opportunity

to provide care or support to a family member who is seriously/critically ill and has a serious medical condition with a significant risk of death within twenty-six (26) weeks from the day the physician's certificate is issued.

The definition of family member is as per *The Employment Standards Code*.

Compassionate Care Leave - With Pay

Eligibility

An employee who has been employed with SEC for at least ninety (90) days may request compassionate care leave when:

- a family member as per the definition in 1.b. below who is seriously/critically ill and has a serious medical condition with a significant risk of death within twenty-six (26) weeks; or
- employee provides a physician's certificate stating that the ill family member needs care or support and is at risk of dying within twenty- six (26) weeks from the date the certificate is issued. A medical practitioner, such as a nurse practitioner, is accepted when the ill family member is in a geographic location where treatment by a medical doctor is limited or not accessible and a medical doctor has authorized the other medical practitioner to treat the ill family member. Fees requested by the medical practitioner are the responsibility of the employee.

Leave

An employee may be granted sick leave with pay if they have accrued the paid sick hours balance for up to a maximum of five (5) days to provide care for or support for a seriously ill family member.

For compassionate care leave with pay, "immediate family" is defined as:

- Spouse or common-law partner of the employee
- Child of employee or employee's spouse or common-law partner
- Parent of employee or spouse or common-law partner of parent
- Legal guardian
- Brother/Sister
- Grandparents, grandparents-in-law or grandparents of common-law partner
- Grandchild of employee or employee's spouse or common-law partner

- Son-in-law or daughter-in-law
- Brother-in-law or sister-in-law

If an employee has exhausted their sick leave credits, subject to the provisions of *The Employment Standards Code*, an employee may be entitled to compassionate care leave without pay under the Employment Insurance (EI) Compassionate Care Benefits.

Special consideration may be granted by SEC Administration to employees that require compassionate care leave to provide care or support to a seriously ill "extended" family member.

Compassionate Care Leave - Without Pay

Eligibility

Subject to the provisions of *The Employment Standards Code*, an employee may be entitled to compassionate care leave without pay under the Employment Insurance (EI) Compassionate Care Benefits.

An employee who has been employed with SEC for less than thirty (30) days may request compassionate care leave without pay when:

- a family member as per the definition in 1.b. above who is seriously/critically ill and has a serious medical condition with a significant risk of death within twenty-six (26) weeks; or
- The employee provides a physician's certificate stating that the ill family member needs care or support and is at risk of dying within twenty-six (26) weeks from the date the certificate is issued. A medical practitioner, such as a nurse practitioner, is accepted when the ill family member is in a geographic location where treatment by a medical doctor is limited or not accessible and a medical doctor has authorized the other medical practitioner to treat the ill family member. Fees requested by the medical practitioner are the responsibility of the employee.

Leave

Employees are entitled to take no more than two (2) periods of leave totaling no more than twenty-eight (28) weeks. No period of unpaid compassionate care leave may be less than one (1) week's duration.

Employees who wish to take unpaid compassionate care leave must provide SEC with notice of at least (1) pay period, unless circumstances necessitate a shorter period. The physician's certificate must be provided to SEC as soon as possible

after such notice is provided.

Employees may end such leave earlier than the expiry of the twenty-eight (28) weeks by giving SEC at least forty-eight (48) hours advance notice of their expected date of return.

Bereavement Leave

SEC recognizes the importance of bereavement leave to allow employees time off to deal with the death of a family member. "Family member" is defined 3.1 as per *The Employment Standards Code*. *The Employment Standards Code* grants employees a maximum of five unpaid days for bereavement leave in the event of a death of a family member.

EMPLOYMENT STANDARDS REGULATIONS

According to the definition "family member" in subsection 59.2(1) of the Code, a person is a family member of an employee if the person is a:

- brother, sister, stepbrother, stepsister, uncle, aunt, nephew, niece, grandchild or grandparent of employee or of employee's spouse or common-law partner
- parent of the employee's spouse or common-law partner
- current or former foster parent of the employee or of the employee's spouse or common-law partner
- current or former foster child, ward, or guardian of the employee or of the employee's spouse or common-law partner
- spouse or common-law partner of a person mentioned in any of clauses (a) to (d)
- any other person the employee considers to be a close relative, whether they are related by blood, adoption, marriage or common-law relationship.

Bereavement Leave - With Pay

Eligibility

An employee may request leave with pay in the event of the death of a member of the employee's immediate family. SEC will pay for up to three (3) of these days, but the employee may take an additional two days off from work without pay.

Immediate family is defined as:

- spouse or common-law partner of the employee

- child of employee or employee's spouse or common-law partner
- parent of employee or spouse or common-law partner of parent
- legal guardian
- brother or sister
- grandparents, grandparents-in-law, or grandparents of common-law partner
- grandchild of employee or grandchild of employee's spouse or common-law partner
- son-in-law or daughter-in-law
- brother-in-law or sister-in-law
- Loss of a pregnancy within 14-45 weeks of conception (noted by a medical practitioner)

Bereavement Leave - Without Pay

Eligibility

Under subsection 59.4 of *The Employment Standards Code*, an employee may request bereavement leave up to a maximum of five (5) days without pay in the event of death of a family member not defined above.

Extended Leave of Absence

Eligibility

Employees may be eligible to apply for a leave of absence without pay.

Duration

An extended leave may be approved for up to one year.

Application Procedures

An employee must submit a written request to Human Resources at least one month prior to the leave being taken. The request must include the reasons for the leave and indicate the benefit to SEC and to the employee.

Approval

Human Resources has approval authority for leaves of absence. Approval considerations will include operational requirements.

Memorandum of Agreement

If leave is approved, a memorandum of agreement outlining terms and conditions will be signed by both parties and provided to the employee by Human Resources. A copy of the agreement will be maintained in the employee personnel file.

Vacation

Vacation Year

Vacation is earned during the period July 1st to the following June 30th.

Vacation Earned

Employees will earn vacation effective immediately from the date of hire.

Employees shall receive vacation pay as follows:

Full-time, year-round permanent employees who work all 26 pay periods in a fiscal year accrue vacation pay as per the schedule below unless otherwise outlined in an employment contract. Vacation pay accrued shall not be paid out in lieu of vacation time taken unless upon termination of employment. The rate of vacation pay will be, at minimum, the following

- Upon hire, four (4) percent of gross wages as vacation pay
- Upon completion of a 5th year of continuous service, six (6) percent of gross wages as vacation pay
- Upon completion of 10th year of continuous service, eight (8) percent of gross wages as vacation pay
- Upon completion of 15th year of continuous service, ten (10) percent of gross wages as vacation pay
- Upon completion of 20th year of continuous service, twelve (12) percent of gross wages as vacation pay.

Full-time, part-time, or casual seasonal employees who work for 22 pay periods in a fiscal year are paid vacation at the rate stated below on every pay. These employees will not accrue vacation pay.

- Upon hire, four (4) percent of gross wages as vacation pay
- Upon completion of 5th year of continuous service, six (6) percent of gross wages as vacation pay
- Upon completion of 10th year of continuous service, eight (8) percent of their gross wages as vacation pay.

Additional Leave

Full-time and part-time employees (employed less than 12 months) receive two weeks' pay at Christmas and one week at Spring Break in addition to traditional vacation pay. Employees are asked to take vacation during summer months.

Sick Leave – Full-Time/Part-Time Employees

SEC recognizes that employees may experience health conditions that prevent the employee from attending work. Sick leave is an employee benefit in the form of earned paid leave which can be taken during periods of sickness, disability, or injury for which compensation is not payable under *The Workers Compensation Act*. Sick leave is for acute sickness or appointments with health practitioners.

Full-time employees who actively work 12 months, scheduled 80 hours per pay period, will earn a maximum of 120 sick hours (equivalent to 15 days) per year, which accrue at the rate of 4.615 hours per pay period.

Full-time employees who work 10 months of the year, scheduled 80 hours per pay period, will earn a maximum of 100 sick hours (equivalent to 12.5 days) per year, which accrue at the rate of 4.545 hours per pay period

Part-time employees and employees who work less than 80 hours per pay period earn sick leave based on how many shifts/hours they are scheduled to work as part of their normal weekly rotation. For example, an employee who normally works three (3) shifts per week is scheduled for 60% of the work hours of a full-time employee working five (5) shifts per week, so they would accrue 60% of the hours, or 2.727 hours per pay period, which is equivalent to a maximum of 7.5 days per year.

Sick leave is cumulative year to year with a maximum of 119 days to be banked. Sick days accrued and taken per employee will be tracked by Human Resources.

Sick hours can only be used as they are earned and will not be credited in advance. Sick hours accrue with every pay period.

Sick hour credits will not be applied without proper completion and submission of a Time Off

Request through our payroll provider's Employee Self-Service online portal. Failure to complete a Time Off Request on time may result in the employee being unpaid for this time off or a delay in credit being applied.

All staff who have accumulated over 50 paid sick hours within an academic school year (end of August through end of June) will be required to provide sick notes at their own expense in order to have sick hours paid out for the rest of that school year. HR will notify employees who have exceeded the 50 hour threshold that they will not be paid for any further sick time without a corresponding sick note. The sick note requirement will remain in effect until either the employee has not taken any sick time off from work for a continuous period of 6 months, or it is the start of the following school year, whichever comes sooner.

Accumulated paid sick hours reset to zero for all employees at the start of the new school year, during the last week of August when seasonal staff are recalled. The hours reset to zero on the first day seasonal staff return to work.

Employees who continue to take a substantial amount of sick time off beyond the 50 hour threshold within the same school year may be asked to have a medical fitness certificate completed by their doctor.

Sick leave is not to be used to care for sick family members. Sick leave will not be paid out in the event of termination of employment.

Medical Leave of Absence

Any employee who is absent from work for more than three (3) consecutive scheduled work days due to medical reasons is officially considered to be on a Medical Leave of Absence.

To validate the leave and the pay out of any accrued sick credits for this period, the employee must provide a completed **Functional Abilities Form (FAF)** from their medical care provider:

- **Initial Submission:** The completed FAF must be provided to Human Resources **as soon as possible**, ideally **prior to the commencement of the leave**. If this is not possible, it must be submitted immediately following the employee's first medical appointment once the absence begins.
- **Ongoing Validation:** Employees on a Medical Leave of Absence are **required to continually supply updated FAFs** as directed by Human Resources. Failure to provide timely updates may result in the suspension of sick pay or the invalidation of the leave.
- **Return-to-Work Clearance:** Before an employee can **resume working**, they must provide a final, updated FAF. This form must explicitly state the **employee's expected**

return date and confirm that they are **safe and healthy to return to full or modified duties** (fit-to-work clearance).

This form must be submitted to Human Resources promptly upon the employee's return to work or, if the absence is expected to be prolonged, within a reasonable timeframe as directed by HR.

The Functional Abilities Form will provide necessary information regarding the employee's functional limitations and expected return-to-work date, assisting SEC in accommodation planning, if necessary.

Supervision and Evaluation - Teachers

SEC recognizes that to maintain high quality education programs, it is necessary to provide on-going supervision and evaluation for teaching staff. SEC will:

- provide opportunities for professional learning and personal growth within the professional learning community
- encourage self-reflection and personal responsibility for professional competence and life-long learning
- provide time, assistance, and resources to facilitate improvement for staff experiencing difficulty.

Performance evaluations are completed in May annually for teaching staff.

Supervision and Evaluation - Support Staff

SEC believes that one factor in providing a high quality educational and living environment for students is the ongoing supervision and evaluation of support staff. Support staff are all those who are not classified as teachers.

As an employer, SEC will:

- Reaffirm job expectations as provided in the employee's job description
- Provide objective feedback to the employee regarding ongoing job performance
- Provide resources to facilitate improvement for staff experiencing difficulty
- Provide opportunities for professional development and learning
- Facilitate standards testing for lodge and kitchen staff

New Employee Feedback

Human Resources or its designate shall provide feedback to new employees upon completion of their probation period. For teachers, the probation period is twelve (12) months. For all other staff, the probation period is three (3) months.

The completed evaluation shall include a recommendation to:

- confirm permanent employment status; or
- recommend an extension of the probationary period; or
- provide formal notice of termination of employment.

Should an extension of the probationary period be recommended, the Human Resources Manager or designate shall communicate the extension to the employee prior to the completion of the probationary period, reconfirm job expectations and standards and provide additional training, if required.

Human Resources or designate shall provide feedback to the employee and complete a performance evaluation at least one month prior to the completion of the extended probationary period. A recommendation will be made to either:

- confirm permanent employment status; or
- provide formal notice of termination of employment.

Permanent Employees

Performance evaluations are completed in May annually, including new employees. For efficiency, a new employee may only, at the discretion of Human Resources, receive one evaluation if the three-month probation review is close to the annual May performance review.

Harassment and Discrimination Prevention Policy

SEC is committed to providing a safe and respectful work environment. As part of meeting this commitment, SEC has implemented this Harassment and Discrimination Prevention Policy (the "Policy") in an effort to prevent and resolve harassment in the workplace, in any form. Harassment, including sexual harassment, is unacceptable and there will be zero tolerance of any such behaviour in the workplace.

Scope

This Policy applies to all SEC employees and management, as well as anyone else in the

workplace including temporary workers, volunteers, suppliers, contractors, students, parents/guardians and visitors. The workplace includes all offices, buildings, vehicles, at the lodge and other locations where SEC business is being conducted. This policy is applicable to any harassment that occurs outside the physical workplace or lodge such as interactions with students, parents/guardians, visitors, suppliers or contractors whether it be online or in person, as well as at SEC functions, conferences or training sessions and during SEC related travel.

Employee Rights and Responsibilities

All SEC employees are entitled to a workplace free of harassment, and as the employer, SEC is responsible for providing such a workplace. Accomplishing this goal is a team effort, which requires the cooperation of all SEC employees in:

- Treating all other employees and persons in the workplace with respect and dignity;
- Reviewing this Policy on a regular basis and consulting with the Human Resources Manager or its designate in the event you have any questions as to what constitutes harassment or what is expected of you;
- Immediately reporting any harassment seen in the workplace to the appropriate SEC Administration member; and
- Fully participating with SEC in workplace harassment investigations, the process of which will be set out in this Policy.

SEC's Responsibilities

SEC will ensure, as much as possible, that no person is harassed in the workplace. In the event that harassment does occur, SEC is committed to taking the corrective action required to address the conduct and eliminate any future instances from occurring, which includes the following measures:

- SEC will keep the identities of all persons involved in any workplace harassment strictly confidential, except when disclosure is:
 - necessary to investigate a complaint;
 - part of the corrective action; or
 - required by law
- SEC will address any harassment it is aware of in the workplace or amongst its employees, regardless of whether or not a formal complaint has been made;
- SEC will have this Policy readily accessible in the workplace and take all reasonable

steps to ensure that all employees have reviewed and understand the contents of the Policy; and

- SEC will review the Policy and update it to suit the needs of the current atmosphere of the workplace and workplace safety legislation, where required.

Understanding Harassment

There are three main types of harassment.

1. Protected characteristics

This involves any abusive or unwelcome comments and/or conduct that is related to an individual's protected characteristics, which are covered under the Canadian Charter of Rights and Freedoms:

- Ancestry, including colour and perceived race;
- Nationality or national origin;
- Ethnic background or origin;
- Religion or creed, or religious belief, religious association or religious activity;
- Age;
- Political belief, association or activity;
- Sex, including sex-determined characteristics or circumstances, such as pregnancy, the possibility of pregnancy, or circumstances related to pregnancy;
- Gender identity;
- Sexual orientation;
- Marital or family status;
- Source of income;
- Gender identification;
- Physical or mental disability or related characteristics, including reliance on a service animal, a wheelchair, or any other remedial appliance or device; or
- Social disadvantage.

2. Bullying

The second type does not have to be linked to any of the characteristics listed above, but is any conduct that humiliates or intimidates another person to the extent that such conduct has a negative effect on a person's psychological or physical well-being. This is also known as bullying, and such conduct can be considered harassment even after a single occurrence.

The types of actions that can constitute harassment include but are not limited to direct or indirect written or verbal comments, physical actions or gestures and social media

behaviour, communications and postings, **even if intended in a joking or humorous manner.**

3. Sexual harassment

This is a specific kind of harassment defined as unwelcome behavior of a sexual nature and any form of sexual solicitation or advance that creates an uncomfortable, hostile, intimidating or poisoned work environment. Sexual harassment includes the following actions:

- A series of objectionable and unwelcome sexual solicitations or advances;
- A sexual solicitation or advance made by a person in a position of authority towards another, if the person making the solicitation or advance knows or ought reasonably to know that it is unwelcome; or
- A reprisal or threat of reprisal for rejecting a sexual solicitation or advance.

What is not Harassment

While it is important to know what harassment is, it is also important to know what behavior is not harassment.

The reasonable and good faith exercise of managerial authority from SEC Administration towards its employees is not harassment. This includes providing direction, advice and guidance to employees, conducting performance evaluations and providing feedback on work, and providing disciplinary sanctions in response to employee misconduct.

Reporting Harassment

You have not done something wrong because you are being harassed. SEC wants employees who are subject to harassment to feel comfortable relying on this policy and exercising the reporting procedures when they are being harassed.

If you believe that you or a fellow employee is being harassed, SEC encourages you to tell the harasser to stop, if you feel comfortable doing so. If you do not, you may speak to the Human Resources Manager or their designate. If the Human Resources Manager is the alleged harasser, then you may speak to the Principal.

Depending on the circumstances, there may be informal ways to resolve harassment. The Human Resources Manager or their designate may speak to the harasser or arrange for mediation between yourself and the harasser to resolve the matter. If these avenues are not possible or successful, SEC fully supports its employees filing a formal harassment complaint.

Steps to the Formal Complaint Procedure

1. The Employee's formal complaint must be submitted in writing, outlining the incident or behaviour to the Human Resources Manager. If the complaint is against the Human Resources Manager, then such a complaint can be submitted to SEC's Principal.
2. Once in receipt of the complaint, SEC shall promptly begin an investigation. This investigation will be conducted by an independent neutral party, either within SEC's Human Resources department, or an internal or external third party investigator.
3. The Investigation will seek to balance the needs for thoroughness and expediency and may involve interviewing the complainant, the alleged harasser and any other witnesses identified in the complaint or by either party.
4. If SEC considers the allegation to be exceptionally serious, the alleged harasser may be temporarily placed on administrative leave pending the outcome of the investigation.
5. When the investigation is complete, the investigator will draft a written report, detailing the outcome of the investigation.
6. SEC will then communicate the results of the investigation to the complainant and the alleged harasser. SEC does not however provide the written report to either the complainant or the alleged harasser.

Corrective and Disciplinary Action

SEC will take corrective action against any person who is found to have committed harassment as defined in this Policy. For employees, this corrective action may include disciplinary and/or non-disciplinary coaching or direction, verbal or written reprimand, transfer, suspension or termination of employment. SEC may also direct the employee to receive training on respectful workplace conduct if deemed necessary.

Even in the event that "harassment" as defined in this Policy did not occur, SEC may still determine that the alleged harasser's conduct was inappropriate and in need of some corrective action.

Documentation

No documentation is placed on the complainant's file even if the complaint has not been upheld, unless SEC determines that such a complaint was made in bad faith.

Documentation is only kept on the alleged harasser's file if the complaint is substantiated.

No Retaliation

An employee has the right to file a harassment complaint or provide information about a complaint without fear of retaliation.

Retaliation includes:

- Demotion;
- Unwanted job change;
- Denial of opportunities for advancement; and
- Harassment as a result of complaining or providing information about a complaint.

Anyone who retaliates in any manner against a person who has made a formal or informal complaint of harassment, or who has participated in a harassment investigation will be subject to disciplinary action, up to and including termination.

Alternative Complaint Options

SEC strongly encourages its employees to utilize the informal and formal complaint procedures outlined in this Policy to resolve harassment in the workplace. However, nothing in this Policy should be construed as a limit on a person's right to file a complaint with the Manitoba Human Rights Commission or from using any other legal avenue to address workplace harassment, and SEC supports them in their decision.

Contact Information

If you have any questions or concerns about this Policy or seek information for filing a complaint, please contact the Human Resources Manager.

Manitoba Human Rights Commission
700 – 175 Hargrave Street
Winnipeg, MB R3C 3R8
(204) 945-3007
hrc@gov.mb.ca
www.manitobahumanrights.ca

Progressive Discipline - Procedure

We are committed to maintaining a healthy and productive work environment and atmosphere where all employees are afforded the opportunity to thrive. Should employees fail to meet this expectation, SEC Administration will take appropriate action,

with support, to modify and correct employee behaviour.

Guidelines

SEC will apply a progressive discipline approach to address employees' performance issues and/or workplace misconduct. SEC Administration and management are expected to ensure that performance and workplace misconduct is addressed promptly and appropriately.

This process is designed to provide a step-by-step guideline for correcting the conduct and behavior of employees who engage in, but are not limited to, the following actions:

- Violate company policy;
- Violate health and safety rules and procedures, including workplace violence or harassment;
- Act in a manner that is unacceptable or ought to have reasonably been known to be unacceptable;
- Exhibit serious performance concerns; or
- Commit serious infractions that may result in more severe discipline or termination with cause.

SEC reserves the right to discipline an employee outside of the process where the misconduct warrants or necessitates.

Severity of Act and Corresponding Discipline

Not all improper conduct and behaviour are of the same severity. The discipline must suit the circumstance. Certain actions, in isolation, will not warrant formal discipline; however, the accumulation of similar actions may in fact result in discipline as per the terms of this policy. For example, an employee who is late one or two times over the course a few months may not warrant discipline. If the same employee was warned regarding their tardiness and was late a few more times over the next month, the employee may be subject to discipline.

On the other hand, a specific action may be considered relatively more severe than other improper actions worthy of discipline. In these cases, the employer reserves the right to issue a more severe discipline, as per the steps in this policy, or may terminate the employee, in accordance with employment standards. For example, an employee is involved in an argument with another employee and punches the employee.

Process

In cases where employees are not meeting expectations that have been clearly defined or

there is inappropriate behaviour, disciplinary action will be taken through the following steps, in the order presented or as necessitated in the circumstances:

1. Corrective counselling

- a. When an employee's performance or conduct falls short of expectations, the employee's supervisor, in conjunction with Human Resources, will initiate a non-punitive counselling session. This meeting will provide specific feedback outlining areas of concern and establish clear expectations for improvement. A documented record of the discussion, including a plan for improvement, may be placed in the employee's file.

2. Verbal Warning

- a. Where an employee's actions or conduct falls below expected standards, the employee's supervisor/Human Resources will provide timely and specific feedback identifying where expectations are not being met. A documented account of discussion will be placed on the employee's file.
- b. The employee and supervisor/Human Resources will discuss ways to improve the specific behaviour or conduct.
- c. The employee will have an opportunity to demonstrate improvement and the supervisor/Human Resources will monitor the employee's behaviour.

3. First Written Warning

- a. Should the inappropriate action or conduct continue, the disciplinary process will move to an increased formality.
- b. The supervisor, along with Human Resources, will document discussions with the employee about the issue and share a copy of such documentation with the employee, while ensuring a copy of the documentation is maintained in the employee's file.
- c. The supervisor/Human Resources will work with and support the employee to identify the necessary improvements and the timeline for improvements.

4. Second Written Warning

- a. If the employee fails to demonstrate significant improvement as outlined in the First Written Warning, a second written warning will be issued.

- b. This warning will reiterate the specific areas of concern and document the employee's continued failure to meet expectations.
- c. The employee will be informed that continued failure to improve will result in more severe disciplinary action, up to and including termination of employment.
- d. A copy of the Second Written Warning will be placed in the employee's file.
- e. Ongoing support and guidance will be provided to assist the employee in meeting performance expectations, including possibly a Performance Improvement Plan.

5. Final Written Warning + Suspension With or Without Pay

- a. Should the inappropriate action or conduct continue, an employee may be placed on suspension, with or without pay, for a defined period of time.
- b. Human Resources, in support of the suspension, will forward the recommendation to the Principal(s). The Board may also be informed of the suspension at the next regular Board meeting, depending on the position of the employee being suspended.
- c. Upon return from any suspension, a meeting shall take place between the employee and their supervisor with Human Resources.

6. Termination

- a. The last step in the progressive discipline process is the termination of an employee.

Disciplinary action may start at any step where necessary due to the nature and severity of the misconduct.

Employee Health and Safety – Cannabis, Alcohol, and Illicit Drug-Free Workplaces

The SEC Board believes that SEC's working and living environments must be safe, comfortable, welcoming, and conducive to effective teaching, learning and living. Substance use threatens this environment. Therefore, the unlawful manufacture, distribution, possession, or use of any substances such as cannabis, alcohol, or illicit drugs, whether legal or not, is prohibited on SEC grounds, including all buildings and

vehicles while working. No employee will be impaired at work or on the SEC premises, or while working off premises.

Impairment is defined as not being able to perform normal daily tasks that one would perform at work if one was not under the influence of cannabis, alcohol, or illicit drugs. SEC Administration will ensure that employees are aware of this policy and regulations.

Policy and procedures regarding alcohol, drugs, and controlled substances, legal or illegal in nature, in the workplace are as follows:

- The manufacture, distribution, possession or use of alcohol, any controlled substance or any illegal substance is prohibited in the workplace.
- SEC workplaces include all buildings, grounds, and vehicles.
- Employees will be advised that any possession or use of any illegal substance will be reported to the police.
- An employee who reports to work smelling of alcohol or appearing to be under the influence of alcohol or a controlled substance, such as cannabis, will be asked to leave the workplace immediately following any search of personal property and/or submitting to a drug/alcohol test by SEC Administration or supervisor.
- An employee who uses alcohol or any controlled substance during working hours will be immediately removed from the workplace.
- Where SEC has reasonable cause to believe that an employee is using, has been using or is under the influence of a drug and/or alcohol in the workplace, SEC Administration or the supervisor may request an employee submit to a search of their personal property and/or submit to a drug and alcohol test. Such requests will only be made where there is reasonable cause to do so, e.g., there was an Admin-Admin (HR) incident report made about such usage, the employee smells of alcohol or cannabis, and/or otherwise appears to be under the influence of a cognitive-affecting substance.
- SEC Administration will ensure that safe transportation is available and provided to an impaired employee being sent home and will not permit any such employee to operate a vehicle.

Employee Responsibilities

Employees are responsible for:

- Following the procedures outlined in this policy

- Informing their supervisor/manager in the event that they are under medical care and require the use of a prescription drug which may impair their abilities
- Employees are not required to share their diagnosis with the supervisor/manager; the information regarding their medication is precautionary only
- Employees must also inform their supervisor/manager in the event that they arrive at work impaired
- If an employee should observe the suspected impairment of another employee, they have a responsibility for informing their supervisor/manager to ensure the health and safety of all others attending the workplace
- Using their judgment in the case of work events, either taking place off-site or at Southeast Collegiate's premises

Supervisor/Manager Responsibilities

If a supervisor notices the potential impairment of an employee, the supervisor has a responsibility to investigate and ensure the safety and health of employees.

Supervisors/Managers are also responsible for:

- Informing employees about and enforcing this drug and alcohol policy
- Ensuring employees under their direct supervision are fit for work
- Alerting the authorities should an employee attempt to drive while under the influence of a legal or illegal substance
- Providing job accommodations to employees who require it. These could include accommodations for employees who are:
 - **In recovery:** an employee recovering from substance abuse/addiction may need flexible scheduling temporarily to attend treatment or support meetings
 - **Undergoing treatment:** an employee may require time off or a temporarily modified work schedule to attend medical appointments or participate in rehabilitation.

Contravention of Policy

- Violation of this policy shall result in appropriate action which may include requiring an employee to participate in a rehabilitation program, or disciplinary

action, up to and including, dismissal.

- Employees who contravene this policy shall be encouraged to access community resources such as the Addictions Foundation of Manitoba.
- Employees shall be encouraged to use the “Employee Assistance Program” that is administered by SEC’s group benefits providers.
- Application of SEC’s disciplinary policy shall occur.

Workplace Violence Prevention Policy

SEC is committed to providing a safe work environment free from violence for all individuals working, studying in, or visiting our facilities. The Board recognizes the potential for violence or threats against staff, students and/or visitors. Actions have been taken to identify potential sources of violence and a violence prevention program has been implemented.

This Policy applies to Board members, administrators, staff, students, parents/guardians, visitors, independent contractors, and members of the public while on SEC property or while conducting or participating in SEC events off premises.

Nothing in this policy precludes the legal right of an individual from exercising any rights, actions or remedies that may be available to the individual under law.

Definition of Terms

As defined in Part 2 of The Workplace Safety and Health Regulation, M.R. 217/2006:

“Violence” is the attempted or actual exercise of physical force against a person and/or any threatening statement or behavior that gives a person reason to believe that physical force shall be used against them.

Responsibilities

SEC’s Workplace Health and Safety Committee (WHSC) is responsible for the development and implementation of protocol to deal with alleged acts of violence. SEC Administration is responsible for the implementation of protocol and will:

- ensure this policy and SEC’s personnel-related policies are reviewed with all staff at their work site on an annual basis
- ensure, as much as reasonably practical, that no one is subjected to violence while on SEC property

- take corrective action with anyone under their direction who subjects another person to violent behaviour
- not disclose the name of a complainant or the circumstances of a complaint to anyone except where disclosure is:
 - necessary to investigate the complaint
 - required to take corrective action
 - required by law
- any information that is disclosed (as above) in respect of an incidence of violence must be the minimum amount necessary for that purpose ;
- ensure affected employees are aware of the risks of violence in the workplace and are properly trained to protect themselves; and
- be responsible for creating a safe work environment that is free from violence.

Any person aware of a violent act occurring on SEC property shall immediately report it directly to the Principal, or Human Resources Manager if the Principal is unavailable or is involved in the violent act, in order that the issue be addressed. All staff shall:

- work together professionally to resolve issues in a non-violent manner;
- report incidents of violence to their Principal or supervisor;
- cooperate in any investigation of a violent incident.

If a violent act is occurring and is a risk to the safety of the workplace/school, the police should be contacted immediately.

Any person who gives evidence or information in an investigation, or is involved in the process, shall keep this information confidential, except when it is necessary to deal effectively with the issue.

Any person who has been harmed as a result of an incident of violence at the workplace is advised to consult with the individual's health care provider for treatment. SEC will provide information on post-incident counselling, if appropriate.

Discipline

Students who have been involved in violent situations toward staff shall be subject to discipline in accordance with SEC student/education policies.

Staff involved in acts of violence towards other individuals shall be subject to discipline in

accordance with SEC employee policies.

Individuals who are not students that are involved in violence toward staff shall be dealt with in accordance with this policy and/or involvement of the appropriate police jurisdiction. The Principal may refer incidents to the Winnipeg Police Service or Child and Family Services depending on the nature of and who is involved in an incident.

Consequences

Consequences shall be determined with consideration being given to the following:

1. Level of Violence
 - a. Consequences may be considered up to and including termination of employment or student expulsion. Weapons-related offences shall automatically result in Winnipeg Police Service involvement and, where appropriate, SEC may pursue maximum consequences under the law.
2. Criminal Code of Canada
 - a. Incidents of violence at SEC will be reported to the Winnipeg Police Service. Criminal charges may potentially be laid against anyone involved in the commission of an unlawful activity as defined by the Criminal Code of Canada.
3. Civil Litigation
 - a. Incidents of violence at SEC may result in civil litigation for the redress of damages and costs to persons, property or reputations associated with SEC.
4. Fraudulent Allegations
 - a. Any individual who has made a false allegation of violence against another individual shall be subject to disciplinary and criminal action.

Prevention

The WHSC shall assess the risk for violence in all facilities:

- annually or sooner if reasonably required; or
- if a violent incident occurs

Where a potential risk of violence has been identified, SEC Administration will advise employees of the nature and extent of the risk. All SEC buildings shall have a process in

place to identify individuals who have demonstrated an increased risk for violent behaviors. Occupants shall be notified of imminent danger via either a public address system (P.A.) or, where a P.A. is not available, a distress alarm system.

All students having the potential for violence shall be assessed in accordance with SEC Policy IGBA – Special Education Supports/Programs. Information regarding the assessment, student Individual Education Plan (IEP) and any other pertinent information shall be placed in the student’s file. Information shall be shared on a need-to-know basis with staff likely to work in close proximity to the student.

Personal safety and de-escalation skills training (NVCI) shall be provided to all staff working directly with a student where this training is identified as a requirement of the IEP of that student. Administrators and affected staff shall ensure assistance can immediately be summoned by using an appropriate communication device or other suitable method. All staff shall:

- have the opportunity to review the violence prevention policy at orientation;
- have the opportunity to review the policy and procedures for working alone; and
- be provided with appropriate information, including personal information, within the limitations of the law, any time there has been a change in the nature or extent of the risk of violence.

Where SEC is aware of an individual, other than a student, with a history of violent behaviour, SEC will endeavour to inform in a timely manner all employees likely to encounter such persons. SEC may communicate such information by such means and in such a manner as is appropriate, including by: P.A., email or personal contact.

All Principals/Administration shall:

- ensure that staff follow plan(s) developed to ensure individual safety
- ensure that staff required to have specialized training receive the training prior to work assignment.

Nothing in this Violence Prevention Policy should be construed as discouraging or preventing a complainant from exercising any other rights, actions or remedies that may be available to such a complainant under any other law.

Professional Conduct and Social Media Policy

Southeast Collegiate is committed to fostering a safe, respectful, and productive learning environment for students and a professional work environment for staff. This policy outlines the expected conduct of staff members regarding interactions with students and colleagues on social media, personal devices, and outside of work settings.

Professional Boundaries

Social Media and Personal Devices

- Staff members are strictly prohibited from friending, following, or otherwise adding students on any personal social media platforms. This includes Facebook, Instagram, Snapchat, TikTok, etc.
- Staff members are prohibited from initiating any form of communication with students on personal social media platforms.
- Staff members must not share personal contact information (phone numbers, personal email addresses, etc.) with students.
- Staff members are prohibited from using personal devices for communication with students. This includes sending text messages, making phone calls, or video calls outside of work settings and authorized channels.

Professional Interactions

- All interactions with students, regardless of platform (social media, text messaging, personal devices, etc.), even those occurring outside of work settings, are subject to SEC's harassment and discrimination prevention policy. This extends to interactions on personal accounts and devices.
- All interactions with students should occur within the context of a professional relationship and during school hours or authorized school activities.
- Staff members should maintain appropriate boundaries regarding personal information and online interactions with colleagues, bearing in mind that all such exchanges, regardless of platform (social media, text messaging, personal devices, etc.), even those occurring outside of work settings, are subject to SEC's harassment and discrimination prevention policy. This extends to interactions on personal accounts and devices.
- Staff members are expected to uphold the school's reputation by avoiding slander, defamation, or negative online comments about the school or its personnel.
- Staff members should refrain from expressing toxic or offensive opinions that could negatively impact the school environment.

Reporting Violations

Staff members who witness or suspect any violation of this policy are expected to report their concerns to a supervisor or designated school administrator.

Consequences

Any violations of this policy may result in progressive disciplinary action, up to and including termination of employment.

Digital Imagery Policy

SEC requires that all students/parents sign a media policy giving permission for their student to either be allowed to have their photograph taken or decline this request. This information is stored in DocuShare yearly. SEC does not allow any outside external partners to video or take photos without the written permission of SEC Administration.

All staff are prohibited from taking pictures of students or the SEC facilities with any staff, students, or visitors in the background on personal devices. Any staff that want to document student accomplishments or take pictures for special events must sign out an SEC device from the student services department. The photos are to be uploaded to the SEC servers that have encryption for protection.

Fair Workload Distribution Policy for Lodge Staff

As a 24/7 operation, the SEC Lodge requires that minimum staffing levels are always maintained. In the event an employee is unable to come in for a scheduled shift, the current employees on shift will be required to work a double shift to cover the vacant position. It is the responsibility of all employees to take turns working double shifts and to ensure that the workload is distributed fairly.

If an employee is unable to work their scheduled shift, they are responsible for making a good faith attempt to find coverage for it. In the event no one can cover, the employee who has not worked a double shift in the longest amount of time will be required to work the additional shift. This policy is designed to ensure that the workload is shared equally among all team members, and that no single employee is unfairly burdened with additional work.

Staff are expected to comply with this policy and are encouraged to communicate with shift supervisors regarding questions or concerns. Failure to comply may result in disciplinary action, up to and including employment termination.

Employee Use of Fitness Areas Policy

SEC is committed to promoting the health and well-being of all employees. As part of this commitment, employees are permitted to use the fitness areas, including the school gym and fitness/weight room in the Lodge, when they are not otherwise in use for school activities. This policy aims to encourage a healthy and active lifestyle among employees, while ensuring fair access to these facilities and maintaining a productive work environment.

Waiver Form

All employees are required to read and sign the SEC Fitness Area Waiver Form prior to entering the fitness areas. This form ensures that employees are aware of the potential risks associated with using these facilities and releases SEC from any liability. Failure to sign and read the SEC Fitness Area Waiver Form prior to entering fitness areas will result in restricted use.

Access to Fitness Areas

- Employees may use the fitness areas only when they are not in use for school activities. This includes before or after work hours.
- The fitness areas are not available for employee use during lunch or break times.
- Employees must be mindful of the school's schedule and avoid any disruptions to their work responsibilities.

Scheduling

- Employees are responsible for scheduling their fitness activities outside of their regular work hours.
- Employees are to plan their fitness routines in a manner that allows for sufficient time to complete their work duties promptly.

Facility Etiquette

- Employees must adhere to the rules and guidelines posted in the fitness areas.
- Employees are responsible for maintaining cleanliness and tidiness in the fitness areas. They should properly store any personal items and equipment after use.
- Employees must wear appropriate clothing while using the fitness areas, especially as there may be students present in the same areas.

Examples of inappropriate clothing:

- *Revealing or provocative clothing:* Avoid wearing clothing that is excessively revealing, such as crop tops, excessively low-cut tops, or excessively short shorts. Do not wear clothing that is skin-tight. Athletic shorts must be no shorter than 4 inches above the knee.
- *Offensive or inappropriate graphics:* Clothing with offensive language, inappropriate graphics, or messages that may be deemed offensive or disrespectful to others should be avoided.
- *Inappropriate footwear:* Avoid wearing open-toe shoes, sandals, flip-flops, or any footwear that does not provide proper support or protection for physical activity.

Safety and Security

Employees should exercise caution and prioritize their safety when using the fitness areas.

Report any maintenance issues, equipment malfunctions, or safety concerns to the appropriate personnel.

Non-compliance with this policy may result in limitations or restrictions on the use of the fitness areas. Employees are expected to adhere to the policy guidelines and any related procedures or instructions provided by SEC.

SEC Fitness Area Waiver

I am requesting access to the exercise room and/or gym at SEC. I hereby affirm that I am in good physical condition and do not suffer from any disability which would prevent or limit my participation in an exercise program. In consideration of my participation in the SEC fitness room and gym, I release SEC from any claims, demands and causes of action from my participation and I hereby release SEC from any liability now or in the future including, but not limited to, heart attacks, muscle strains, pulls, tears, broken bones, shin splints, head prostration, knees/lower-back/foot injuries and any other illness, soreness or injury however caused, occurring during or after my participation in the SEC gym and/or fitness room.

I am responsible for any damages that occur to SEC property from improper use.
I hereby affirm that I have read, fully understand and will adhere to the above. Repeated failure to follow the policies, rules and expectations will result in my access being revoked.

Employee Name (print): _____

Employee Signature: _____

Date: _____

Earning Paid Time Off (PTO) Through Volunteer Activities with Extracurricular Programs

This policy formalizes the existing practice of rewarding teaching/admin staff (teachers, educational assistants, admin/principals) with paid time off (PTO) for their voluntary participation in extracurricular activities with students.

Eligibility

All teaching staff, i.e., teachers and educational assistants, and admin staff, i.e., principals, are eligible to participate in this program.

Earning PTO Through Volunteering

Time spent volunteering with extracurricular activities will be counted towards earning PTO under the following conditions:

1. **Location:** Activities must take place either on the school campus or during school-sanctioned trips off campus where staff members accompany students.
2. **Time:** Activities must occur outside of regular school hours. This means weekdays after 4:30 pm and on weekends.
3. **Activity Type:** The activity cannot be part of an employee's regular duties. Helping with homework clubs does not qualify, but pre-exam study sessions do.

PTO Cap and Reward System

- A maximum of 24 hours of PTO can be earned through volunteering in a single year.
- Staff members who volunteer for 40 or more hours will be awarded the maximum 24 hours of PTO.
- Volunteering more than 40 hours will not result in additional PTO beyond the 24-hour cap.

Using Earned PTO

Staff can request earned PTO using the Payworks ESS Portal with at least two weeks' notice.

PTO can be taken in a minimum of 4-hour increments. These also cannot be used back to back on consecutive days.

Additional Considerations

Similar to Personal Days, earned PTO cannot be used to extend major holidays. This means it cannot be used on the first day before or after major breaks (Christmas, spring break, summer break).

Earned PTO expires after one year, e.g., hours earned in June 2024 will expire in June 2025.

Record Keeping

A central record of approved volunteer hours and corresponding PTO earned will be maintained by HR. Each individual employee will also have access to view their own hours through their Payworks ESS Portal.

This program aims to recognize and reward teaching staff who dedicate their time and energy to enriching the lives of students beyond the classroom. We appreciate your commitment to student success and fostering a vibrant extracurricular program at our school.

SEC Organizational Chart