



THE FRIENDS OF PRESQU'ILE PARK

POLICIES & PROCEDURES

Policy Name: SEASONAL EMPLOYEES

Reference: 014

Effective Date: October 26, 2013

Revision Date:

POLICY

The Board of Directors is responsible for the prudent management of The Friends of Presqu'ile Park. In order to carry out the programs developed as part of The Friends of Presqu'ile Park planning and management activities, seasonal employees are hired to carry out specific programs and projects.

Only the Board of Directors may approve the hiring of Seasonal Employees. Seasonal employees are hired under express contract including the specific term, at a specific rate of pay and for approved duties as determined by the Board of Directors. Only the Board of Directors may extend or renegotiate the terms of the employment agreement with a Seasonal Employee.

Seasonal Employees are covered for Workers Compensation Benefits. The Friends of Presqu'ile Park pay the Workers Compensation premiums. Vacation pay is 4% of wages and is included in each pay. Overtime is compensated with lieu time off.

Seasonal Employees have no benefits such as sick pay or pension credit.

Seasonal Employees will adhere to all appropriate rules and regulations of Ontario Parks, Canada Revenue Agency, Occupational Health and Safety Regulations, Government Grant conditions and Policies and Procedures of The Friends of Presqu'ile Park. The Policies and Procedures governing Seasonal Employees are available online.

The Board of Directors is responsible for ensuring that all Seasonal Employees are treated in a fair and equitable manner in compliance with all appropriate legislation.



THE FRIENDS OF PRESQU'ILE PARK

POLICIES & PROCEDURES

PROCEDURES

Job Description

1. The Project Leader requesting the hiring of Seasonal Employees will prepare a job description outlining all relevant duties and responsibilities.
2. The Board of Directors will determine whether the position requires a Vulnerable Sector Background Check and include the requirement in the job description if necessary.

Recruitment and Selection

3. The Board of Directors will advertise positions for Seasonal Employees in the appropriate media such as university websites, job boards, government websites and print media.
4. For positions requiring a Vulnerable Sector Background Check, the applicant must submit a check made within the last three years.
5. The Board of Directors will appoint a Hiring Committee to assess candidate submissions.
6. The Hiring Committee will select the successful candidate based on bona fide job requirements. The Hiring Committee need not accept any application or candidate.
7. The Hiring Committee will advise the Chair of the Board of Directors of the successful candidate.
8. The Chair of the Board of Directors will prepare an offer letter in duplicate referencing the required duties and responsibilities, agreement to adhere to all Friends of Presqu'ile Policies and Procedures, the employment term, and compensation.
9. Offer letters may only be signed by the Chair of the Board of Directors.
10. The applicant must accept, sign and return an original offer letter to the Chair of the Board of Directors to complete the employment agreement.

Training and Orientation

11. The Board of Directors will assign a supervisor for each Seasonal Employee.
12. The supervisor will provide their contact information for both during and after work hours to the Seasonal Employee.
13. The Board of Directors will arrange Park orientation training for Seasonal Employees (delivered by Parks Ontario staff) and Friends of Presqu'ile Park orientation.
14. The supervisor will provide job specific orientation and task training.

Discipline and Termination

15. The supervisor will review any breach of policy, procedures, rules or regulations with the Seasonal Employee for corrective action.



THE FRIENDS OF PRESQU'ILE PARK

POLICIES & PROCEDURES

16. The supervisor is authorized to issue verbal or written warnings or to reduce work hours as disciplinary measures to reinforce corrective action.
17. The Board of Directors must approve any other form of discipline.
18. The Board of Directors must approve termination of the employment agreement.

Salary and Benefits

19. The supervisor and Seasonal Employee will maintain time sheets, and submit the time sheets to the Treasurer twice per month.
20. The Treasurer will pay Seasonal Employees by cheque twice per month.
21. The Treasurer will make mandatory deductions and remittances from payroll to comply with government regulations.
22. Overtime must be at the supervisors request . Overtime is compensated by lieu time off.

Health and Safety

23. Seasonal Employees must wear a Friends of Presqu'ile Park name badge while working.
24. Seasonal Employees can expect a safe and harassment free workplace. Seasonal Employees should direct questions or concerns to their supervisor first, and to escalate unresolved issues to the Chair of the Board of Directors.

Performance Appraisal

25. Seasonal Employees can expect informal performance coaching and appraisal from their supervisor.
26. Supervisors will prepare a formal performance appraisal for each Seasonal Employee near the end of their work term and discuss the appraisal with the Seasonal Employee.
27. Seasonal Employees may be required to complete evaluation reports on their programs and projects in order to comply with government funding rules.