



Baptist General Conference of Canada

The Baptist General Conference of Canada Policy Manual



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Welcome

Welcome to Baptist General Conference of Canada, a family of living faith churches across Canada. We are a community of a body of believers where each person is encouraged to use his or her spiritual gifts and talents in service to the Lord. To accomplish this, God has blessed this office with a ministry team made up of employees and volunteers. BGCC's ministry team is interdependent. Our team's success depends on each member making a significant contribution. As teammates, we agree on the goals and work together to achieve those goals. We are glad that God has called you to become a member of BGCC's team, and we look forward to serving together with you.

We desire to honour God by service with excellence. BGCC seeks to provide a friendly, professional, supportive work environment that allows people to give their best in service to Him. We want you to succeed. We are committed to identifying and developing employees with superior abilities and high levels of dedication and commitment to the work that God has called this church to do.

Welcome to the team!

A handwritten signature in black ink that reads 'Kevin Schular'.

Kevin Schular
Executive Director

A. HUMAN RESOURCES MANUAL

A1 Introduction

1. The Human Resources Manual is for the information of the staff of BGCC. The purpose of this manual is to bring together a summary of the policies and procedures that affect employees. It explains what BGCC expects from its employees and what its employees can expect of BGCC.
2. Employees are required to read, understand, and agree to abide by the policies and procedures set forth in this manual.
3. Employees will confirm having read the Human Resources manual by signing the APPENDIX A: Policy Manual Sign Off included in this manual and returning it to the Office Manager.
4. The signed acknowledgement will be attached to the employee's personnel file.
5. The intent of the Human Resources Manual is to give employees general direction in carrying out their responsibilities. It is not possible to design a streamlined, convenient document that anticipates and covers every possible situation or scenario. Therefore, when using this manual, employees must exercise common sense, wisdom, and intuition. If employees have questions that the manual does not answer, they should talk with their supervisor and/or the Executive Director.
6. The Board of BGCC approves the Human Resources Manual
7. The Executive Director must approve exceptions to the Human Resources Manual. Where the exception relates to the Executive Director, the requests must be made to the Chair of the Board.

A2 Human Resources Manual Revisions

1. The Human Resources Manual is an evolving document. For the policies and procedures to remain current and relevant to the ministries and staff of BGCC, regular reviews and amendments will be required. Consequently, the manual will contain a date stamp bearing the month of the most recent changes. The Office Manager will keep the employees advised of changes in policies and procedures covered in this handbook through written notice.

A3 Staff Suggestions Regarding Human Resources Manual

1. Employees are welcome to submit suggestions regarding the Human Resources Manual to the Executive Director or the Office Manager.

B. OUR ORGANIZATION

B1 Our Purpose, Mission, and Values

Our Purpose

1. We exist as a community to glorify God so that God and His Kingdom are the final beneficiaries of all that we are and do.

Our Mission

1. Building a network of churches that make disciples who live and spread the gospel of Jesus Christ in their communities, Canada, and the Nations.

B2 Affirmation of Faith and Employment Values

Preamble

As a Christian organization that intentionally follows Jesus Christ and partners with the community, we feel it is important to protect the beliefs that The Baptist General Conference of Canada has been built on and forms our identity. It is in this spirit that we require our staff and volunteers not to engage in any activity or promote beliefs with our guests and clients that contradict our Affirmation of Faith.

Affirmation of Faith

- **THE WORD OF GOD** We believe that the Bible is the revealed Word of God, fully and verbally inspired, written under the direction of the Holy Spirit. We believe it is without error in the original manuscripts and is true and trustworthy in all that it asserts. It has supreme authority in all matters of faith and conduct.
- **THE TRINITY** We believe that there is one living and true God, eternally existing in three persons, that these are equal in every divine perfection, and that they execute distinct but harmonious offices in the work of creation, providence and redemption.
- **GOD THE FATHER** We believe in God, the Father, an infinite, personal spirit, perfect in holiness, wisdom, power and love. We believe that He concerns Himself mercifully in the affairs of each person, that He hears and answers prayer, and that He Saves from sin and death all who come to Him through Jesus Christ.
- **GOD THE SON** We believe in Jesus Christ, existing eternally as God's Son. In His incarnation He was conceived by the Holy Spirit, born of a virgin, led a sinless life, performed miracles and taught with authority. We believe in his substitutionary atoning death, bodily resurrection, ascension into heaven, perpetual intercession for His people and personal visible return to earth.
- **GOD THE HOLY SPIRIT** We believe in the Holy Spirit, who was sent by the Father and Son to convict the world of sin, righteousness and judgment, and to regenerate, sanctify and empower all who believe in Jesus Christ. We believe that the Holy Spirit indwells every believer in Christ and that He is an abiding helper, teacher and guide.
- **ANGELS** We believe that angels are a distinct order of created spiritual beings; that they can appear in human form; that good angels minister to human beings and serve

- God as special messengers; that Satan, a fallen angel, and his evil angels whom he leads, exercise great but limited evil power in the world, and will suffer final defeat at the hands of the Lord Jesus Christ.
- **REGENERATION** We believe that all people are sinners by nature and by choice and are, therefore, under condemnation. We believe that those who repent of their sins and trust Jesus Christ as Saviour are regenerated by the Holy Spirit.
 - **THE CHURCH** We believe in the universal church, the living spiritual body of which Christ is the Head and all regenerated persons are members. We believe in the local church, consisting of a community of believers in Jesus Christ, baptized on a credible profession of faith, and associated for worship, ministry and fellowship. We believe that the mission of the church is to bring the good news of Jesus Christ into our lost world.
 - **CHRISTIAN CONDUCT** We believe that Christians should live for the glory of God and the well-being of others; that their conduct should be blameless before the world; that they should be faithful stewards of their possessions; and that they should seek to realize for themselves and others the full stature of maturity in Christ.
 - **ORDINANCES** We believe that the Lord Jesus Christ has committed two ordinances to the local church: baptism and the Lord's Supper. We believe in Christian Baptism as the immersion of a believer in water in the name of the triune God. We believe that the Lord's Supper was instituted by Christ in order to remember His death. We believe that these two ordinances should be observed and celebrated until the return of the Lord Jesus Christ.
 - **RELIGIOUS FREEDOM** We believe that every person is directly responsible to God. Believers should be free to covenant together in autonomous congregations without undue interference from any ecclesiastical or government authority. While respecting the authority of government we affirm the responsibility of the church to speak into the public forum. In matters of disagreement between Scripture and government, we believe we must obey God.
 - **CHURCH COOPERATION** We believe that local churches can best promote the cause of Jesus Christ by cooperating with one another in an association of likeminded congregations. Such an organization, whether a district or national conference, exists and functions by the will of the churches. Cooperation in a conference is voluntary and may be terminated at any time. Churches may likewise cooperate with inter-denominational fellowships on a voluntary, independent basis.
 - **LAST THINGS** We believe in the personal and visible return of the Lord Jesus Christ to earth and the establishment of His kingdom. We believe in the resurrection of the body, the final judgment, the endless suffering of the unbeliever in Hell and the eternal joy of the believer in the presence of God.

BGC CANADA STAFF LIFESTYLE POLICY

The purpose of this Staff Lifestyle Policy (Lifestyle Policy) is to articulate for employees the standards and principles of the Baptist General Conference of Canada (BGC Canada) that express loving faithfulness and service to Christ as a condition of employment with BGC Canada.



BGC Canada is a mission of the churches it serves. The objects of BGC Canada are as follows:

1. To unite churches in a fellowship that is scriptural in doctrine, evangelical in character and irenic (peaceful) in spirit, and seeking to fulfil the Great Commission of Christ (Mt. 28:19-20) in Canada.
2. To develop long-range and short-range objectives for church growth in Canada.
3. To encourage and assist the building of local churches by winning lost people to Christ, baptizing them into the local churches, and to disciple them to maturity in Christ.
4. To advance the teaching of the gospel of Jesus Christ and to institute and maintain missionary work in Canada and other parts of the world.
5. To secure by purchase, gift, or any other means, title to such property, real or personal, as may be utilized by BGC Canada in realizing its objectives and carrying out its purpose.

In all these endeavours, BGC Canada seeks to glorify God in word and deed. As Christians, we are required to undertake each activity with an attitude of worship and thanksgiving, with the understanding that no task in which we are engaged, however simple or routine, is detached from, or unrelated to, our requirement and desire to serve and honour Jesus Christ.

BGC Canada serves, represents, and is part of a religious community whose members adhere to a common statement of faith and who accept and believe that their Christian commitment influences and affects all aspects of their life.

The staff of BGC Canada, who serve in and represent this community, are expected to be supportive of the objects of BGC Canada, to endorse the Christian commitment of the membership, and conduct themselves in a manner consistent with principles of Scripture. As staff, we are an example to BGC Canada's community and an example to those of other faiths with whom we interact in the course of our duties.

Staff is encouraged to establish in their lives spiritual disciplines needed to maintain and promote a relationship with God which is essential to effective service to Christ including prayer, Bible study, and sharing their faith and beliefs with others.

The following requirements are based on principles of Scripture, which is considered by BGC Canada to be the inspired word of God, and is therefore the final authority in guiding our faith and conduct:

1. Staff is required to agree and adhere to BGC Canada Affirmation of Faith (attached);
2. Staff is required to accept and adhere to the objects and purposes of BGC Canada, and are required to participate in staff prayers and devotions as a corporate expression of our commitment to Christ;
3. Staff is required to regularly attend a church whose beliefs are consistent with BGC Canada's Affirmation of Faith;
4. In their relationships with each other, staff is required to tell each other the truth in love and to maintain honest and responsible interaction and not to gossip;
5. Staff is required to respect the diversity of opinion within the evangelical community with regard to the use of alcoholic beverages. At functions where alcohol is served and staff are representing BGC Canada in their capacity as employees, staff are to abstain from the consumption of alcohol;
6. Without limiting the generality of the above, examples of inappropriate behaviour, as proscribed by Scripture and consequently included in this Lifestyle Policy in obedience to and faithfulness to Scripture and God, include the following conduct which is not acceptable for employees of BGCC:
 - extra marital sexual relationships (adultery)
 - pre-marital sexual relationships (fornication)
 - homosexual sexual relationships
 - substance abuse
 - use of pornographic material
 - theft, fraud
 - breach of trust or confidence
 - abusive behaviour
 - sexual assault/harassment
 - lying, deceit and dishonesty
 - criminal activity
 - illegal gambling or gaming

This conduct may be just cause for disciplinary action up to and including discharge.

In the event of a violation or breach of this Lifestyle Policy, BGC Canada will attempt to resolve the situation and bring about restoration of the staff person in order to maintain a working relationship with the organization.

The first stage of discipline shall be a review of the problem between the staff member and their supervisor and/or the Executive Director.



In a second stage of discipline BGC Canada may require that the staff person undergo professional counselling, and may apply a probationary period for the correction of their conduct or behaviour.

In each stage of attempted restoration, BGC Canada supervisor involved will seek to conduct the process in a prayerful and considerate manner. Where restoration is deemed complete and is determined to be successful, BGC Canada will provide ongoing support and accountability for the staff member.

BGC Canada expressly reserves the right under this Lifestyle Policy to terminate a staff's employment for just cause upon violation of the specific or general elements of this policy.



B3 Pastoral Code of Conduct

MY PERSON

1. I will endeavour to pray daily, to read, study and meditate upon God's Word; and to maintain extended times of contemplation.
2. I will plan to be with my family, realizing my special relationship to them, and their position as important members of my congregation.
3. I will seek to keep my body physically fit through proper eating habits and planned exercise, renewing myself through a weekly holiday and an annual vacation.
4. I will try to keep myself emotionally fit, keeping in touch with my feelings and growing in healthy control of them.
5. I will strive to grow through comprehensive reading and through participation in professional educational opportunities.
6. I will be a servant of God seeking to maintain a life of purity, integrity and truthfulness.

MY CALLING

1. I will seek to conduct myself consistently with my calling and commitment as a servant of God.
2. I will give full service to my congregation and will accept added responsibilities only if they do not interfere with the overall effectiveness of my ministry in the congregation.
3. I will consider a confidential statement made to me as a sacred trust not to be divulged without consent of the person making it.
4. I will responsibly exercise the freedom of the pulpit, speaking the truth of God's Word with conviction in love; and will acknowledge any extensive use of material prepared by someone else.

MY FINANCES

1. I will advocate adequate compensation in my pastoral services and will assist the congregation to understand that a pastor should not expect or require fees for pastoral services to them.
2. I will be honest in my stewardship of money, paying bills promptly, asking no personal favors or discounts on the basis of my ministerial status.
3. I will give tithes and offerings as a good steward and example to the church.

MY CONGREGATION

1. I will seek to regard all persons in the congregation with equal love and concern and undertake to minister impartially to their needs and to refrain from behaviour that will be divisive.
2. I will seek to maintain positive relations with all members in my congregation.
3. I will exercise confidence in the lay leadership, assisting in their training and mobilizing their creativity.
4. I will seek to lead the church in a positive direction to achieve the goals we have mutually agreed upon. I will remain open to constructive criticism and to suggestions intended to strengthen our common ministry.
5. I will candidate at only one church at a time. I will respond promptly and definitely to a call and I will seek to deal fairly with the church I am presently serving.

MY COLLEAGUES

1. I will not perform services in the area of responsibility of my colleague in the Christian ministry except upon his request and/or consent.
2. I will, upon my departure, sever my pastoral relations with the congregation, recognizing that all pastoral functions should henceforth rightfully be conducted by my successor. I will seek and honor comity arrangements made with fellow pastors.
3. I will, upon retirement or withdrawal from the ministry, refrain from engaging in pastoral functions within our church fellowship unless requested by the pastor.
3. I will seek to maintain supportive and caring relationships with my colleagues in the ministry.

MY DENOMINATION

1. I will cooperate with the personnel of the Baptist General Conference of Canada and of the district in which I serve, and offer responsible criticism in order that our common service in the Kingdom of God might be more effective.
2. I will not use my influence to alienate this church from the Baptist General Conference of Canada. I will immediately resign.

B4 Respectful Workplace

Purpose of Policy

As a Christian organization, The Baptist General Conference of Canada will uphold the employment values of a respectful workplace where employees are treated with dignity and respect, free from harassment and violence. Mutual consideration, cooperation and understanding are the basis of respectful interactions between employees, clients, volunteers and contractors and are necessary in order to create a respectful workplace. The conduct of every individual is expected to personify Christ-like behaviours.

The purpose of this policy is to outline the circumstances in which conflict may arise, our obligations as an organization as per the Human Rights Act, the guidelines provided by the Human Rights Commission and our process for resolution of disputes in the workplace.

Guidelines

1. The Baptist General Conference of Canada will neither tolerate nor condone behaviour that is likely to undermine the physical safety, dignity or self-esteem of an individual, or create an intimidating, hostile or offensive environment. The Baptist General Conference of Canada expects that all employees will be committed to ensuring a respectful workplace by:
 - having an awareness of the sensitivities of others,
 - embracing cultural diversity,
 - refraining from bullying, harassing or other demeaning and negative behaviours,
 - actively resolving issues as a result of a disagreement or conflict in a grace-filled approach that contributes to a productive and harmonious work place. (See *Grace Filled Conflict Resolution (Appendix B)*.)
2. Alberta Human Rights laws prohibit harassment in the workplace. Examples of harassment are verbal or physical abuse, threats, derogatory remarks, jokes, innuendos or taunts on any of the prohibited grounds. The Baptist General Conference of Canada will not tolerate the display of pornographic, racist or offensive signs or images, practical jokes that cause embarrassment or unwelcome invitations or requests, whether direct or explicit. The behaviour need not be intentional in order to be considered harassment. It is the impact on others that will be taken into consideration.
3. The Baptist General Conference of Canada has issued an *Affirmation of Faith and Staff Lifestyle Policy* that all who are associated with The Baptist General Conference of Canada will follow as a matter of practice.
4. It is the responsibility of supervisors and managers to role model behavior that promotes respect in the workplace, as well as deal with harassment, bullying or discrimination when they see it, even if no one reports it. Under no circumstances should a complaint be dismissed or downplayed. We will ensure that staff are supported and not left to deal with these concerns on their own. The employee is advised to contact the Executive Director.

5. It is the responsibility of employees to ensure they do not disrespect, intimidate, harass or create a hostile work environment for others and to report any incidents undermining the physical safety, dignity or self-esteem of themselves or any other individual within the workplace.
6. The Communications Director is responsible for monitoring and updating the Respectful Workplace policy following tribunal and court decisions or as required.

Harassment

7. Any form of harassment relating to an individual's race, religious belief, colour, gender, including gender identity or gender expression, physical or mental disability, marital status, ancestry, age, place of origin, family status, source of income, sexual orientation or any other prohibited ground of discrimination under Human Rights legislation, will not be tolerated.
8. Not only will harassment between employees not be tolerated, it will also not be tolerated when it comes from or is directed toward any non-employee such as a volunteer, guest, client, contractor or any other individual or company who has business-related responsibilities with The Baptist General Conference of Canada.
9. This Policy covers harassment based on grounds protected under the Alberta Human Rights Act, as well as workplace violence, harassment and bullying not protected under the act.

Handling Conflicts and Resolution Procedure

10. Employees who believe they have been subjected to disrespectful behavior, including harassment or otherwise, are encouraged to make their objections known to the alleged offender. If the complainant is not able to address the issue with the alleged offender, he or she can report it directly to Executive Director. Any official complaint or allegation, written or verbal, will need to include specifics detailing:
 - The name of the alleged offender involved
 - Details around the situation including dates, location and names of any witnesses
 - Any action that the complainant may have taken
 - The employee is encouraged to keep a written record of all incidents, naming any witnesses and specifying dates.
11. All complaints will be taken seriously, involving a thorough and objective examination of the facts. The Executive Director will ascertain who should conduct the investigation. All pertinent information regarding a complaint will be kept confidential. The Executive Director will normally conduct the investigation and work with all relevant parties to determine the best method of resolution of the concerns. The BGCC Board Chair may be invited to advise if complaint involves the Executive Director.

12. A meeting with the complainant must occur within 48 hours to obtain all of the facts. The investigation must include gathering input from the alleged offender and any witnesses. The investigator will remind all parties of confidentiality and advise the complainant that it will not become part of their employee personnel record. The investigator will conclude the process by proposing solutions to the parties through a mutual interest meeting. Where the investigation reveals evidence of inappropriate behavior, appropriate follow-up and disciplinary action will be initiated and documented accordingly. A record will be kept in HR for all harassment complaints and investigations. Only formal disciplinary action resulting from any investigation will be placed in employee files.

13. The complainant and alleged offender will be kept informed of the result of the investigation. If the allegation is initially filed in writing or if there is formal disciplinary action resulting from the investigation findings, then a written record of the process will be provided to the complainant and the offender. If either party wishes to appeal the process, they can do so by making a complaint to the Executive Director.

The Baptist General Conference of Canada will endeavor to resolve the allegation within two weeks. Parties will be informed if this timeline is to be extended.

14. Employees are reminded they can contact the Alberta Human Rights Commission at any time to file a complaint if they do not feel it is being dealt with sufficiently. There will be no retaliation for the complainant or anyone involved in the complaint.

15. Appropriate emergency first responders must be called in the event of a serious incident involving harm or potential harm to a person or property. In all cases, the Executive Director must be notified of these incidents.

16. If it is determined that the complaint is of malicious intent or was made in bad faith, the complainant may be disciplined, up to and including dismissal.

17. The Baptist General Conference of Canada will attempt to maintain confidentiality around the details of the complaint as much as possible. However, this is not always possible as the alleged harasser will need to know details of the allegations as well as the name of the person making the allegations. Names may have to be provided to external agencies, for example law enforcement authorities in the case of an alleged assault.

Process for healing

1. As part of resolution, action will be taken to assist in the healing of the workplace relationship. The Executive Director, a manager or an external mediator will provide an environment whereby both parties will decide the best course of action. This will include bringing both parties together, clarifying open lines of communication, acknowledgement of one another's perspective regarding the situation, and a plan for continuing to work together.

Definitions

Inappropriate/Disrespectful behavior: behavior that is or ought to be reasonably known to be objectionable or unwelcome to an individual or group.

Harassment covered by Human Rights: This occurs when an employee, volunteer, client or contractor is subjected to unwelcome verbal or physical conduct because of race, religious beliefs, color, gender, pregnancy, mental or physical disability, ancestry, age, place of origin, marital status, and family status, or source of income. Harassment not covered by Human Rights: This includes unwelcome, offensive behaviours that cannot be related to protected areas and grounds in the Alberta Human Rights Act and therefore has to be dealt with internally. It may include criticizing work, blaming, scolding, demeaning, yelling or screaming for no apparent reason.

Sexual harassment includes, but is not limited to:

- unwanted sexual advances, unwanted requests for sexual favours, derogatory comments, gestures or looks
- unnecessary or unwanted verbal or physical contact, jokes or slurs
- derogatory or demeaning material in any medium including printed matter, posters, cartoons, graffiti, drawings or any display of sexually suggestive material
- actual or implied threats, reprisal or discriminatory behaviour either on or off the job, for refusal to comply with a sexually oriented request
- any of the above instances that occur, not only in person, but through email or social media.

Personal Harassment includes, but is not limited to:

- unwanted actions, verbal or physical attacks, taunting, comments, jokes or slurs
- derogatory or demeaning material in any medium including posters, cartoons, graffiti, drawings and innuendo
- any unacceptable actions or material in the workplace
- any of the above instances that occur, not only in person, but through email or social media.

Bullying: a type of harassment involving repeated, persistent, continuous behaviour that is usually associated with a power imbalance, where the victim is made to feel inferior. Workplace bullying behaviour includes, but is not limited to, silent treatment, starting or encouraging rumours, excessive or unjustified criticism, withholding job related information or job responsibility.

Violence: any person threatened with or subjected to physical aggression.

Complainant: the person who makes the complaint

Alleged Offender: the person against whom the complaint was made

Retaliation: the action of demoting, harassing or treating poorly an individual because they have filed a charge of harassment or made a complaint.

Implementation of Policy (Accountability)

1. The Executive Director or their designate is responsible to approve the terms of the Policy and the processes outlined herein. The Executive Director or their designate is responsible to consider any case that is appealed or not resolved in the resolution and investigation process.
2. Everyone is accountable for the administration and enforcement of this policy.



B5 Whistleblowing

Purpose of Policy

To establish procedures and guidelines to protect employees who believe that The Baptist General Conference of Canada's Affirmation of Faith and Staff Lifestyle Policy, any employment policies or any pertinent law are not being adhered to or is in breach, without fear of reprisal.

Guidelines

1. If any employee reasonably believes that some policy, practice, or procedure of The Baptist General Conference of Canada is in violation, a written complaint must be filed by that employee with the Executive Director or to the Board Chair if it involves the Executive Director.
2. The underlying purpose of this policy is to support The Baptist General Conference of Canada's goal of compliance with its practices and policies. The support of all employees is necessary to achieve compliance with its codes and policies.
3. The Baptist General Conference of Canada requires a reasonable opportunity to investigate and correct the alleged wrongful activity. The protection described below is only available to employees that comply with this requirement.
4. The Baptist General Conference of Canada will not retaliate against an employee who, in good faith, has made a protest or raised a complaint against some practice of The Baptist General Conference of Canada or of another individual or entity with whom The Baptist General Conference of Canada has a business relationship, on the basis of a reasonable belief that the practice is in violation of the policy.

Definitions

Whistleblowing: a term to define the action of a person advising those in authority that a person in authority or the organization is not in conformance with values or stated policies of the organization and will be protected from harm.

Implementation of Policy (Accountability)

1. The Executive Director is designated for The Baptist General Conference of Canada in terms of policy and investigating complaints and protection of the complainant. If it involves the Executive Director, the Chair of Board will supersede the Executive Director.
2. Registering complaints
In the event of any conflict or other concern regarding access to, or the accuracy or The Baptist General Conference of Canada's use of employee's personal information, complaints may be registered with the Executive Director.

B6 Privacy

Purpose of Policy

1. To establish procedures and guidelines implementing Province of Alberta guidelines for privacy in the workplace, and to ensure that employees' personal information is secured, collected, used, disclosed and retained only as may be reasonable and in accordance with the applicable law.
2. To balance the need to utilise personal information about the employees of The Baptist General Conference of Canada with their right to privacy with respect to their personal information. This policy is intended to be consistent with the obligations and rights provided for under the Alberta Personal Information Protection Act, and other applicable laws.
3. To establish the policies regarding the use and protection of information that is provided to the donors who financially support our work.

Guidelines

1. The Baptist General Conference of Canada is committed to protecting the privacy of the personal information of its, employees, volunteers, clients and all other stakeholders. We value the trust of those we deal with, the public and donors. We recognize that maintaining this trust requires that we be transparent and accountable in how we treat the information that is shared with us.

During the course of our activities, we frequently gather and use personal information. Anyone from whom we collect such information should expect that it will be carefully protected and that any use of or other dealing with this information is subject to consent. Our privacy practices are designed to achieve this.

2. **Personal employee information** is information that can identify an individual or is about an individual who is a potential employee, current employee or former employee. Personal employee information is that which is required for the purposes of establishing, managing or terminating an employment relationship between the organisation and individual.

3. **Employees and Privacy:**

An employee has a right to privacy but it is not an absolute right. An employer has a legitimate need to collect, use and discloses certain types of personal information about employees, in order to operate the activities and fulfill its obligations as an employer. There are circumstances where an employer would not be able to carry out its functions and legal obligations if an employee could withhold consent to the collection, use or disclosure of certain personal information. For example, an employer requires certain personal information to process the payroll and must follow laws regarding income tax, employment insurance, pension plans and contact family in an emergency. The

consequences of an employee withholding consent would be that the employee could not be paid and the employer would be in breach of various laws.

Examples of personal information include:

- Personal contact information
- Date of birth
- Employee number
- Salary or wages
- Taxation or superannuation details
- Hours worked, absences, vacation dates
- Terms and conditions of employment
- Performance assessments
- Resumes and references
- Work history
- Disciplinary matters
- Criminal background check.

4. Consent

The Baptist General Conference of Canada will collect, use or disclose personal employee information without consent of the employee the information is about, if:

- a) The collection, use or disclosure is reasonable;
- b) The information collected, used or disclosed is limited to information reasonably related to the employment or volunteer work relationship; and
- c) We assume your consent to continue to use and where applicable, disclose personal information that we have already collected, for the purpose for which the information was collected.

We will not use or disclose personal information without consent except in the following circumstances:

- a) When required by law or for law enforcement or investigatory purposes by the Police.
- b) For an emergency that threatens life, health or security.
- c) If the information is publicly available and specified in the applicable regulations.
- d) Complying with requirements of funding bodies.

5. Accuracy, Security and Retention of Information

The Baptist General Conference of Canada will take every measure to ensure the information is up to date and accurate. It is vital for employees to advise The Baptist General Conference of Canada of any changes. The Baptist General Conference of Canada will take every measure to secure the electronic and paper human resource records from unauthorized access to this information. The Baptist General Conference of Canada will only retain personal information only as long as required by law.

6. **Volunteers and Clients**

Volunteers and clients will provide only certain information regarding contact, emergencies and, if necessary, medical information. The person will be asked to sign a document giving express consent to The Baptist General Conference of Canada.

7. **References**

In some cases, after employment or volunteer activity ends, The Baptist General Conference of Canada will be contacted by organisations asking for a reference. The Baptist General Conference of Canada will not disclose personal information without employee consent. The Baptist General Conference of Canada should be advised that they are being used as a reference. Information provided for the reference may include confirmation of employment, dates and position as well as general information on job duties, ability to perform job duties and success in employment or the volunteer relationship.

8. **Donor Privacy Policy**

The Baptist General Conference of Canada will follow all privacy rules that are outlined in the “Donor Bill Of Rights” and the “AFP Code of Conduct Principles and Standards” and Canada Revenue Agency requirements. These are listed on The Baptist General Conference of Canada’s website under Accountability.

Implementation of Policy (Accountability)

1. The Office Manager is designated as the “Privacy Officer” for The Baptist General Conference of Canada in terms of Policy and Requests for access to information.
2. Office Manager is accountable for the administration and enforcement of this policy in regards to employees. Only employees who are members of the Executive Team, Human Resources and Payroll departments will have permitted access to employee information.
3. The Financial Administrator has responsibility for the administration and enforcement of this policy in regard to Baptist General Conference of Canada Donors and will report to the Executive Director in regards to any issues or approvals.
4. Any reasonable requests to review, update or correct any personal information that is held by The Baptist General Conference of Canada will be honoured and responded to within 45 working days of the request being made. A request for access to information must be made to Human Resources in writing.

5. **Registering Complaints**

In the event of any conflict or other concern regarding access to, or the accuracy or our use of, your personal information, you may register a question or complaint with the Executive Director.



B7 Boundaries

Purpose of Policy

To outline to all staff, frontline or otherwise, the expectations for maintaining safe and healthy boundaries when working with our guests.

Guidelines

1. The Baptist General Conference of Canada requires all staff to demonstrate respect and dignity towards all staff, volunteers, guests, donors and visitors.
2. Office staff, who are required to maintain a professional relationship with our churches, leaders, and clients, must be aware of the importance of maintaining appropriate boundaries when working with others. Using the Baptist General Conference of Canada's Affirmation of Faith & Staff Lifestyle Policy as a guide will assist staff members to monitor clear division between private and work life.
3. A staff member will not provide personal information of a private nature (The Baptist General Conference of Canada Privacy Policy) to anyone. This will include (but not necessarily be limited to) email addresses, phone numbers, residential addresses, or facts/information of a private nature relating to a staff's personal life.
4. **Sound Judgment**
A staff member will err on the side of caution as to interpretation of these policies and therefore where there is question or doubt, common sense will prevail and up line communication will be deemed to be seen as necessary and instructive.



B8 Conflict of Interest

Purpose of Policy

To clearly define The Baptist General Conference of Canada's policy regarding the standards and conduct required of every staff member or representative working within the organization.

Guidelines

1. Employees, volunteers, consultants, students and contractors have an obligation to promote the best interests of The Baptist General Conference of Canada at all times and must avoid any situation(s) that might conflict, or could appear to conflict with, the values and ministry of The Baptist General Conference of Canada, their duties and obligations to the agency. Examples of potential conflict of interest situations include, but are not limited to:
 - a) Having an undisclosed and/or unapproved business relationships or other financial ties with suppliers, vendors or related agencies of The Baptist General Conference of Canada;
 - b) Having influence over decisions where you have a financial interest and/or stand to personally gain from any business transaction with The Baptist General Conference of Canada;
 - c) Using The Baptist General Conference of Canada assets for personal use or benefit.
2. Employees who may find themselves in a situation where a potential conflict of interest may exist are expected to promptly disclose the situation to the Executive Director and immediately remove themselves from any negotiations, deliberations or position of influence until such time as the matter has been fully discussed.
3. If it is discovered that any staff member is not in compliance with this policy, and it is determined that there is a conflict of interest, an objective review will be conducted and the executive committee will determine the required course of action. The resulting course of action may include reassignment or termination of employment.
4. **Resolution Procedure:**
 - a) Any situation that arises will be investigated and an objective review of the facts will be conducted. This review committee will be comprised the Executive Director and a member of the leadership team who is not directly responsible for oversight of the person or decisions that are implicated in the surrounding conflict.
 - b) The employee(s) may be asked to leave for a period of time during which the investigation is completed. This time may be unpaid if the result of the investigation concludes that there is a conflict of significant proportions necessitating termination of employment.
 - c) Decisions based on the results of the investigation and review will be approved or denied by the Executive Director.



d) If a decision involves a member of the executive committee then this matter will be referred to the Executive Director.

5. The Executive Director will advise the Board of Directors with respect to any real or perceived incidents of conflict.



B9 Indemnification

Purpose of Policy

It is the policy of The Baptist General Conference of Canada to indemnify its directors, officers, employees **and others that represent the Ministry** (each an “Indemnified Party” and collectively the “Indemnified Parties”) from and against all claims, actions, liabilities, losses, damages, costs and expenses reasonably incurred or sustained by them while acting in their capacity as directors, officers or employees of The Baptist General Conference of Canada, as the case may be, all in accordance with the provisions set out below.

Guidelines

1. **The Indemnity:** The Baptist General Conference of Canada will indemnify and save harmless the Indemnified Parties from and against all claims, actions, liabilities, losses, damages, costs and expenses (including legal expenses on a solicitor and his own client basis), including any amount paid to settle an action or satisfy a judgement, reasonably incurred by such Indemnified Party in respect of any civil, criminal or administrative action or proceeding, brought by another party, to which the Indemnified Party may be subject, to the extent the same is caused by, or arises by reason of, such Indemnified Party being or having been a director, officer or employee of The Baptist General Conference of Canada and while acting in their capacity as such of The Baptist General Conference of Canada and so long as the Indemnified Party was acting honestly and in good faith.
2. **No Liability for Negligence, etc.:** An Indemnified Party will not be liable for any loss or damage occasioned by negligence, error of judgement or oversight on the part of the Indemnified Party, or for any other loss or damage, which may arise in the execution of the Indemnified Party’s duties, so long as such Indemnified Party is acting in their capacity as a director, officer or employee of The Baptist General Conference of Canada, as the case may be, and so long as the Indemnified Party was acting honestly and in good faith.
3. **What is not covered under the Indemnity:** Notwithstanding anything else contained in this Policy, The Baptist General Conference of Canada will not, and will not be liable to, indemnify an Indemnified Party for any claims, actions, liabilities, losses, damages, costs or expenses (including legal expenses on a solicitor and his own client basis):
 - a) that arise as a result of any intentional or wilful misconduct on the part of the Indemnified Party;
 - b) that arise if the Indemnified Party was not acting in his or her capacity as a director, office or employee of The Baptist General Conference of Canada, as the case may be;
 - c) that arise if the Indemnified Party was not acting honestly and in good faith; and
 - d) in the case of a criminal proceeding or administrative action, or a proceeding that is enforced by a monetary penalty, if the Indemnified Party did not have reasonable grounds for believing that his or her conduct was lawful.

4. **Payment under the Indemnity:** All costs and expenses reasonably incurred by an Indemnified Party in investigating, defending or appealing any civil, criminal or administrative action or proceeding, actual or threatened, covered under this indemnity may be paid by The Baptist General Conference of Canada in advance, as may be appropriate in the circumstances, to enable the Indemnified Party to properly investigate, defend or appeal such action or proceeding. The Indemnified Party shall repay any funds advanced or paid to or on behalf of the Indemnified Party if the Indemnified Party is not entitled to the indemnity provided as provided under this policy.
5. **Right to Retain Counsel:** The Baptist General Conference of Canada shall have the right, at its expense, to participate in or assume control of the negotiation, settlement or defence of any claim, proceeding or other matter in which The Baptist General Conference of Canada has agreed to indemnify the Indemnified Party as provided herein (a “Claim”). In such event, the Indemnified Party shall also have the right to participate in the negotiation, settlement or defence of such Claim and to retain counsel to act on their behalf, and the reasonable fees and disbursements of such counsel shall be paid by The Baptist General Conference of Canada.
6. Whether or not The Baptist General Conference of Canada participates in or assumes control of the negotiation, settlement or defence of any Claim, the Indemnified Party shall not settle any Claim without the written consent of The Baptist General Conference of Canada.
7. Whether or not The Baptist General Conference of Canada participates in or assumes control of the negotiation, settlement or defence of any Claim, The Baptist General Conference of Canada shall not settle any Claim without the written consent of the Indemnified Party, which consent shall not be unreasonably withheld. However, if such consent is not received from the Indemnified Party for any reason whatsoever, the liability of The Baptist General Conference of Canada under this indemnity shall be limited to the proposed settlement amount.
8. **Procedure:** If you have been served with statement of claim, writ, notice of proceeding, application, statement or other document commencing or continuing any civil, criminal or administrative action or proceeding against or naming you as a party by reason of you being or having been a director, officer or employee of The Baptist General Conference of Canada, then you must give written notice to The Baptist General Conference of Canada as soon as is reasonably practical after being served.

If you have received notice of or have become aware of any threatened civil, criminal or administrative action or proceeding or alleged wrongdoing against you by reason of you being or having been an director, officer or employee of The Baptist General Conference of Canada, then you must give written notice to The Baptist General Conference of Canada as soon as is reasonably practical after receiving such notice or becoming aware of it.



9. **Failure to inform The Baptist General Conference of Canada:** If you fail to give timely notice to The Baptist General Conference of Canada as set forth above, and such failure materially prejudices the ability of The Baptist General Conference of Canada to participate in or assume control of the negotiation, settlement or defence of any Claim on your behalf, then The Baptist General Conference of Canada shall be relieved of liability to indemnify you as provided in this Policy.
10. **Cooperation:** The Indemnified Party and The Baptist General Conference of Canada shall fully cooperate with one another and provide one other with such information as may be reasonably required from time to time for the purpose of implementing this indemnity.



B11 Travel and Expenses

Purpose of Policy

The purpose of the Travel and Expense Policy is to provide guidelines that apply to all travel and related expenses from all approved budgets or funds, administered by The Baptist General Conference of Canada across any and all programs, to ensure accountability to The Baptist General Conference of Canada and flexibility for all staff when incurring expenses in the natural course of doing business.

Guidelines

1. Any incurred expenses are to be reported on the Expense Authorization Request form.
2. If a staff member needs to travel for a period longer than one day, travel must be approved by the Executive Director.
3. Without exception, all expense reimbursement claims must be approved by the Financial Administrator. No employee can approve his or her own expense claims.

Expenses from the Executive Director (ED) of The Baptist General Conference of Canada will be approved by the Board Chair.

4. All expenses are to be reported in Canadian dollars, unless expressly stated. Should an expense be incurred in a foreign currency, the expense will be converted to the Canadian equivalent (if not done so through a credit card statement), using the prevailing exchange rate published by the Bank of Canada (www.bankofcanada.com)
5. The Baptist General Conference of Canada requires that employees retain and submit all available, original receipts while conducting business. In the event a receipt is unavailable or is lost, the employee is requested to provide a written explanation of the amount being claimed and must be approved by supervisor before reimbursement is considered
6. In the case where reward incentives/points are used for travel expenses, cash equivalent will not be reimbursed. Only monies paid will be considered.

7. Types of Acceptable Expenditures

Flights:

If flight tickets are required, the following applies:

- a) Whenever possible, employees are expected to take advantage of advanced purchase excursion fares, seat sales etc.

8. Trip Cancellation Insurance / Travel Insurance

The Baptist General Conference of Canada does not reimburse for trip cancellation insurance and as such, should not be selected unless directed by Executive Director.

9. The Baptist General Conference of Canada's insurance policies do not provide coverage for the use of private automobiles. Compensation is deemed to adequately reimburse for personal insurance coverage to include business travel, therefore, the cost of additional endorsements is the personal expense of the car owner. Any staff or Board member using a private automobile while conducting business for The Baptist General Conference of Canada must have adequate car insurance in place. If they do not, the private automobile cannot be used and alternative transportation should be arranged.

10. Car Rental

Automobile rentals, when necessary or cost-justified, are a reimbursable expense. Rental cars should be booked in advance. The user of the rental car must ensure adequate insurance is in place.

Rented automobiles should normally be non-luxury and of economic or compact size. The claimant's original automobile rental and related fuel receipts are to be submitted to the Financial Administrator.

It is the traveler's responsibility to ensure that she/he understands the car rental agreement and adheres to it.

11. Meals

The Baptist General Conference of Canada will reimburse employees for actual out-of-pocket meal expenses, provided that such expenses are reasonable and appropriate for the location and purpose of the event. Receipts must be provided as well as the names of the people (including their organizations) who participated in the meal event.

12. Accommodations

Standard hotel room accommodation costs are reimbursable. When not staying at designated hotels for conference or training course, employees will be expected to stay at hotels where lower negotiated room rates are available or other equivalent accommodations can be provided.

13. Other Transportation Costs

Taxi fares are a reimbursable expense. However, alternative less expensive forms of transportation should also be considered (Bus, Train, public transit, etc). Original taxi receipts should be attached at all times to the expense claim form. In cases where taxi receipts are unavailable (e.g.; remote areas, foreign countries, an explanation for the absence of receipts should be attached to the expense claim form.

14. Parking Fees

Hotel, airport or public parking expenses are reimbursable. If parking is required at airports for a time period exceeding one full day, staff should park at the long term parking lot. Original receipts must be attached to the expense claim form.

15. Non-Allowable Expenses

The following expenses are not reimbursable and therefore not permitted on expense claim forms:

- Interest charges on any outstanding, personal bills ie. Credit cards, cell phones, etc.
- Traffic and parking fines
- Expenses for failing to cancel transportation or hotel reservations
- Alcoholic beverages
- In-room movies or entertainment fees
- Kennel Fees
- Any excessive amount without prior approval
- Any other personal expense

Implementation of Policy (Accountability)

The Executive Director is responsible for the administration and implementation of this policy.

C. HUMAN RESOURCES

C1 Dress Code

Purpose of Policy

The purpose of this policy is to ensure that employees of The Baptist General Conference of Canada dress modestly and in a manner that maintains a positive professional image.

Guidelines

1. The Baptist General Conference of Canada promotes professional casual attire for all employees. Employees must give the appearance of courteous and modest deportment.
2. All employees must use discretion and good taste in choosing dress and grooming which are appropriately professional, practical and suitable.
3. Inappropriate attire for staff working includes, but is not limited to, the following:
 - a) clothing that would normally be worn to the beach, for yard work, exercise sessions and sports contests.
 - b) clothing that reveals too much of an employee's back, chest, stomach or underwear.
 - c) clothing with slogans or offensive language or images
 - d) bandanas or gang-related wear.
4. Personal hygiene is an important part of appropriate grooming. In particular, employees should be aware of personal odours that may be offensive to others. This may include body odor, perfumed hair or skin products and colognes.
5. **Policy Violations**
Should an employee dress inappropriately, they may be required to return to their home to change into clothing more appropriate for the work environment.

Implementation of Policy (Accountability)

1. The Office Manager is responsible for the handling of this policy.
2. Please consult your director should you have any questions or concerns regarding this.



C2 Recruitment

Purpose of Policy

To demonstrate The Baptist General Conference of Canada's commitment to recruiting and selecting individuals who are the most qualified to perform the requirements of each available position. Candidates for job vacancies may be from existing staff or from outside sources. Where qualifications are deemed equivalent, preference will primarily be given to internal candidates.

Guidelines

1. The Baptist General Conference of Canada is committed to the fundamental principles of equal employment opportunity. We are committed to treating people fairly, with respect and dignity, and to offer equal employment opportunities based upon an individual's qualifications and performance, free from discrimination or harassment because of race, colour, gender, physical disability, marital status, ancestry, age, place of origin, family status, source of income, and subject to our By-Laws.
2. The Baptist General Conference of Canada embraces the concept of employment equity in its broadest sense.
3. All employees will receive an offer letter (APPENDIX F: Offer Letter Sample) and job description (APPENDIX G: Job Description Sample) which stipulates the conditions of employment and obtains the employee's agreement to these terms.
4. Any candidate who deliberately misrepresents or falsifies information during the recruitment or selection process shall be eliminated from the selection process and, if employed, shall be discharged for cause.
5. The recruitment process will be consistently applied to all requisitions. Successful candidates will demonstrate full competencies and capabilities required for the position as determined in this process.
6. Any current full-time, salaried employee of The Baptist General Conference of Canada is required to have been in their current role for no less than 6 months before they are eligible to apply for a change of role outside their current department. Lateral transfers within the department are at the discretion of the manager. Any exceptions will require the approval of the ED.
7. Any temporary full-time, temporary part-time or hourly staff have no restriction to apply for other positions within the Baptist General Conference of Canada.
8. All new hires to The Baptist General Conference of Canada will observe the standard 90 day probationary period as outlined within provincial Employment Standards. As per Employment Standards, employment may be terminated without notice or cause during this period.

Definitions

Employee categories: See Hours of Work and Employee Classification Policy.

Job description: an approved document which outline roles, reporting, scope of decision making, responsibilities, skills, education and behaviours for the purpose of setting compensation and informed decision making in regard to hiring and workforce planning.

Implementation of Policy (Accountability)

Recruitment Process:

1. The Office Manager will receive all applications and will do a preliminary screening before forwarding to the ED. The Office Manager will support the ED with conducting interviews, making selection decisions and conducting reference checks.
2. The Office Manager will recommend a salary in line with The Baptist General Conference of Canada's practices, policies and recruitment plan for the hiring of the position. Human Resources will prepare an offer letter and invite the employee to the new hire orientation.
3. The Office Manager will forward all approved documentation to Payroll for processing and file in the confidential employment file.
4. The Probation period is 90 days. Throughout this period, the manager will meet periodically with the new employee to monitor success in the role and determine whether performance during the probationary period is satisfactory.

C3 Training and Development

Purpose of Policy

To support The Baptist General Conference of Canada staff in their education and career development goals. This policy outlines the process for obtaining financial support towards professional development programs or other learning opportunities.

Guidelines

1. The Baptist General Conference of Canada recognizes that effective training and development offers benefits to the individual and the organization as a whole, and ultimately contributes to the achievement of The Baptist General Conference of Canada's objectives, mission and vision. The Baptist General Conference of Canada believes that training and development:
 - a) fosters the ministry goals of establishing positive employee relationships,
 - b) increases employee retention,
 - c) results in increased productivity and quality of work,
 - d) enables promotion from within
 - e) support for continuous learning and organizational effectiveness through personal and performance development.

2. Skill Training

Skill training, professional development or individual learning may be supported by the BGCC if the learning is tied to professional requirements for the current position or potential future positions and the specific objectives identified are agreed to by the employee and their leader.

Skill training is defined as enhancement training that is role specific. Applicable skill training will enhance the employee's ability to fulfill their current job responsibilities. This training is provided on an as-needed basis.

3. **Professional Development** is defined as any activity designed to help individuals become more effective at their work by improving, updating or refining their knowledge and skills. It encompasses a range of activities.

In some cases, The Baptist General Conference of Canada will prepay costs at the time of registration. The terms for the continued service agreement will be based on the total financial costs.

4. Employees taking any core, skill, certification or professional development will be allowed to use this time as a normally scheduled day. In the event that the training time does not fall during their regular schedule, then the schedule will be adjusted or time will be given in lieu.

5. Annual Training and Development:

It is The Baptist General Conference of Canada's desire to foster an environment of professional development and continued advancement in personal growth. To meet this, each full-time employee will have access to funding for non-core courses/training ranging from \$200.00-\$500.00 per employee per fiscal year, dependent upon the budget. Each year this amount will be dependent on various expense and revenue realities within the organization's budget. Reimbursement costs will include registration, text books and other necessary materials directly related to the training/course. Only the Executive Director may authorize reimbursements above the maximum.

6. In most cases, The Baptist General Conference of Canada will cover the cost of the training program up to the approved amount. However, if the employee does not complete or pass the course/training he/she will be required to reimburse the full amount, through payroll deduction.

7. Training for Trainers:

When deemed necessary for an employee to participate in an accreditation training course, so in turn they can train fellow Baptist General Conference of Canada employees, the following guidelines will apply:

- a) The Baptist General Conference of Canada will cover all costs related to the program.
- b) The continued service agreement provisions will prevail dependent upon the financial investment made by The Baptist General Conference of Canada.

Employees who wish to continue their formal education may also be supported by The Baptist General Conference of Canada.

8. Criteria and Financial Implications

The Director and Office Manager will assess employee development or training requests for alignment with specific needs and priorities. Approval is at the director's discretion per the following criteria:

- a) Training is required to address skill deficiencies, maintain professional designations or stay current on functional/ industry developments
- b) Successful performance history
- c) Relevant to current or future responsibilities at The Baptist General Conference of Canada
- d) Courses must be undertaken at a recognized university, technical or vocational school, or through a recognized program.
- e) Approval for all education and training courses must be obtained prior to registration.



- f) All costs will be paid initially by employee and reimbursed by The Baptist General Conference of Canada upon proof of passing marks. Employee will submit expense claim upon completion of course.
- g) A failing grade or incomplete courses will result in The Baptist General Conference of Canada withdrawing financial support.

Continued Service Agreement

Employees who are sponsored for an advanced education program are required to commit to stay with The Baptist General Conference of Canada for a minimum specified period upon the completion of their education program. The length of continued service requirements will depend on the extent of the financial investment. In the event a recipient of an advanced education investment leaves before the prescribed continued service is fulfilled, the individual will have to reimburse The Baptist General Conference of Canada for the pro-rated costs outstanding.

C4 Hours of Work and Employee Classification

Purpose of Policy

To outline employee hours of work, regulations and classifications that are to be used at The Baptist General Conference of Canada.

Guidelines

1. Hours of Work by Employee Classification: Salaried Employees

- **Full Time:** the hours of work for a full-time employee is to 32 hours per week and is paid a monthly salary and is eligible for The Baptist General Conference of Canada benefits.
- **Part Time:** the hours of work for a regularly scheduled part time employee is between 8 and 31 hours per week in a set amount of hours, paid a monthly salary. Employees working 32 hours or more per week are eligible for The Baptist General Conference of Canada benefits.

Hourly Employees are paid per hour worked through the submission of timesheets. Not eligible for benefits, flex or sick time.

Term Employees are employed for a specified time period, with specific terms and conditions set out in a contract or letter of employment. Statutory remittances will be made by The Baptist General Conference of Canada.

2. **Work Hours:** The core office hours for Baptist General Conference of Canada is 8:00 AM to 4:30 PM. Employees are eligible to flex their office hours around these core hours for their 32-hour work schedule.
3. **Overtime:** Any hours worked in excess of eight hours per day or forty-four hours per week except when under a compressed or rotational work week agreement;
4. **Work Breaks:** Employees are entitled to a minimum of two 15-minute paid breaks after 5 hours work. Staff may combine these for a 30-minute break.
5. **Alternate Schedules:** Full time employees who work during core business hours may request an alternate schedule. Approval is solely at the discretion of the manager and will depend on the operational requirements of the Department. Employees working an alternate schedule are still required to work the required 32 hours each week.
6. **Overtime:** Overtime hours and overtime pay will follow the Alberta Employment Standard Code.



7. **Entering Hours**

Hours of work are recorded on the electronic payroll system sheet provided by The Baptist General Conference of Canada. Employees are responsible for submitting accurate and timely electronic payroll Hours of Work reports.



C5 Alcohol and Drugs

Purpose of Policy

As a responsible employer, The Baptist General Conference of Canada has an interest in establishing programs and policies to promote the health and safety for our staff, guests, consultants and volunteers.

Guidelines

1. Employees and contractors shall not consume, be under the influence, or be in possession of alcohol, illegal drugs or prescription or non-prescription medication other than those permitted by this Policy while at work.
2. No employee or volunteer shall report for work or perform any work responsibilities for or on behalf of The Baptist General Conference of Canada while under the influence of alcohol or drugs. In reference to drugs, the Policy also includes but is not limited to illegal drugs, prescription or non-prescription drugs where the use of such drugs may impair performance.
3. Disciplinary action, up to and including termination of employment or services, will be taken in the event that The Baptist General Conference of Canada determined a violation of this Policy and /or its related programs or practices has occurred.
4. This Policy permits the possession or use of prescription and non-prescription drugs under all of the following conditions:
 - a) where the use of the prescription or non-prescription drugs does not adversely affect the individual's ability to safely perform his or her duties,
 - b) where the individual is using the prescription or non-prescription drug for its intended purpose and in the manner directed by a medical practitioner, pharmacist or the manufacturer of the drug,
 - c) where the prescription drug consumed by or in their possession has been prescribed by a licensed medical practitioner, and

Procedures

1. In the event an individual is suspected or confirmed to be under the influence of a substance and the influence has impaired their ability to perform their duties, their supervisor will:
 - a) immediately relieve them from duty
 - b) ascertain if medical attention is required
 - c) ensure the safety and well-being of all other guests or workers
 - d) if the individual is cognizant, ask for information to explain their suspicious conduct (see employee code of conduct and values statement)
 - e) determine if an investigation is required, if so, contact their leader and the Director or HR
 - f) if it is determined that there is no impairment, return the individual to their duties

- g) in the event the individual is impaired and unsafe to continue their duties, arrange for the safe transportation home or to seek medical attention
2. An investigation conducted by Human Resources into a suspected impairment will occur within 48 working hours, to obtain all of the facts. The investigation must include gathering input from the individual under investigation and any witnesses. The investigator will remind all parties of confidentiality and the Baptist General Conference of Canada values. Where the investigation reveals evidence of culpable behavior, disciplinary action will be initiated and documented accordingly.
3. All pertinent information regarding a complaint will be kept confidential. Human Resources will normally conduct the investigation and work with all relevant parties to determine the best method of resolution of the concerns.
4. Employees may be referred to Human Resources by their supervisor if there is a documented performance concern or an employee may refer themselves to the Employee and Family Assistance Program provider.
5. In the event of an employee's self-declared substance addiction or dependency, the employee will receive confidential assistance program from the designated Employee Assistance Program provider (EAP) through Human Resources.
6. If time off is required, then the Sick Leave policy will be applied, up to the amount allowed under the policy.
7. If outside professional assistance is required, this will be individually approved by the Executive Director based upon a recommendation from Human Resources.
8. Should the employee's performance not improve, the Performance Improvement Plan (see Performance Management Policy) will be initiated at any time by the supervisor after consulting with Human Resources.

C6 Performance Management

Purpose of Policy

To outline processes to provide feedback on performance and to assist employees' understanding of their leader's expectations of their performance.

Guidelines

1. In order to create a positive work environment where everyone helps each other to improve, The Baptist General Conference of Canada encourages open and honest communication between employees. Leaders will dialogue on performance to achieve consistent performance or improvement of performance in the workplace. This communication should occur with regularity and sufficient frequency in order to exchange feedback and clarity of expectations.
2. **Formal Performance Review Process**

Every year, the ED will meet with each employee to communicate their expectations and set out their immediate and long-term objectives.
3. The foundational document in the Annual Performance Review is the Job Description form, which outlines key responsibilities and duties of the position and will be used to assess quality of performance for the past year as well as plan for the year(s) ahead and future objectives and outcomes required. It is the responsibility of each manager to ensure the annual review of the job description for each staff member.
4. Performance expectations will be outlined with each employee by the ED upon hire, annually or as updates are needed; however, there should be regular meetings to measure progress in addition to the final annual review. All reviews are tracked and reviewed. Any review that has been completed will be on the individual's employee file.
5. **Performance Improvement Plan (PIP)**

The Baptist General Conference of Canada's goal is to resolve minor problems before they become major with an approach that is constructive and positive for all involved. An employee who consistently does not meet performance expectations or displays inappropriate behaviours in the workplace will engage in the Performance Improvement Plan. The employee will be advised formally that they are being dealt with under conditions of this policy and performance improvement will be required. Copies of all documentation in this process will be stored in the individual's employee file. The process generally followed is:

 - a) **Verbal Reminder:** Advise employee that they are under this process and give them a documented verbal reminder outlining the performance or behavioural expectations, specifying deficiencies and articulating the necessary actions required to remedy all concerns. The action plan will include ongoing performance monitoring and a schedule for follow up and feedback to support improvement.

- b) **Written Warning:** If the performance level does not improve within a timeframe specified by the manager and dictated by the circumstances, the employee is given a written warning outlining deficiencies and an action plan to remedy performance within a specified timeframe. The employee will be advised that employment may be in jeopardy of termination.
 - c) **Final Warning:** If warranted, a final letter of warning may be given to advise the individual that their employment is at imminent risk should their performance not improve.
 - d) **Decision-making Leave:** The employee is sent home, with pay, for a specified number of days to decide whether to make changes in their performance in order to meet The Baptist General Conference of Canada's standards, or resign. Alternatively, the employee will be suspended without pay during investigation of certain serious infractions. The employee will be notified at the onset of this leave if it is with pay or without pay.
6. Should an employee's performance improve, this will be documented and included on their employee file.
7. If at any time during this process there is a serious breach of The Baptist General Conference of Canada policy, it is the right of management to proceed straight to any stage, including the immediate termination of employment. Refer to the *End of Employment Policy*.

Implementation of Policy (Accountability)

1. The Baptist General Conference of Canada's leadership who have employees reporting to them will complete required documentation so it may be recorded and measured.



C7 End of Employment

Purpose of Policy

To establish procedures and guidelines for all staff regarding cessation of employment with The Baptist General Conference of Canada.

Guidelines

1. The Baptist General Conference of Canada and employees will follow the provisions of the Employment Standards Code when terminating the employment relationship.

Resignation

2. If an employee wishes to resign, a minimum of 1 weeks' notice must be given to The Baptist General Conference of Canada if the employee has more than 3 months but less than 2 years of service, and a minimum of 2 weeks' notice if the employee has 2 years or more of service.
3. Once notice is given, the employee is expected to continue working for the full notice period without taking any time off.
4. In some cases, leadership may allow the employee to depart without working the entire notice period. In this case, the employee will be paid for the notice period or the period required by employment standards, whichever is less.
5. Managers are responsible for advising Human Resources of the resignation so that termination of pay and benefits can be processed in a timely manner by Payroll.
6. Managers are responsible for the recovery of all Company property in the possession of the employee, prior to the employee's final day of work. This includes keys, building and parking access cards, laptops, Company credit cards, Company vehicles, etc.
7. Exit interviews will be conducted by Human Resources or a designate, in order to provide The Baptist General Conference of Canada with feedback on the employment relationship. Exit interviews will be compiled and trends reported to the officer responsible for that area.

Termination of Employment

8. Probationary employees can be terminated within their first 3 months of employment with no notice or pay in lieu of notice.
9. Employees who are absent from work for 3 consecutive days and have not received prior approval to do so will be considered to have abandoned their position. Reasonable attempts will be made by the manager to contact the employee but, if futile, the employee will be deemed to have resigned their position and The Baptist General Conference of Canada will process their resignation accordingly.



10. An employee can be terminated by The Baptist General Conference of Canada for just cause without notice or pay in lieu of notice. Just cause may include, but is not limited to, the following: theft, insubordination, failure to comply with policies, harassment of other employees or guests, provoking or participating in physical violence on The Baptist General Conference of Canada premises, improper disclosure of guest or organization information.
11. It is the right of BGCC to terminate for just cause and without notice if a serious breach of policy has occurred or the Performance Improvement Plan was unsuccessful in meeting job requirements.
12. If the Baptist General Conference of Canada must terminate employment for business reasons, it will follow the provisions of the Employment Standards Code. Notice will be provided as outlined in the Employment Standards Code.
13. Employment cannot be terminated unless it is approved by the Executive Director.



C8 Dispute Resolution

Purpose of Policy

As a Christian organization, The Baptist General Conference of Canada is committed to a workplace where employees are treated with dignity and respect, based upon Matthew 18 v 15-17 *“If your brother sins against you go to him and show him his fault. But do it privately, just between yourselves. If he listens to you, you have won your brother back....”* This policy details the grievance procedure when dealing with disputes in the workplace.

Guidelines

The Baptist General Conference of Canada expects that all employees will resolve issues as a result of a disagreement or conflict in a grace filled approach that contributes to a productive and harmonious work place.

1. If an employee believes that they have been subject to disrespectful behavior or a policy has been incorrectly or unfairly applied, the following resolution procedure will be followed:

- a) **Stage 1:** Respond in a timely manner by bringing the matter to the attention of the person responsible, either verbally and/or in writing. Indicate how and why the problem exists and has caused a problem. The employee is to keep a record of the process to help in resolving the matter and for communicating in a forthright manner.
- b) **Stage 2:** When the parties cannot mutually resolve the issue at Stage 1, feel the attempt has not produced a satisfactory result or are unable to bring the matter directly to the attention of the person responsible for the conduct or action, the employee is to consult with their manager or the Human Resources Department who will give advice and assistance to resolve the issue.
- c) **Stage 3:** If the issue still cannot be resolved, the final stage is moved to Executive Director who will conduct a review or investigation incorporating the following factors: accurate itemizations of the issue(s), validation of any pertinent facts and speaking directly to the parties and any witnesses involved and proposing solutions to the parties through a mutual interest meeting.

They will assess the complaint to determine the appropriate approach and process to follow leading towards resolution.

- d) **Stage 4:** If the resolution is unsuccessful, a report will be issued to the Executive Team who will make a final decision.

Privacy and confidentiality

2. The provisions of The Baptist General Conference of Canada’s Privacy Policy will be followed in the administration of this policy. Complaints made anonymously under this



policy will not be investigated but will be reviewed to ensure systemic issues are not arising.

3. If it is determined that the complaint is malicious intent of either party or was made in bad faith, the performance improvement process may be used.

Definitions

Inappropriate/Disrespectful behavior: behavior that is or ought to be reasonably known to be objectionable or unwelcome to an individual or group.

Policy: any written and published policy of The Baptist General Conference of Canada.

Implementation of Policy (Accountability)

1. The Executive Director or their designate is the “Senior Officer” for The Baptist General Conference of Canada in terms of policy and requests for Dispute resolution.
2. Human Resources is accountable for the administration and enforcement of this policy.



C9 Social Media Participation

Purpose of Policy

To encourage and provide guidelines for healthy, responsible online communication among its employees, donors, volunteers, and clients.

Guidelines

1. The Baptist General Conference of Canada encourages healthy use of social media sites by all of its employees, as long as it does not distract from their work duties. Remember, you are a constant ambassador for The Baptist General Conference of Canada and the work we do.

What you say publicly can have an influence on your ability to conduct your job responsibilities, your teammates' abilities to do their jobs, and The Baptist General Conference of Canada's standing in the community.

2. Employees who speak publicly in a defamatory or libelous manner will be subject to appropriate disciplinary action or other remedial measures up to and including immediate termination of employment, if warranted under the circumstances and permissible under applicable law. Assigned workers and third parties who violate this policy are subject to being denied access to Baptist General Conference of Canada facilities, personnel and assets, and permission to perform services on The Baptist General Conference of Canada's behalf.
3. The following guidelines are encouraged:

- a) **Protect confidential information**

You may not use your blog or other social media to discuss information that is confidential in nature regarding The Baptist General Conference of Canada, our staff, volunteers or donors.

Protecting the confidential information of our employees, donors, and volunteers is extremely important. Do not mention them on your social network without their permission, and make sure you don't disclose sensitive personal information.

- b) **Refrain from objectionable or inflammatory posts**

Refrain from posting anything that is false, misleading, obscene, defamatory, profane, discriminatory, libelous, threatening, harassing, abusive or hateful to another person or entity. Respect others' privacy and your own. Be aware that false or defamatory statements or the publication of an individual's private details could result in legal liability for The Baptist General Conference of Canada and you.

- c) Distinguish your personal opinions from those of the organization**
Make it clear that your opinions are your own and do not necessarily reflect the views of the organization. For this reason, employees with personal blogs that discuss The Baptist General Conference of Canada's operations should include the following disclaimer in a visually prominent place on their blog:
The views expressed on this [blog/website] are my own and do not necessarily reflect the views of The Baptist General Conference of Canada.
- d) Don't post anonymously**
Your status as a Baptist General Conference of Canada employee may be relevant to the subject matter. You should identify yourself as an employee if failing to do so could be misleading to readers or viewers. Employees should not engage in covert advocacy for The Baptist General Conference of Canada. Whenever you are blogging about Baptist General Conference of Canada-related topics or providing feedback relevant to The Baptist General Conference of Canada to other blogs or forums, identify yourself as a Baptist General Conference of Canada employee.
- e) Respect copyrights**
You must recognize and respect others' intellectual property rights, including copyrights. While certain limited use of third-party materials (for example, use of a short quotation that you are providing comment on) may not always require approval from the copyright owner, it is still advisable to get the owner's permission whenever you use third-party materials. Never use more than a short excerpt from someone else's work, and make sure to credit and, if possible, link to the original source.
- f) Use video responsibly**
Remember that you may be viewed as endorsing any web video or other content you link to from your blog or posting. Also, recognize that video is an area in which you need to be particularly sensitive to others' copyright rights. You generally cannot include third party content such as film clips or songs in your video without obtaining the owner's permission.
- g) Don't misuse Baptist General Conference of Canada resources**
Personal social media activities must not interfere with your work or productivity at The Baptist General Conference of Canada. Do not use company resources to set-up your own blogging environment, even if you are blogging about matters related to The Baptist General Conference of Canada.
- h) Represent yourself respectfully**
If you are on an online networking site, such as Facebook, be conscious of your own privacy settings. Always be aware of the information that is available to people in a public search, including a public Twitter stream and your Facebook profile picture. Please keep all posted photos respectful and tasteful. Be

conscious of the content that is available to a new contact immediately upon adding you to their social network, including pictures and videos.

i) Be considerate

Since your blog or social media site is a public space, we expect you to be respectful to The Baptist General Conference of Canada and our employees, donors, volunteers and clients. Disagreement is certainly permitted, but you must still be respectful in your comments and posts. Be mindful that your public comments may have effects on not only The Baptist General Conference of Canada's reputation and community standing, but on other areas of the organization - potentially damaging the services we provide. Using a personal website to disparage the name or reputation of The Baptist General Conference of Canada, its services, leadership, employees, volunteers or donors may be subject to serious discipline, up to and including immediate termination of employment.

j) Respect boundaries at all times

Social media usage has the potential to blur the lines between personal and professional relationships. The Baptist General Conference of Canada's standards and expectations for online communication between clients and employees are parallel with the in-person expectations. When faced with a friend request or "follow" from a Baptist General Conference of Canada client, consider that adding them to your site opens all information on your page to them. As a rule of thumb, if you would not disclose particular information about yourself to them in person, *do not* allow the use of social media to make these details known. Keep all personal information private and maintain a professional relationship with all clients.

When in doubt, take the most conservative action, and discuss your situation with your supervisor. Consistent interaction with Baptist General Conference of Canada clients online during your personal time will be deemed as inappropriate. Not disclosing an inappropriate relationship may result in dismissal.

k) Add value

The Baptist General Conference of Canada is represented by its people and everything you publish reflects upon the organization. If it helps you, your coworkers, our clients or our volunteers to do their jobs and solve problems; if it helps to improve knowledge or skills; if it contributes directly or indirectly to the improvement of The Baptist General Conference of Canada's operations; if it builds a sense of community; or if it helps to promote The Baptist General Conference of Canada's core values, then it is adding value.



l) Be the first to respond to your own mistakes

If you make an error, be up front about your mistake and correct it quickly. In a blog, if you choose to modify an earlier post, make it clear that you have done so.

m) Allow Communications to respond to communications issues

If you encounter negative or defamatory comments about The Baptist General Conference of Canada or the work we do, please do not respond. Forward the comment to the Executive Director for official response.

Definitions

Blog: A blog is a type of public website, usually maintained by an individual, with regular entries of commentary, descriptions of events, or other material such as graphics or video. The most popular form of blog is a type of personal journal.

Facebook: A social networking website operated and privately owned by Facebook, Inc. Anyone over the age of 13 with a valid e-mail address can become a Facebook user.

Friend request: The act of adding a new contact, or “friend” to your network in Facebook.

Social Media: A term used to describe the type of media that is based on conversation and interaction between people online. Where media means digital words, sounds & pictures which are typically shared via the internet and the value can be cultural, societal or even financial.

Twitter: A social networking service that enables its users to send and read messages known as tweets. Tweets are text-based posts of up to 140 characters displayed on the author's profile page and delivered to their subscribers who are known as followers.

Wiki: A website that allows the easy creation and editing of any number of interlinked web pages via a web browser using a simple text editor.

Eligibility

1. The Baptist General Conference of Canada Social Media Participation Policy applies to all Baptist General Conference of Canada staff and encompasses the following online networks:

- a) All blogs, wikis, forums, and social networks hosted or sponsored by The Baptist General Conference of Canada
- b) Your personal blogs that contain postings about or mention of The Baptist General Conference of Canada, your experiences here and/or our operations
- c) Your postings about The Baptist General Conference of Canada's operations on externally hosted blogs, wikis, discussion forums, or social networking sites
- d) Your participation in any video related to The Baptist General Conference of Canada's operations - whether you create a video to post or link to on your blog, you contribute content for a video, or you appear in a video.



Exceptions

Certain individuals may be required to use social networking sites as a part of their role.



C10 Computer Network and Internet Access

Purpose of Policy

To set out guidelines and procedures for the use and care of The Baptist General Conference of Canada's computer network system and equipment.

Guidelines

1. Electronic communications including the Internet, email, and instant messaging, have become standard features of our business environment. These technologies have changed the face of business by vastly increasing the potential productivity of employees.
2. Electronic communications and technology is not without security risk, viruses, and exploitative possibilities. For these reasons, there are certain uses of our office computer network which are not permitted.
3. Improper use of our communications system by employees and volunteers could affect our reputation and expose The Baptist General Conference of Canada to legal liability. To minimize these risks, the use of The Baptist General Conference of Canada's computer network is subject to the following procedures.
4. **Indemnification:**

The Baptist General Conference of Canada assumes no responsibility or liability whatsoever associated with any unauthorized use of software, information, audio/video media or materials that are transferred through email, Internet or any computer network system. The employee agrees to indemnify and save The Baptist General Conference of Canada from and against all claims, demands, losses, costs, damages, actions, suits or other proceedings by whomsoever so made, brought or prosecuted in any manner based upon, occasioned by or attributable to the activities of the employee in contravention of this policy. The obligation to indemnify The Baptist General Conference of Canada pursuant to this policy shall survive the termination of the employee's employment.
5. **Violation of Policy:**

Employees or volunteers who contravene this policy will be subject to disciplinary action, including possible immediate termination of employment or volunteer service and civil and/or criminal liability.

Limitations of IT Equipment and Network Use

6. Permitted Use

The Baptist General Conference of Canada's computer network is a business tool and is to be used by employees and volunteers for activities related to the organization's mission. All such use is to be lawful and consistent with the organization's general



reputation, standards, policies and other workplace conduct rules and productivity expectations.

Incidental personal use of the computer network which is consistent with the existing organizational policies concerning the use of the organization's resources is permitted provided such use is minimal, does not interfere in any way with performance expectations and does not otherwise violate this policy.

7. Prohibited Use

The Baptist General Conference of Canada's computer network and equipment will not be used for:

- a) Any illegal, unethical or immoral purposes;
- b) Sending, storing or transmitting offensive, objectionable, abusive, pornographic, obscene, sexist, racist, harassing or provocative messages, images or other materials, including adult-oriented web sites or news groups;
- c) Any software or equipment that is not sanctioned by the IT department; including personal phones, tablets, computers, software and games;
- d) Running of a personal business;
- e) Participation in on-line games, gambling, or any non-business related chat groups, sites and software;
- f) Any use which compromises system integrity, exploit security flaws, open back doors for hackers or which could denigrate system performance;
- g) Unsecured disclosure of confidential or privileged information;
- h) Any use which might infringe copyright or other intellectual property rights;
- i) Downloading, duplicating, storing, or transmitting illicit or non-mission material from the Internet including, software, shareware, pornography, games, screen savers, copywritten photographs and digital movies;
- j) Any personal use of The Baptist General Conference of Canada's data storage facilities.

8. Monitoring

The computer network which includes all hardware, (network or stand-alone), as well as all software, data, files and email, which resides on it, is owned by The Baptist General Conference of Canada.

The Baptist General Conference of Canada reserves the right in its sole discretion and without further notice, to intercept, retrieve, access, review, archive, destroy and/or disclose to others (including law enforcement authorities and courts) all computer network data uses.

Employees should have no expectation of privacy in anything they create, store, send or receive using the organization's network.

Use of the computer network constitutes an irrevocable consent to the monitoring and disclosure of system use and data and an agreement to comply with all other aspects of

the computer network policy. Monitoring may occur continuously or intermittently and employees/volunteers will not necessarily be notified when such monitoring is occurring. In certain circumstances, The Baptist General Conference of Canada may access and disclose messages sent over its email, internet or computer system, mobile phone or other devices. These circumstances include but are not limited to:

- a) Regular maintenance of the computer network;
- b) When the organization has a business need to access the employee's mailbox (e.g., if the employee is absent);
- c) In the event of a request for documents as a part of litigation or other similar proceedings;
- d) When the Baptist General Conference of Canada has reason to believe that the computer network is being used in violation of this policy;
- e) Passwords are used for security but do not prevent management and or information system personnel from authorized monitoring and disclosure of system use and data;
- f) Email and files may be retrieved when users are absent from work.

Employees, contractors and volunteers who wish their communications to be private, including those involving personnel and other confidential matters, should not use The Baptist General Conference of Canada's computer network.

The Baptist General Conference of Canada strives for a culture of respect and transparent accountability, thus will strive to ensure all information collected through its monitoring practices will be in the above intensions and that of the organizational mission.

Security of System and Protection of Confidential Information

9. Passwords

Employees are responsible for the security of data, accounts, and systems under their control and all activity which takes place using their user ID and password. Employees should not use another person's user ID and password, nor should they give their user ID and password to another person. Additionally, it is the employee's responsibility to protect and prevent unauthorized use of their password.

10. Confidentiality Protocols

Unless expressly authorized to do so, employees are prohibited from sending, transmitting or otherwise distributing proprietary or confidential information regarding The Baptist General Conference of Canada.

11. Security of Computer Resources

Employees, contractors and volunteers are responsible for ensuring the protection of assigned IT assets and devices (e.g. laptops left overnight must be properly secured or placed in a drawer or cabinet and locked). Promptly report any theft of asset to your manager and to the IT department.



Employees accessing Baptist General Conference of Canada resources internally or externally should follow all IT department security standards and procedures.

Unless expressly authorized to do so, employees and volunteers must never interfere with corporate device management or security system software, including but not limited to: antivirus, antispyware, security profiles and removal of asset tagging.

No software or programs of any sort are to be installed on a computer without the prior approval of the IT department.

Recognizing that the network and storage capacities have finite limits, employees, and volunteers must not deliberately perform acts that waste computer resources or unfairly monopolize resources to the exclusion of others.

Employees and volunteers must ensure that a general cleanup is performed on a regular basis of all documents and emails which are no longer required or which can be stored on separate media.

The organization's computer network is the property of The Baptist General Conference of Canada. Upon termination of employment of an employee or when a volunteer is no longer offering those services, the employee/volunteer is responsible for the return of all IT equipment including but not limited to: laptops and laptop accessories, mobility devices and accessories.

Definitions

Company Computer Network: A collection of computers, servers and mobile devices connected to internal and external communications channels, as well as all software, data, and storage media that facilitates communications and application and technology services allowing users to access and share resources.



C11 Employment of Family

Purpose of Policy

To clearly define The Baptist General Conference of Canada's policy regarding the standards and procedures for any related staff working within the organization

Guidelines

1. Every attempt is made to avoid favouritism, the perception of favouritism, and/or conflicts of interest in all employment and Human Resources' programs administration decisions. Decisions about hiring, promoting, evaluating performance, applying discipline, awarding salary increases, and/or terminating employees are based on the bona-fide occupational qualifications for the position and its respective knowledge, skills, abilities and performance standards.
2. A contravention of this policy and a conflict of interest arises when The Baptist General Conference of Canada employs two related individuals (see definitions) and they are:
 - a) working within the same department, or
 - b) working in separate departments but decisions may be shared or influenced by relying on input from the other department, or
 - c) having any authority over the other, or
 - d) have the appearance that any decisions with regard to their employment, position, compensation or other working arrangements may appear to be preferential.
3. In the event that a personal relationship develops between two colleagues who had not previously been related, which may also include but is not limited to a direct reporting responsibility, then these parties are to immediately disclose the change in their relationship to their superiors.
4. Employees are required to immediately disclose to the Human Resources Department changes in their personal relationships involving a co-worker which may result in a conflict with the Employment of Family Policy.
5. If it is discovered that any staff member is not in compliance with this policy, and it is determined that there is a conflict of interest, one or both of the persons involved will be reassigned, or there is no legitimate position available to match their skills and qualifications, one or both may be legally terminated.
6. This policy prohibits the selection of family members to the Board of Directors.

Definitions

Relatives: for the purpose of this policy, a relative includes the following relationships:

- the employee's spouse or partner, by either marital status, common-law, or cohabitation



- the employee and/or the spouse's natural and/or adopted children, parents, grandparents, great-grandparents, brothers, sisters, half-brothers and half-sisters, grandchildren, great-grandchildren, aunts, uncles, nieces, nephews, first cousins, second cousins, and persons married to them.

Nepotism: for the purpose of this policy is defined as preferential treatment, or favoritism, shown to an individual for no other obvious reason than their familial relationship with key decision makers. Nepotism occurs when an offer of employment, promotion or preferential treatment on the basis of relationship, or where the relationship to another employee has the potential for creating adverse impacts, or involves a personal conflict of interest.

Implementation of Policy (Accountability)

1. The Baptist General Conference of Canada Board of Directors will ensure the timely implementation and on-going fair selection and appointment of the executive team to ensure compliance with this and any other Policy.
2. Any exceptions to this policy, other than at the executive level, must be reviewed and approved by the Executive Director.
3. The Executive Director will advise the Board of Directors with respect to any real or perceived incidents of nepotism.

D. TOTAL COMPENSATION

D1 Compensation and Administration

Purpose of Policy

To clearly define The Baptist General Conference of Canada's philosophy for compensation for staff regarding wages and total compensation remuneration. This policy will outline the standards and administrative procedures for the total rewards program at The Baptist General Conference of Canada.

Guidelines

1. It is the philosophy and commitment of the Board and the Executive team of The Baptist General Conference of Canada that all staff will receive a competitive market wage for the role that is performed and no less than a living wage in their respective community.
2. Compensation is a combination of earnings and the total rewards available to employees and The Baptist General Conference of Canada is committed to provide a total compensation package that meets the needs of the majority of our staff. The total compensation and rewards package consists of:
 - Base earnings
 - Registered Pension Plan
 - Extended health
 - Life and disability insurances
 - Employee and family assistance program
 - Training and development funding to support skills development
3. The Baptist General Conference of Canada's intention is to pay for experience, both in service at The Baptist General Conference of Canada and applicable prior work experience, as well as contributions and performance in the role.
4. It is the intention of this program to remain competitive in the marketplace and to adequately reward our staff by performing an annual wage review. Periodic adjustments to salaries may be made based on information obtained in the review process however, there is no guarantee of an annual adjustment. Approval for adjustments are obtained in the annual budgeting process and are based on economic circumstances and fiscal viability of the Conference.
5. Employees will be paid within the stipulations and requirements of the applicable provincial or federal Employment Standards codes (see *Payroll Administration Policy* for more detail).
6. The terms and conditions for an individual's pay are intended to be confidential. Employees are encouraged to keep the details of their earnings private.



Definitions

Remuneration: an amount of money paid to someone for the work that person has done.

Implementation of Policy (Accountability)

7. Based on the COLA results, a recommendation will be submitted in the annual budgeting cycle to allow for annual salary adjustments to match changes in the marketplace. When the annual budget is approved, an adjustment for each individual's base earnings will be calculated and the employee will be notified in writing.
8. Staff may be hired at less than or more than the job target, however in most cases they will be within the wage range. Exceptions will be determined by the Executive Director and studied on a case-by-case basis with considerations for the following factors:
 - a) Amount of previous experience, or experience in the role, specific to the duties and responsibilities which will be required in the position;
 - b) Other work experiences that may be transferable into applicable competencies or skills required in the position;
 - c) Applicable education that may contribute to the skillset of the individual and their ability to perform in the described job;
 - d) Internal equity within the organization for the team and against similar positions on other teams.
9. The Executive Director is accountable for the administration and enforcement of this policy.
10. Any exceptions to this policy, other than at the executive level, must be reviewed by Executive Director and approved by the Executive Team.
11. The Board will approve any exceptions at the executive level.
12. The Board makes the final approvals of all salary adjustments.



D2 Employee Benefits

Purpose of Policy

To explain the eligibility and coverage for the benefits plan of The Baptist General Conference of Canada.

Guidelines

1. The Baptist General Conference of Canada regards the wellbeing of its employees as very important and believes a high-quality benefits program equivalent or superior to what is available in the existing comparable market, enhances the total compensation package and provides income security.
2. The group benefit plan is provided by CCCC and all eligible employees are required to participate in the plan at the completion of their three month probation period. For benefit coverage as well as minimums and maximums, please see the benefit booklet provided by Office Administrator. In case of discrepancy the benefit contract is the final authority.
3. Canada Revenue Agency defines certain benefits as taxable, (i.e. Life Insurance premiums, disability benefits). As short term and long term disability are considered insurances for which the benefit is taxable.
4. **Benefits During Leave**

Employees on discretionary unpaid leaves will not be eligible to continue with benefits coverage beyond the last day of work.

Implementation of Policy (Accountability)

The Office Manager will provide application forms at the employee's hire date as part of the new hire package and the employee will return the completed forms immediately in order to avoid any late applicant fees.



D3 Defined Contribution Pension Plan

Purpose of Policy

To explain the eligibility and requirements of The Baptist General Conference of Canada's Registered Pension Plan (RPP).

Guidelines

1. All regular full-time employees that are employed for 3 months or more are eligible to enroll in the Registered Pension Plan, with services provided by CCCC. This is a locked-in, Defined Contribution Pension Plan. Depending on personal comfort and investment knowledge, Great West Life allows employees to choose the funds they wish to have in their portfolio or if not comfortable with investing, choose from a variety of preselected funds.
2. The employee is encouraged to commit a fixed percentage of their salary to the fund.
3. Employees may elect not to enroll at the date of eligibility; however, if an employee chooses not to enroll in the pension plan, a signed waiver is required for the personnel file. The employee may choose to enroll at a later date.
4. The Baptist General Conference of Canada contributes up to a maximum of 8.5%. While the employee may contribute more than the 8.5% maximum, The Baptist General Conference of Canada's employer paid portion will not exceed 8.5% and no less than 5%.
5. In case of any discrepancy, the pension contract is considered the final authority.

Implementation of Policy (Accountability)

1. Office Manager will provide application forms at the employee's hire date as part of the new hire package and the employee will return the completed forms immediately in order to avoid any late applicant fees.



D4 Personal Days

Purpose of Policy

To explain the process and provision for an employee to take paid time off other than vacation time, or time off covered under other policies. Personal time are hours that are available when an employee needs paid time away from work. The intended goal of the Personal Time Policy is to reduce unscheduled absences and allow employees to maintain a balance between their work and personal life.

Guidelines

1. The Baptist General Conference of Canada recognizes that, occasionally, situations arise in which an employee needs to take time off from work. Personal time hours are to be used to cover emergencies such as personal or family illness and doctor's appointments and, with prior supervisory approval, may also be used towards bereavement leave and personal requests.
2. At the start of employment, all eligible full-time employees accrue personal time at a rate of 1 day per pay period. Part-time employees will accrue half a day per pay period. Unless otherwise stated in employment contract.
3. Personal time balances will peak at 12 days per year for full-time employees and 6 days per year for part-time employees and no additional time will be earned until time is taken to reduce the balance.

Personal time balances may carry over into the following fiscal year.

4. Reasonable consideration is given to all personal time requests, however; employees are discouraged from taking personal time during national events such as AGM, board meetings, etc. Prior to using personal time hours, employees must obtain approval from their manager providing as much notice as possible.
5. No employee is allowed to carry a negative personal time balance; therefore, an employee will not be able to take personal time prior to accruing it. Time taken off in excess of the employees' personal time bank will be unpaid.
6. Eligibility to accrue personal time is contingent on the employee working the entire monthly pay period or utilizing personal time within the pay period. Each pay period, accrued personal time hours are added and personal time hours used are subtracted from a personal time bank and stated on the employee time sheet. Personal time is not accrued when an employee is on an unpaid leave of absence, short term disability leave, long term disability leave, or workers' compensation leave.
7. Employees who give notice of employment termination may not use personal time hours in the notice period. Upon separation from employment an employee would not receive payment for any hours from the personal time bank.



8. There is no cash value to the accrued personal time, therefore in the event employment is terminated, either voluntarily or involuntarily, any remaining personal time is forfeited.

Permissible Exceptions

Time off for which separate policies exist such as paid vacation, required jury duty, family leave, etc. is not considered part of the Personal Time Policy.

Implementation of Policy (Accountability)

1. In all instances personal time is subject to supervisory approval. The employee must enter their personal time on the timesheet and it is the responsibility of the supervisor to approve the personal time.
2. If an employee uses personal time and it is not entered into the timesheet the hours will be deducted from the next full pay period after the discrepancy has been documented. An employee who consistently fails to use the above policy appropriately could be in jeopardy of losing their privileges.



D5 Sick Leave

Purpose of Policy

To explain the process and provision for an employee to take paid time off other than vacation time, or time off covered under other policies. Sick leave is designed to complement the short term and long term disability plans, provided through The Baptist General Conference of Canada benefit plan.

Guidelines

1. The Baptist General Conference of Canada recognizes that occasionally, situations arise beyond an employee's control, where time off from work is needed. Sick leave hours are primarily to be used to cover unexpected illnesses. Sick leave is included in Personal Days.

Permissible Exceptions

Time off for which separate policies exist such as paid vacation, bereavement leave, required jury duty, family leave, etc. is not considered to fall under Sick Leave.

Implementation of Policy (Accountability)

1. In all instances, approval is required for paid sick leave time to be used.
2. Sick leave time may be used in minimum half day increments. The employee must enter their sick leave hours in the timesheet spreadsheet to be approved by the office manager and it is the responsibility of the supervisor to approve sick leave hours..
3. If an employee uses sick leave hours and it is not entered into the electronic payroll system the hours will be adjusted on the next full pay period after the discrepancy has been documented. An employee who consistently fails to use the timesheet to log sick leave hours could be in jeopardy of losing their privileges.
 - a) Employees who miss more than three (3) unscheduled personal days are required to provide a doctor's note on the fourth day absent and a release allowing them to return to work.
 - b) Employees having excessive unscheduled absences more than six (6) within any twelve (12) month period may be asked to provide medical evidence to support any absences due to illness. Any absences determined to be culpable will be subject to progressive disciplinary action.
 - c) Employees with unscheduled absences of three (3) days or more without notice to their supervisor will be considered to have voluntarily quit their job.



4. As a courtesy to co-workers and fellow team members, the Office Manager has the right to send any employee home immediately if they come to work sick and their illness is considered contagious or if they are unfit to perform their work.

D6 Leaves of Absence

Purpose of Policy

To outline the provisions and approvals required for applying for various leaves of absence at The Baptist General Conference of Canada.

The Baptist General Conference of Canada recognizes that during the course of employment, there will be life events where time off will be needed for family and other reasons. The following outlines policies that employees will be entitled to, subject to certain restrictions.

Guidelines

1. Maternity/Adoption/Parental /Reservist Leave:

The Baptist General Conference of Canada will grant unpaid pregnancy, adoption and reservist leave in accordance with the applicable provincial or federal Employment Standards Codes.

No employee shall be laid off, terminated or otherwise adversely affected in their employment because of pregnancy.

Regular employees who have completed 90 days of service will be eligible for provisions of the parental policy.

Reservist leave will be eligible at 26 weeks of continuous employment.

2. Maternity Leave

Maternity leave without pay will be granted in accordance with the Employment Standards Code and any amendments thereto.

The Baptist General Conference of Canada shall grant the employee maternity leave for a period of 15 weeks. Parental leave of 37 weeks can be added for a total period of 52 weeks.

The employee must notify The Baptist General Conference of Canada of her intention to proceed on maternity leave, in writing, at least six (6) weeks prior to the commencement of the maternity leave. The period of notice may be less than six (6) weeks in cases of emergency.

The splitting of the maternity leave before and after the birth shall be at the employee's discretion except when the duties of her position cannot reasonably be performed by the employee due to pregnancy. In this case the company may request the employee to start her leave forthwith.



The employee who is returning to work shall inform her supervisor at least four (4) weeks in advance of her intention to return to work.

With respect to maternity, adoptive or parental leave the employee may take unused earned vacation credits immediately before or after the leave period. Employees can consult with Office Manager as to the number of earned days available.

Any accrued vacation time will be paid out prior to maternity leave, unless Payroll is notified otherwise.

3. Adoption Leave

Employees who are adopting an infant or child are entitled to the same provisions of parental leave subject to legal proof of Guardianship/Adoption of the child.

4. Parental Leave

The Baptist General Conference of Canada will provide 37 weeks of unpaid parental leave to the mother or father of the child in order to provide child care. This should be taken at the conclusion of maternity leave or at the beginning of adoption leave, but it must be completed within 52 weeks of the date of the birth of the child, or an adopted child is placed with the parent. Employment Insurance benefits are available for this period and employees should consult the Service Canada website for application procedures.

5. Compassionate Care Leave

In the event of a grave illness with a significant risk of death to an immediate member of the family, the Company will provide eight weeks of unpaid Compassionate Care Leave to provide emotional or physical care and support to the member of the family or to provide the time to arrange for a care provider.

Employees are entitled and encouraged to apply for EI Compassionate Care leave support provided they meet EI's criteria. Employees can consult the Service Canada website for application process.

The employee will seek permission from their supervisor for this leave and may, upon request, provide a medical certificate for the situation.

6. Bereavement Leave

Upon the passing of a member of the immediate family, up to 3 days of bereavement leave with pay shall be granted to permanent full-time employees. For employees working abroad, up to 2 weeks of bereavement will be paid (with supervisor's approval).

Family members include spouses, parents, children, brothers, sisters, step parents and step siblings, mother-in-law, father-in-law, grandparents, grandchildren and any relative who is residing with the employee.

Bereavement leave with pay for one day may be granted to employees to attend funerals of non-relatives.

If further leave is required then the supervisor can grant a further week without pay or allow the employee to use earned vacation or flex time.

7. Reservist Leave

Any employee called up to active duty in the Canadian Armed Forces will have their position protected during the term of their leave, whatever the length of the assignment.

Up to 20 days per year for annual reservist training will be allowed.

The employee is requested to provide The Baptist General Conference of Canada two weeks' notice of a reservist leave except in the event of an emergency call-up.

8. Discretionary Unpaid Leaves of Absence

Employees may request unpaid leaves of absence in writing to the employee's manager eight weeks in advance of the time requested; the request will outline the reason for the leave.

Leaves must be approved by the responsible director of the department and the corresponding executive before they can be taken. Requests will be considered but approval is not guaranteed.

Any accrued vacation must be taken prior to the commencement of any discretionary leave.

Leaves of absence with a duration of longer than 30 days may have an impact on other benefits programs.

9. Jury Duty

Employees who are called to Jury Duty or as a witness are allowed leave without pay.

10. Political Office

Employees who wish to run for political office may apply for a discretionary unpaid leave of absence. If any benefit coverage is to be maintained the employee will pay for premiums prior to going on leave. Leave will begin at the formal start of an election and conclude a week after the election date. If more time is required that will be decided by the senior executive of the group

11. Vacation accrual balances will be paid out on the last pay period at the commencement of the leave, with the exception of Discretionary, unpaid leave.

12. Procedure to Apply for Leave

Request for any such leave as listed above will begin with a written request stating the type of leave, the effective date and the anticipated date of return.

Approval of requests will be provided in writing at the earliest opportunity but no later than 5 business days.

Definitions

Confinement: concluding state of pregnancy.

Reservist: any employee who is active reservist in the Canadian Armed Forces.

Implementation of Policy (Accountability)

1. This policy will be administered by the operational departments. They are responsible for providing leave documentation and notice to Financial Administrator and Executive Director.



D7 Vacation Leave and Vacation Pay

Purpose of Policy

To outline the process and approvals required for applying for vacation leave at The Baptist General Conference of Canada.

Guidelines

1. The Baptist General Conference of Canada regards vacation time as an important part of your total compensation package. We see employee work life balance as a fundamental part of maintaining a healthy and productive workforce and encourage all employees to take advantage of their full annual vacation entitlement each year.

2. Vacation Entitlement

The following table sets out the annual hours of paid vacation time earned after completing specific years of service with The Baptist General Conference of Canada. The employee's anniversary date is used to calculate length of service. For example, an employee who commences employment on August 1, 2008 with 120 hours of annual vacation will be entitled to 160 hours annual vacation as of August 1, 2013. Annual vacation entitlement is pro-rated to partial years of service.

An example, based on full-time employment is:

Length of Service	Annual vacation entitlement
1 – 4 Years	2 weeks
5+ years	3 weeks

Employees are encouraged to use their annual entitlement within the year it is earned.

3. Vacation requests are required to be submitted to the Supervisor in advance of the day on which the vacation would fall.

4. Approval of Vacation Requests

The Baptist General Conference of Canada will endeavor to facilitate an employee's request for vacation leave. Approval is required and it is at their discretion that time off requests are approved. Vacation requests are considered in the order in which they were received.

5. Prospective Operational Restrictions

Vacation requests are discouraged during National events such as AGM, board meetings, etc and the Conference will occasionally restrict staff from taking time away in order to deliver on the operational demands. These restrictions will also apply to other voluntary time off.



Definitions

Pro-rated: To divide, distribute or calculate vacation proportionately based on the percentage of the year an employee works or the number of hours worked.

Implementation of Policy (Accountability)

Employee Responsibility:

Employees must enter all vacation requests on *Appendix E: Vacation Request Form* prior to the vacation time being taken and with a minimum advance notice of two weeks', notify their manager in person followed by a *Appendix E: Vacation Request Form* .



D8 Statutory Holidays

Purpose of Policy

To designate statutory holidays and determine the process for administration of statutory holidays at The Baptist General Conference of Canada.

Guidelines

1. Statutory holidays are set and observed based on the applicable provincial Employment Standards Code.
2. The Baptist General Conference of Canada recognizes the following **12 Canadian holidays** per year:
 - a) New Years Day
 - b) Family Day (Provincial)
 - c) Good Friday
 - d) Easter Monday
 - e) Victoria Day
 - f) Canada Day
 - g) Heritage Day
 - h) Labour Day
 - i) Thanksgiving Day
 - j) Remembrance Day
 - k) Christmas Day
 - l) Boxing Day
3. **Observance and recognition**

Salaried employees are given one paid day off in lieu of each Canadian holiday. If the holiday falls on a scheduled day off, employees receive another day off in lieu. Employees required to work on a holiday will be compensated with time off on another mutually convenient date subject to operational requirements.
4. All salaried employees are required to enter the appropriate time off on timesheet to reflect when they have taken the statutory day off or another day in lieu.

Statutory Holiday hours cannot be accrued and time will be paid out after the payroll audit confirms that time in lieu was not taken.
5. Management is required to schedule employees accordingly to ensure compliance with this policy. Management is required to ensure employees are accurately entering their time off requests.
6. Hourly employees are paid for the statutory holiday according to the applicable provincial Employment Standards Code.



7. The office closes for a week for Christmas break. Any days not covered by statutory holidays will be either vacation days, time in lieu, or time off without pay.

Eligibility

All employees, who have worked for The Baptist General Conference of Canada, for 30 days in the 12-month period prior to the statutory holiday, are eligible under this policy.

An employee is not eligible for holiday pay if the employee:

- does not work on a general holiday when required or scheduled to do so, or
- is absent without consent from the employer, on their last regular working day preceding, or first regular working day following, the general holiday

Implementation of Policy (Accountability)

1. Supervisor will advise employees of the statutory holiday dates at or before the beginning of each calendar year.
2. Payroll will perform a regular audit of the statutory holidays worked but time not taken in lieu and send a report to department leaders to confirm the accuracy of employee's record. Payroll will pay out any time owed in the following pay period.



E. APPENDICES

APPENDIX A: Policy Manual Sign Off

I have read, understand and agree to abide by the policies, guidelines and expectations in The Baptist General Conference of Canada's Policy Manual.

Employee Signature

Date

Employee Name (Print)

*Please return form to your manager within 1 week of hire.



APPENDIX B: Grace Filled Conflict Resolution

I accept responsibility for establishing and maintaining healthy interpersonal relationships with every member of The Baptist General Conference of Canada.

I talk to others promptly if I am having a problem with them.

The only time I discuss problems with another person is when I need advice or help in deciding how to communicate appropriately.

I take every possible opportunity to affirm others in the performance of their work and I ask others to do the same for every other member of The Baptist General Conference of Canada.

I establish and maintain relationships with other members of The Baptist General Conference of Canada. My relationship with each one is equally respectful, regardless of job titles.

I do not complain about another team member, and ask them not to as well. If I hear others doing so, I ask them to talk to that person.

I accept others as they are today, forgiving the past problems, and ask others to do the same with me.

I am committed to finding solutions to problems rather than complaining about them or blaming someone for them, and ask others to do the same.

I remember that no one is perfect, and that human errors are opportunities, not for shame or guilt, but for forgiveness and growth.



APPENDIX C: Vacation Request Form

The Baptist General Conference of Canada recognizes that employees may require days off work.

Name:		Today's Date:	
Dates of Absence:	TO:	FROM:	
Type of Absence:	<input type="checkbox"/> Personal <input type="checkbox"/> Vacation <input type="checkbox"/> Bereavement <input type="checkbox"/> Without Pay <input type="checkbox"/> Other		
Reason for Absence:			

Vacation requests must be submitted no later than 2 weeks prior to the first day of taking vacation. More advance notice is preferred.

Authorization: <input type="checkbox"/> Approved <input type="checkbox"/> Rejected			
Employee Signature:		Date:	
Supervisor Approval:		Date:	



APPENDIX D: Training and Development Application

Please complete this form and submit with supporting documentation to your supervisor or manager. Executive Director approval is required.

To Be Completed by Employee			
Employee Name:		Date of Request:	
Employee Position:			
Course Title:			
Course Description: & Relevance to Position:			
Course Date:		Course Location:	
Fees:	Registration Fee:		
	Tuition or Course Costs:		
	Mileage (@ \$0.54/km) or travel costs:		
	Accommodations:		
	Parking & miscellaneous fees:		
	TOTAL:		



APPENDIX E: Training Continued Service Agreement

This is an agreement between The Baptist General Conference of Canada and an employee whereby The Baptist General Conference of Canada has agreed to fund the costs associated to training and development for the employee.

Employee Name:		Date:	
Employee Position:			
Training Title:			
Training Fees:	Registration Fee:		
	Tuition or Course Costs:		
	Mileage (@ \$0.54/km) or travel costs:		
	Accommodations:		
	Parking & miscellaneous fees:		
	TOTAL:		

Please read and sign your agreement below:

1. In consideration of The Baptist General Conference of Canada meeting the costs of the above training which are set above under Training Fees, the employee undertakes to reimburse to The Baptist General Conference of Canada the costs if:
 - (i) he/she voluntarily withdraws from or terminates the course early without The Baptist General Conference of Canada’s prior written consent;
 - (ii) he/she is dismissed or otherwise compulsorily discharged from the course, unless the dismissal or discharge arises out of the discontinuance generally of the course;
 - (iii) he/she resigns from employment with The Baptist General Conference of Canada either prior to completion of the course or **within twelve months** after the end of the course, except that in the latter, the amount which would otherwise be due to The Baptist General Conference of Canada shall be reduced by **1/24th** part for each complete pay period after the end of the course during which the employee remains employed by The Baptist General Conference of Canada.



2. To the extent permitted by law, the employee agrees that The Baptist General Conference of Canada may deduct a sum equal to the whole or part of the costs from his/her wages (as defined in Section 12, 2 (c) of the Alberta Employment Standards Code 2000) or from any other allowances, expenses or other payments due to the employee.
3. The amount due to The Baptist General Conference of Canada under the terms of this Agreement is a genuine attempt by The Baptist General Conference of Canada to assess its loss as a result of the termination of the employee's employment and takes into account the derived benefit to The Baptist General Conference of Canada. This Agreement is not intended to act as a penalty on the employee upon termination of his/her agreement.

Employee Signature

Manager Signature

This Agreement must be signed by both parties prior to the commencement of the Course.



APPENDIX F: Offer Letter Sample

Date: [Insert Date]

Dear [Insert Name],

We are pleased that you have accepted the position of [Position] at The Baptist General Conference of Canada (“the Employer”), and the following documentation should provide the details and expectations of the position. We would ask that you initial each page, and sign the last page as acceptance of the terms of employment. Should you have issues with any of the terms of employment, we would ask that you address them at your earliest convenience.

Remuneration:

You will be paid a salary of \$XX per hour (\$XX,XXX.00 per year) you will be paid once a month. The direct deposit should go into your account five business days before the end of the month.

Each pay will include 4% vacation pay. Deductions for EI, CPP, and income tax will be subtracted from each pay, and submitted to the Receiver General of Canada.

In addition to your base salary you are entitled to the following after three months of employment:

1. Health benefits through Canadian Benefits.
2. The BGCC pension plan through Great West Life

You are entitled to two weeks (10 days) of vacation annually. This may be taken within the first year, but not fully exhausted within the first six months of employment. Additional unpaid vacation may be requested, and will be awarded at the sole discretion of the Office Manager, based upon the needs of the ministry. All vacation time must be requested well in advance (minimum 14 days), and must be submitted as a written request to the Office Manager. Phone calls and text messages are not legitimate modes of communication when asking for vacation time.

You will receive one personal/sick day a month accumulated to a maximum of 12 days. These days are to be used when you are sick, doctor’s appointments when the appointment cannot be made during off hours, family emergencies, and bereavement leave. These days cannot be used as vacation days and must be approved by the Office Manager.



Responsibilities:

Your start date will be considered [Insert Date].

The dated job description of [Position] is attached. The job description is not expected to be exhaustive, and as such you may be required to do additional work activities from time to time. The Baptist General Conference of Canada reserves the right to change your responsibilities with respect to the growing and changing needs of the office from time to time at their sole discretion.

As stewards of the resources that the Lord has given us, the board request transparent accountability with respect to your time. You are expected to submit a time sheet on the 15th of each month with the hours worked. You are expected to manage your time in such a way that daily activities are met; however, the Office Manager may from time to time coach you to use your time more appropriately to meet the needs of the office. It is expected that your workload may fluctuate in different seasons, and as such you are expected to bank and use up lieu hours as appropriate to fulfill your job responsibilities. All overtime hours need to be approved by the Office Manager. You are asked to have no more than 20 hours banked. Approval of using banked hours needs to be made by the Office Manager.

You will report to the Office Manager in the position of [Position Name], and will be reviewed after three months for performance after which will be reviewed at a minimum annually. Your performance review will form the basis of salary reviews which will be conducted annually by the Executive Director and Office Manager of the Baptist General Conference of Canada. Remuneration increases are at the sole discretion of the board, and salary reviews do not conform to precedent, and may vary from employee to employee based upon performance.

Termination of employment:

While it is difficult to consider termination at the commencement of a new and hopefully rewarding employment relationship, we believe it is important that you understand and agree to our termination policy.

Termination without Cause

You agree that The Baptist General Conference of Canada may terminate your employment in its sole discretion without cause within the first 90 days (the “Probation Period”), by providing you 1 week notice. Upon completion of the Probation Period you agree that the Employer may terminate your employment at its sole discretion without cause, by providing at least 2 weeks (10 working days) notice. You will be entitled to unpaid salary in the event this happens.



The decision to provide notice of termination or pay in lieu of such notice, in a lump sum or by way of salary continuation or any combination thereof shall be at the sole discretion of the Employer. Where paid, pay in lieu of notice of termination will be subject to all required tax withholdings and statutory and other deductions as required by law.

Termination with Cause

You may be terminated for “cause” at any time, without notice or pay in lieu of such notice. You will be entitled to unpaid salary. “Cause” for this purpose includes, but is not limited to such things as unsatisfactory performance, dishonesty, insubordination, serious misconduct, the unauthorized disclosure of the employer’s confidential information or any other thing that would constitute cause at law. The Employer’s omission, or election not to rely on this provision in any given instance or instances shall not constitute a precedent or be deemed a waiver or condonation.

Voluntary Resignation

You may voluntarily terminate your employment with the Employer at any time by providing at least 4 weeks written notice to the Employer. In such event you shall be entitled to any unpaid salary.

Finally, in the event of your death, your employment will terminate on the date of your death and your estate shall be entitled to any unpaid wages that have accrued to the date of death.

Confidentiality

In consideration of your employment by the Employer, you agree not to divulge any information that you receive during your employment, including the financial or other affairs of the Employer, the confidential details of any member or adherents, and you agree to abide by our policies.

You agree to hold all such information in strict confidence during both the term of your employment (except as may be necessary in the proper discharge of your employment under this Agreement), and after the date of termination of your employment (whether such termination is occasioned to by you, by the Employer with or without cause, or by mutual agreement), except with the written permission of the Employer.

Acknowledgement and Remedies

You understand your duties and obligations as set forth in your job description and agree that such duties and obligations would not unduly restrict or curtail your legitimate efforts to earn a livelihood following any termination of your employment with the Employer (whether such termination is occasioned by you, the Employer with or without cause, or by mutual agreement).



You further acknowledge that irreparable damage would result to the Employer if the provisions of Confidentiality not specifically enforced, and agree that the Employer shall be entitled to any appropriate legal, equitable or other remedy, including injunctive relief, in respect of any failure or continuing failure to comply with the provisions of these clauses.

Miscellaneous

If you are prepared to accept employment with the Employer in accordance with the terms and conditions outlined above, please sign this letter and return it to the Office Manager.

We look forward to having you join our community in a mutually rewarding ministry relationship.

In His Service,

Executive Director

Employee's Agreement

I have read, understood and agree with all of the foregoing. I have had a reasonable opportunity to consider this letter. I agree to my employment with The Baptist General Conference of Canada on the foregoing terms and conditions including those related to the termination of my employment.

I understand and agree that this letter constitutes the entire agreement between The Baptist General Conference of Canada and myself with respect to my employment.

Dated this _____ day of _____, 20XX.



APPENDIX G: Job Description Sample

Communications Director

(Previously Known as: Information/Pastoral Relations & Events Coordinator)

This Position is responsible for:

- General office administration
- Maintaining the database
- Administration of pension & insurance
- Social media resources
- Events coordinator
- Assist the Executive Director as requested

Responsibilities/Duties

1. Greeting people who enter the office
2. Answer phones, write and respond to emails in a timely manner
3. Look after the pension and insurance
 - Enrolments/terminations/changes
 - Questions/issues
4. Oversee credentialing process for pastors
5. Gather and process church statistics
6. Maintain the database for pastors and churches
7. Maintain the archive files
8. Coordinate the board meetings (3 per year), school of orientation, 20/20 summit (biennial) and the annual celebration (AGM) meeting
 - Communicate with board members to arrange travel
 - Book hotel accommodations
 - Look after coffee breaks and meals
 - Create welcome packages/report books and name tags
9. Maintain the social media resources
 - Website maintenance
 - Facebook
 - Twitter
 - Instagram
 - 360 weekly prayer list
 - Vertical Response (Monthly News Letter)
 - IT Support
 - Media in co-ordination with the Executive Director

Time Commitments:

1. Tuesday to Friday, 8:00 AM – 4:00 PM (32 hours a week)
2. Travel to board/AGM meetings and the biennial 20/20 summit as required



Qualifications:

1. High School Diploma (Post-secondary education would be an asset)
2. Excellent communication (verbal and written), interpersonal, organizational and time management skills
3. Strong computer skills (Microsoft – Word, Excel, Publisher, Access and Adobe)
4. Ability to work independently and as part of a team/Be self-motivated
5. Ability to exercise confidentiality
6. 2 + years' experience working in an administration role

E. REVISION HISTORY

Policies Affected by Change	Date of Change	Authorizing Signature

