

Salt Spring Island Fire Protection District

POLICY MANUAL

Section	Employment
Policy Number	AE-2101-01
Policy Title	Introduction to Policies Governing Excluded Employees

POLICY OBJECTIVES

These policies apply to all employees who are not members of the bargaining unit (excluded employees). To the extent that any term of these policies may conflict with the terms of a written employment contract the terms of the latter, to the extent of the conflict, shall prevail.

The Salt Spring Island Fire Protection District is committed to establishing terms and conditions of employment that will attract and allow the District to retain qualified staff. The terms and conditions should maintain a standard of public accountability while aligning with the mission and vision values of the District.

Excluded employees are required to be familiar with and abide by all District policies applicable to them.

These policies supersede all previous policies and terms and conditions covering the subject matter with the exception of terms and conditions in pre-existing written employment agreements.

The provisions of policies are subject to revision from time to time at the discretion of the Board of Trustees. Any revisions shall be communicated to excluded employees within a reasonable time of such revision.

GUIDING PRINCIPLES

The District subscribes to the following guideline principles:

1. Performance – compensation programs support and promote a performance based organizational structure
2. Differentiation – salary differentiation is supported where there are differences in the scope of the position within the District and or due to superior individual contributions;
3. Accountability – compensation decisions are objective and based upon a clear and well documented business rationale that demonstrates the appropriate expenditure of public funds; and
4. Transparency – compensation programs are designed, managed and communicated in a manner that ensures the programs are clearly understood by employees and the public while protecting personal information.

In order to attract and retain qualified staff the District will monitor current market trends and will assess the competitiveness of the compensation program regularly.

The compensation program for excluded employees shall be fiscally responsible and will ensure that costs are affordable and sustainable over time. The compensation programs may be amended from time to time on the recommendation of the Human Resources and Legal Committee and as approved by the Board of Trustees.

DEFINITIONS

“base salary” is an employee’s annualized hours of work scheduled or contracted as the case may be multiplied by his or her hourly wage rate. Overtime pay is excluded. Designated or statutory holidays pay is included;

“Board of Trustees” means the Board of Trustees of the Salt Spring Island Fire Protection District;

“casual employee” an employee who is not a regular employee who may be employed for a specified term for

- a) relief of a regular employee during vacation leave, sick leave, maternity leave, long term disability of less than one year’s duration, workers’ compensation leave of less than one year’s duration, compassionate leave, education or other leave;
- b) any other temporary or interim need of the District,

and who may work either full time or part time hours;

“District” means the Salt Spring Island Fire Protection District;

“excluded employee” a regular or casual employee who is not a member of a bargaining unit and whose conditions of employment are not covered by a collective agreement;

“manager” as defined in the *Employment Standards Regulations* is an employee whose principal duties consist of supervising or direction or both. May be a person employed in an executive capacity;

“notice period” the length of time from the date on which notice of termination is given to an employee until the date on which employment will terminate;

“probationary period” means the period of time new employees or those starting a new position will serve during which the Salt Spring Island Fire Protection District will assess the suitability of the probationary employee in terms of technical skill, performance standards, and “fit” prior to confirming the status of regular employment. Regular Full-time Employees must complete a probationary period of six months’ full-time employment. Six months’ full-time employment is as follows:

- a) 913 hours paid at straight time; or
- b) 12 months from the employee’s start date when a Regular Part-time Employee’s work schedule would require more than 12 months to accumulate 913 hours.

The following do not count towards the completion of a probationary period;

- a) Workers Compensation Board claim or rehabilitation trial return to work;

- b) Annual leave or other leaves (with or without pay); and
- c) Statutory holidays

Casual employees hired on an “as- and when-needed” basis must work 913 hours at straight time in order to complete the probationary period.

The probationary period is a continuation of the selection process, not a training period, and will not be extended unless mutually agreed to by the probationary employee and the Salt Spring Island Fire Protection District.

“*professional development*” means activities intended to assist excluded employees to achieve their performance expectations, role responsibilities and objectives. The activities are related to job skills, knowledge and competencies necessary to assist the employee in their current job;

“*Regular Employee*” an employee who is either a regular full-time employee or a regular part-time employee;

“*Regular Full-time Employee*” a regular employee whose contract of employment is for a term of at least twelve months and who is required to work a regular full-time schedule of 37.5 hours a week (1950 hours per annum = 37.5 hours/week X 52 weeks/year);

“*Regular Part-time Employee*” a regular employee whose contract of employment is for a term of at least twelve months and who is scheduled to work less than a regular full-time employee but at least 20 hours a week (1,040 hours per annum= 20 hours/week X 52 weeks/annum).

BOARD DISCRETION

The provisions set out in this policy are subject to revision from time to time at the discretion of the *Board of Trustees*.

LEGISLATION

A reference in these policies to the *Employment Standards Act* or to a Regulation thereunder is a reference to R.S.B.C. 1996, c. 113 as amended or to a Regulation made pursuant to that Act.

A reference in these policies to the *Workers’ Compensation Act* is a reference to R.S.B.C. 1996, c. 492 as amended.

APPROVALS

Approval date:	2016-10-17	Approved by:	Board of Trustees
1. Amendment date:		Approved by:	
2. Amendment date:		Approved by:	
3. Amendment date:		Approved by:	