

Human Resources Policy

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Human Resources Policy

Strategic Orientation and Commitments

The Bow Valley Adult Learning Centre is part of the Alberta-wide Community Adult Learning Program network focused on offering the foundational skills adults require to fully engage in their communities.

Vision

We are recognized as an inclusive adult learning centre that connects our community through inspiration for life-long learning.

Mission

We provide access to the skills, knowledge and opportunity that empower adults to fully participate in their communities.

Values

Inclusive

We strive to remove all barriers to learning and are guided by our diverse community of learners.

Welcoming

We believe that everyone is worthy of respect and should have access to the knowledge and skills that best serve them.

Empowering

We empower our learners and community, creating a solid base for full participation in a shared future.

Learner-Focused

We are committed to providing our adult learning community with flexible education options that facilitate individual success for each learner.

Employer Equity Statement

At the Bow Valley Adult Learning Centre, we believe that diversity, equity, and inclusion are essential values that drive our success and enable us to better serve our learners, partners, and communities. We are dedicated to fostering a workplace culture where everyone feels valued, respected, and empowered to reach their full potential, and we will continue to strive for excellence in diversity, equity, and inclusion in all aspects of our organization.

Our Commitment to Equity

Equal Opportunity Employment: We are committed to providing equal employment opportunities to all individuals regardless of race, color, ethnicity, nationality, religion, gender, gender identity or expression, sexual orientation, age, disability, marital status, veteran status, or any other characteristic protected by law. We believe that diversity is the key to our success, and we actively seek to recruit, retain, and promote a diverse workforce.

Inclusive Workplace Culture: We strive to create an inclusive workplace culture where every employee feels welcomed, valued, and respected. We encourage open dialogue, collaboration, and mutual respect among colleagues and foster an environment where differences are celebrated and embraced. We are committed to providing training and resources to promote awareness, understanding, and appreciation of diversity and inclusion throughout the organization.

Equitable Policies and Practices: We are dedicated to implementing equitable policies and practices that promote fairness, transparency, and accountability in all aspects of employment, including recruitment, hiring, promotion, compensation, benefits, and professional development. We continuously review and assess our policies and practices to identify and address any barriers to equity and inclusion and ensure that they reflect our commitment to diversity and fairness.

Support for Underrepresented Groups: We are committed to supporting underrepresented groups within our workforce and community, including women, minorities, 2SLGBTQIA+ individuals, individuals with disabilities, veterans, and other marginalized populations. We recognize the unique challenges and barriers that these groups may face and are committed to implementing targeted initiatives and programs to promote their inclusion, advancement, and success within our organization.

Vacation Pay

Our vacation policy is designed to ensure that every employee has the opportunity to enjoy well-deserved time off while maintaining a healthy work-life integration. Prior to taking time off from work, please submit a Leave Request Form to the Executive Director for approval. We value collaboration and effective planning, even when it comes to taking time off.

Vacation entitlements are based on years of employment, calculated from the hire date and are as follows:

- 1-5 years of service receive 4%, calculated each pay period.
- 6-10 years of service receive 6%, calculated each pay period.
- 11+ years of service receive 8%, calculated each pay period.

Recognizing that all employees are part-time, a minimum of 170 hours worked each year of employment will be considered fulfilling the requirement of years of service. All employees, except for the Executive Director, are paid out vacation pay on each pay period.

Only the Executive Director will continue to receive a regular salary while on vacation for all approved hours taken. We believe that recognizing the value of your time off is essential in fostering a culture of appreciation and support. Your well-being is paramount to us, and we encourage you to take full advantage of your vacation entitlement to recharge and rejuvenate. Whether you choose to explore the natural wonders of Alberta or simply relax at home, we support your decision to prioritize self-care and personal enrichment.

Leave

Employees may request in writing term(s) off from instructing and obtain an approved leave from the Centre. Employees who have been with the BVALC for over 90 days can request a job protected leave as per Alberta Employment Standards. Employees may also request personal leave throughout the year.

Holidays

The Bow Valley Adult Learning Centre recognizes the following statutory holidays and will be closed on those days:

- Family Day
- Good Friday
- Victoria Day
- Canada Day
- Labour Day
- National Day for Truth and Reconciliation
- Thanksgiving Day
- Remembrance Day
- Christmas Day
- New Year's Day

Bow Valley Adult Learning Centre is closed for a two week period over Christmas and New Year's. Statutory holiday pay is paid accordingly.

Part-time employees (less than 30 hours/week) and casual employees will be paid statutory hours on the basis of having worked five of the previous nine weekdays on which the statutory holiday occurs. Currently, Bow Valley Adult Learning Centre is closed on Fridays. In lieu of Good Friday, employees are invited to choose a day of significance that they would like to take as a statutory holiday. This day must be provided to the Executive Director in writing by August 1st each year for the current fiscal year, or within 30 days of employment beginning.

Wages

Compensation and wages are reviewed annually and decisions are based on the approved amount of grant monies received from Alberta Advanced Education.

Each pay-period is the 1st of the month to the last day of the month. All employees are paid monthly, by direct deposit. Payment is typically on the 6th of the following month. Please ensure that you provide up to date bank information to the Executive Director, and reach out with any questions or concerns. The Bow Valley Adult Learning Centre partners with ADP payroll services.

Following is the approved pay grid for English Language Instructors:

Wage Categories in grid:

A. Employees hired as instructors based on a combination of experience and professional development provided by Rural Routes or other Comprehensive Colleges.

B. Employees hired as instructors based on TESL/TESOL training but not certified (no undergrad degree)

C. Employees hired as instructors based on TESL/TESOL Certification or undergrad or graduate degree with a major in the subject matter being instructed.

Category A	\$25.00 - \$29.00 per hour
Category B	\$29.00 - \$31.00 per hour
Category C	\$31.00 - \$35.00 per hour
All categories rate for mandatory meetings and professional development approved by the Executive Director	\$21.00 per hour

Administration Wage Categories:

Marketing and Administrative Coordinator: \$21.00 - \$24.00 per hour based on experience and length of service

Program Coordinator: \$27.00 - \$29.00 per hour based on experience and length of service

Executive Director: The Executive Director wage is determined by the Board of Directors

Where students pay \$50 per hour for more advanced learning outside of the CALP mandate but within the mission and vision of BVALC, a qualified instructor will be paid at \$40 per hour. The rate must be based at minimum on cost recovery.

Health and Wellness Account

At the BVALC, we are committed to promoting the health and well-being of our employees. Our Health and Wellness Program aims to support you in maintaining a healthy lifestyle both at work and in your personal life. We believe that a healthy workforce contributes to a positive work environment and enhances overall job satisfaction.

Coverage will commence after the standard 90 day probationary period. Credits will be pro-rated to the first full month they are covered on the plan to the end of the fiscal year. Pro-rated credits work out to be \$83.33 per month. Eligible employees will have an allocation window leading into each fiscal year where credits can be allocated between account types.

The administration team receives \$1,000.00 each fiscal year (July 1-June 30) as part of their remuneration. This account will be administered by the National Healthclaim Corporation. All claims will be forwarded to National Healthclaim Corporation for approval and reimbursement. Wellness account claims are a taxable benefit, and will be added to a proceeding pay for proper taxation. Staff with wellness claims will also see that benefit value on their T4. Health account claims are typically not a taxable benefit and therefore do not carry tax implications. The Executive Director is the onsite administrator to ensure accounts are set up.

Performance Reviews

The Bow Valley Adult Learning Centre holds annual performance reviews as well as developmental focused reviews in the first year. The Board is responsible for conducting an annual review of the Executive Director.

The Executive Director is responsible for performance reviews of employees. The Executive Director will monitor one full class during the first term of a new instructor's employment; and will monitor one class per year following. Instructors will be provided feedback following this observance as well as all feedback received from class surveys, which the Executive Director or other administrative staff conduct each term.

The Administrative team will have performance/development reviews at three milestones: three, six and twelve months during the first year of employment and annually thereafter.

Criminal Record Check

The Bow Valley Adult Learning Centre is committed to providing a safe and secure work environment for all employees, learners, and stakeholders. The legal and operational requirements of being a CALP provider states that the fund recipient must *“ensure that a valid police information check, criminal record check, vulnerable sector check, or other such security screening protocol will be completed for any individuals who work with, or have the potential to have unsupervised access to, vulnerable persons at any time during the grant term.”*

This policy outlines the procedures and guidelines for conducting criminal record checks as part of our employment screening process. This policy applies to all prospective employees, and volunteers who may be required to undergo a criminal record check as a condition of employment or engagement with Bow Valley Adult Learning Centre. .

Requirement for Criminal Record Checks: Given our important work within the vulnerable sector volunteers and employees are required to provide a criminal record check (CRC) prior to employment and every three years thereafter. It is the employee’s responsibility to ensure that the Executive Director receives the criminal record check as required. The initial CRC is required prior to the first day of employment. Employees will be reimbursed for subsequent criminal record checks after the first check as this is a condition of employment. Criminal record checks for volunteers carry no fee and are not eligible for reimbursement. The BVALC will provide all volunteers a letter to support the free of charge criminal record check to be completed through the local RCMP office.

Handling of Confidential Information: All information obtained through a criminal record check will be treated as confidential and will only be accessed by authorized personnel involved in the hiring or screening process. Access to this information will be limited to the Executive Director and active members of the Board who have a legitimate need to know.

Fairness and Non-Discrimination: The Centre is committed to ensuring that the use of criminal record checks is conducted in a fair and non-discriminatory manner. Criminal record checks will only be used to assess an individual's suitability for employment or engagement based on legitimate job-related criteria.

Anti-Harassment

The BVALC is committed to providing a work and learning environment free from harassment. This policy outlines our commitment to maintaining a work and learning space where all individuals are treated with dignity and respect and where harassment in any form is not tolerated. This policy applies to all employees, volunteers, contractors, students, and anyone else affiliated with BVALC, regardless of their position or level within the organization.

Harassment is defined as any unwelcome conduct, whether verbal, physical, or visual, that creates an intimidating, hostile, or offensive environment. This includes, but is not limited to, the following:

- Verbal harassment such as derogatory remarks, slurs, or jokes.
- Physical harassment such as unwanted physical contact or gestures.
- Visual harassment such as displaying offensive images or materials.

The following behaviors are strictly prohibited and will not be tolerated:

- Sexual harassment, including unwelcome sexual advances, requests for sexual favors, or other verbal, non-verbal, or physical conduct of a sexual nature.
- Discriminatory harassment based on race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, or any other protected characteristic.
- Bullying or intimidating behavior intended to demean, belittle, or humiliate others.

Employees, volunteers, students, or anyone else who experiences or witnesses harassment in the workplace or learning environment should report it immediately to the Executive Director. Reports can be made verbally or in writing, and individuals can choose to report anonymously if they wish. All reports will be taken seriously and investigated promptly and confidentially.

Any individual found to have violated this policy will be subject to disciplinary action, up to and including termination of employment or dismissal from the organization. The BVALC will not tolerate retaliation against anyone who reports harassment in good faith.

The BVALC is committed to creating and maintaining a workplace and learning environment where everyone feels safe, respected, and valued. By adhering to this anti-harassment

policy, we can ensure that our organization remains a place where individuals can thrive and reach their full potential.

Workplace Violence

The BVALC is committed to providing a safe and secure workplace for all employees, volunteers, learners, contractors, and visitors. This policy outlines our zero-tolerance approach to workplace violence and our commitment to preventing and addressing incidents of violence or threats of violence.

Workplace violence includes any act or threat of physical violence, intimidation, harassment, or other threatening behavior that occurs at the workplace or while conducting organization-related activities. This encompasses, but is not limited to, the following:

- Physical violence such as hitting, kicking, pushing, or assaulting others.
- Verbal threats or intimidation.
- Intentional destruction of property.
- Possession of weapons or any other objects used to intimidate or harm others.

The following behaviors are strictly prohibited and will not be tolerated:

- Engaging in or threatening violence against any individual associated with the organization.
- Possessing, brandishing, or using weapons or other dangerous objects on organizational premises or during organizational activities.
- Engaging in behaviors that create a hostile or threatening environment for others.

Any individual who experiences or witnesses workplace violence or threats of violence should report it immediately to the Executive Director. Reports can be made verbally or in writing, and individuals can choose to report anonymously if they wish. All reports will be taken seriously and investigated promptly and confidentially.

Upon receiving a report of workplace violence or threats of violence, the BVALC will take immediate action to address the situation. This may include involving law enforcement, conducting an internal investigation, implementing safety measures, and providing support to affected individuals. Any individual found to have engaged in workplace violence or threats of violence will be subject to disciplinary action, up to and including termination of employment or dismissal from the organization.

If, at any time an employee deems that the Executive Director has acted in violation of the anti-harassment or workplace violence clauses of this policy, it must be reported to the Chair of the Board of Bow Valley Adult Learning Centre by email chair@bowvalleylearning.ca and an investigation will start immediately.

Technology and Internet Use

The BVALC provides access to technology resources, including computers, internet access, and software, to support the organization's mission and activities. This policy outlines guidelines for the appropriate and responsible use of technology resources by employees, volunteers, learners, contractors, and other individuals affiliated with the organization. This policy applies to all individuals who have access to BVALC's technology resources, regardless of their position or level within the organization.

Technology resources provided by BVALC are intended for work and learning related purposes and activities that support the organization's mission. Users must comply with all applicable laws and regulations, including copyright laws, when using technology resources. Personal use of technology resources is permitted within reasonable limits, provided it does not interfere with work responsibilities or violate any policies.

The following activities are strictly prohibited and may result in disciplinary action:

- Engaging in illegal or unethical activities using organization-provided technology resources.
- Accessing, downloading, or distributing inappropriate or offensive material.
- Intentionally introducing malware, viruses, or other harmful software onto organization systems.
- Sharing login credentials or accessing unauthorized accounts or systems.
- Using organization resources for personal financial gain or commercial activities without authorization.

Users are responsible for safeguarding confidential information and ensuring that it is accessed and used only for authorized purposes. Confidential or sensitive information should not be stored on personal devices or shared via unsecured channels.

Users must adhere to data security protocols, including password protection, encryption, and secure file storage.

The BVALC reserves the right to monitor technology usage to ensure compliance with this policy and to protect organizational assets and data. Violations of this policy will result in disciplinary action, up to and including termination of employment or dismissal from the organization.

By using BVALC's technology resources, users acknowledge that they have read, understood, and agree to comply with this policy.

Social Media

The BVALC recognizes the importance of social media as a tool for communication and networking. This policy is designed to provide guidelines for the appropriate use of social media platforms by employees to safeguard BVALC's reputation and ensure professionalism in online interactions.

1. **Personal Social Media Use:** Employees are free to use personal social media accounts outside of working hours. However, when engaging in online activities, employees should be mindful of how their actions and comments may reflect upon the Centre. Disparaging remarks about colleagues, clients, or the Centre itself are not tolerated.
2. **Company Representation:** When identifying themselves as employees of the Centre on social media platforms, employees are expected to maintain a professional demeanor and adhere to company values and guidelines. They should not make statements or engage in activities that could be construed as representing the official views of the Centre without authorization.
3. **Confidentiality and Privacy:** Employees must respect the confidentiality of Centre's information and avoid disclosing proprietary or sensitive information on social media platforms. Additionally, employees should refrain from discussing confidential matters related to learners, colleagues, or the Centre's internal operations without proper authorization.
4. **Respectful Communication:** Employees are expected to engage in respectful and courteous communication on social media, refraining from engaging in harassment, discrimination, or bullying of any kind. This includes refraining from posting or sharing content that is offensive, discriminatory, or inflammatory.

5. **Intellectual Property:** Employees should respect the intellectual property rights of others when posting content on social media platforms. This includes refraining from posting copyrighted material without proper authorization and ensuring that any content shared or reposted acknowledges the original source.
6. **Compliance with Company Policies:** This social media policy is intended to complement existing company policies, including those related to confidentiality, harassment, and code of conduct. Employees are expected to familiarize themselves with and adhere to all policies, including this social media policy.

Consequences of Policy Violations: Violation of this social media policy may result in documented performance management, up to and including termination of employment. The severity of the consequences will depend on the nature and severity of the violation, as determined by the Centre.

Spokesperson(s) of Bow Valley Adult Learning Centre

The Executive Director and Board Chair are the two individuals authorized to provide statements on behalf of the Bow Valley Adult Learning Centre. This includes any announcements regarding employees, newsworthy announcements or incidents. The Marketing and Administrative Coordinator may be asked to assist accordingly.

Acknowledgment: By accepting employment with the company, employees acknowledge that they have read, understood, and agreed to comply with this social media policy.

Review and Amendment

This policy should be reviewed annually by the board and updated as necessary to reflect changes in the organization's needs or external environment.

Approval

This policy was approved by the Board of Directors on June 20, 2024.