

# **Norris Crescent Housing Co-operative Inc.**

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## **Personnel Policy**

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## TERMINATIONS

### 1. Notice for Permanent Employees

*(and temporary employees after 3 months employment )*

- i. Where a permanent position, is eliminated, the employee shall be given written notice or pay in lieu of notice as follows: 3 weeks after hiring until 1st anniversary and 1 additional week for each anniversary thereafter up to a maximum of 8 weeks.
- ii. Where an employee is terminated for cause, s/he shall be given written notice, or pay in lieu of notice as follows:  
  
1 week after hiring until. 1st anniversary and 1 additional week for each anniversary ' including the 1st up to a maximum of 8 weeks.
- iii. An employee who has been guilty of willful misconduct or disobedience, or willful neglect of duty that has not been condoned by the Co-op., may be terminated without notice or severance pay.
- iv. Any permanent or temporary employee who is absent from his/her position without informing the co-op. and without cause, for a period exceeding 3 business days, shall be deemed to have abandoned the position, and may be terminated. A registered letter will be sent, notifying the employee by the employee's immediate supervisor.

NOTICES MAY BE EXTENDED AT THE DISCRETION OF THE BOARD

### 2. Notice for temporary employees:

Temporary employees may be terminated for cause, prior to the completion of the assigned term, or the task for which they were hired, without notice or severance pay.

### 3. Authority to terminate:

The Coordinator may terminate temporary employees and employees who abandon their positions. All other terminations must be authorized by the Board of Directors.

### 4. Suspension:

The Coordinator may suspend any employee without pay for the following:

- Gross misconduct - until such time as the Board meets to consider termination of the employee
- For one day where the employee is considered unfit for duty.

**5. Resignation:**

The employee is required to give the Co-op. one month written notice of resignation. The Co-op. requests that employees give at least two months notice where possible.

**6. Wages and benefits during notification of termination/resignation:**

The employee shall be entitled to full wages and benefits during ' the notice of termination/resignation period as existed to the notice period.

## **STAFF EVALUATIONS**

**1. Frequency:**

- a) Probationary: A probationary evaluation will be completed in the two week period prior to the end of the 3rd month of employment, excluding any overlap period of former and replacement employees.
- b) Annual: An annual evaluation will be completed in the latter part of April.
- c) As Requested: Additional evaluations will be completed at the request of the Board of Directors on the employee.

**2. Sub-committee Composition:**

The following subcommittees will be struck by the Board:

- a) Coordinator's Evaluation: The evaluation subcommittee will be composed of the staff liaison, a director appointed by the Board, plus one other member appointed by the Board.
- b) Superintendent's Evaluation: The evaluation subcommittee will be composed of the coordinator, and the staff liaison.
- c) Assistant Superintendent's Evaluation: The evaluation subcommittee will be composed of the Coordinator, and the staff liaison.

**3. Evaluation Procedures:**

- i. The evaluation subcommittee will be struck at least two weeks prior to the evaluation date set.
- ii. The committee will solicit written comments from other staff and relevant committees.

- iii. The Evaluation will consist of a written report (attached) by the subcommittee plus attached comments from the above.
- iv. An interview will be conducted between the employee and the subcommittee where the report will be discussed and both parties will sign to this effect.
- v. A follow-up report will be submitted to the Board stating that the evaluation has been done and any follow-up recommendations.

The recommendations may include:

- Changes in job description
- Changes in co-op operation
- Changes in employee performance with follow-up re: appraisal
- Termination of employment

The evaluations will be kept in the employee files.

## **GRIEVANCES**

From time to time disputes may arise over the correct interpretation of the Personnel Policies. The first step towards the resolution of a dispute is discussion between the employee and the immediate supervisor. In the case of the coordinator this will be the staff liaison. If the problem cannot be resolved, the following steps will be taken.

### Step 1:

The employee will submit the grievance in writing to the Board of Directors within 10 days from the time the employee could reasonably be expected to have known of the event allegedly giving rise to the grievance. The grievance shall include:

1. The date of the event(s) giving rise to the grievance.
2. The nature of the grievance.
3. The remedy sought from the co-op, and
4. The Articles(s) of the Personnel Policy alleged to have been violated.

Step 2:

The Board shall:

- a) Within 2 days of reviewing a grievance notify all persons party to the grievance, and
- b) Within 7 working days convene a meeting of the Board.
- c) The Board shall render a decision in writing within 5 working days.

Step 3:

Failing satisfactory settlement within the prescribed time limitations, the grievance may be referred to arbitration. The following procedures shall apply:

- a) The employee shall give notice to the Board that it intends to refer the matter to arbitration with 2 working days and shall submit the name of a representative to the arbitration board.
- b) Within 5 working days of such notice, the other party shall submit the name of a member to the arbitration board.
- c) The two appointees shall within five working days, appoint a third party.
- d) The decision of the arbitration board will be binding on all parties.

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President

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Secretary