

the  
Children's  
Hospital  
Research  
Institute  
of Manitoba

a division of the Children's Hospital  
Foundation of Manitoba



# EMPLOYEE HANDBOOK

## Mission Statement

The mission of the Children's Hospital Research Institute of Manitoba is to improve the health of infants, children, youth, maternal health and society by creating an environment that attracts and retains the best scientists and clinicians. As a leading voice and recognized advocate for excellence in research, the development and application of treatments and cures will lead to improvements in child health (the research institute Manual 1.1).

## Employee Human Resource Handbook Application

This handbook applies to all personnel employed by the Children's Hospital Research Institute of Manitoba unless otherwise specified. Manitoba Institute of Child Health is herein after referred to as either Manitoba Institute of Child Health or the research institute. The research institute Community constitutes community members from several employers (U of M, WRHA, and more). The research institute is owned and funded by the Children's Hospital Foundation of Manitoba, who delegated governance of the Institute to the research institute board of Directors, who, in their turn, delegate operations to the CEO and Scientific Director of the Institute. The research institute employees all fall under this structure (the research institute manual 1.2).

Upon commencement of employment, all employees will be required to sign an acknowledgement of receipt of this handbook. Compliance with the policies outlined in this handbook is every employee's responsibility.

In addition to this handbook, the research institute community follows policies agreed upon in the research institute manual and regulations set by the University of Manitoba and other employers of the research institute community Members. In case of conflicts between this handbook and other policies in the research institute community, this handbook will prevail for the research institute employee.

## Foreword

The purpose of this handbook is to guide management decision-making and act as a source of information and direction for all employees of the Children's Hospital Research Institute of Manitoba. Our goals in creating this handbook are to:

- promote consistency and continuity in all aspects of human resource administration;
- promote an understanding of the research institute's philosophy and management style;
- provide a clear and concise source of information on employee-related matters;
- ensure fair and equitable treatment of all employees in compliance with regulatory requirements.

This handbook provides an overview of our personnel policies and practices, and may not provide all details about each policy or practice. If further input on a topic is required, the Research Institute will use HR Policy Pro (First Reference Inc. Human Resource Policy Pro, 2014) as an example, as this system incorporates all regulatory requirements in its proposed HR policies. As changes occur, management will inform employees and include those changes in the next publication of the handbook. Management reserves the right to add, cancel, amend or otherwise alter policies and practices with given notice at any time.

This handbook is provided for general information and deals with a wide range of personnel and operational matters. The objective of this handbook is to provide general direction without dictating rigid procedures that hinder the staff and organizational effectiveness. We encourage employees to carefully read it. Questions and remarks can be directed to the Resource Manager at [humanresources@chr.ca](mailto:humanresources@chr.ca).

The policies discussed in this handbook do not constitute a contract of employment, either expressed or implied. If need be and for the right reasons, both employee and the employer may decide to end the employment relationship. The research institute envisions an employment relationship that is considerate and diplomatic, complying with all regulatory requirements with regard to employee support standards.

## Definitions

### Children's Hospital Foundation of Manitoba Ltd. (CHFM)

CHFM is a non-profit organization that raises funds to support medical care for children and for the advancement of knowledge in the field of pediatric medical research.

### Children's Hospital Research Institute of Manitoba Ltd. (the research institute)

The research institute is the research arm of CHFM, offering hope to children and their families, as researchers work toward medical breakthroughs and cures for childhood illnesses.

### The research institute Community

The research institute Community consists of and is shaped by the research institute employees, the research institute Members and their respective Research Teams.

### The research institute Member

The research institute Members are at the core of the Manitoba Institute for Child Health and are appointed annually by the CEO & Scientific Director, either upon request of the prospective Member, or following an invitation from the research institute. Members are established or promising researchers affiliated with child health. They have an academic appointment at a Manitoba University and have successfully applied for the research institute Membership, which may be renewed on an annual basis.

### The research institute Employee

Hiring of the research institute employees is approved by the CEO and Scientific Director. The research institute employees facilitate the research institute Community and abide by the policies and procedures of this Handbook.

### Permanent full-time position

An employee who regularly works no less than 35 hours per week.

### Permanent part-time position

An employee who regularly works less than 35 hours per week.

### Term Position

An employee who is employed for a fixed term or a specific project. Term employees may be full-time or part-time.

### Casual/Relief position

An employee who is not regularly scheduled for work but is called in on an as-needed basis.

### Supervisor

This is not an actual position. Supervisor as used throughout these policies refers to an employee's supervisor. This would usually mean the immediate supervisor, but may refer to the next higher level of management, should the immediate supervisor not be available.

# Table of Contents

<b>1. Employment Policies -----</b>	<b>5</b>	<b>6. General Information -----</b>	<b>21</b>
1.1 Position Description		6.1 Personnel Record	
1.2 Equal Opportunity Employment		6.2 Release of Information and References	
1.3 Offer of Employment		6.3 Dispute Resolution	
1.4 Criminal and Child Abuse Registry Checks		6.4 Criminal Involvement	
1.5 Employment Commencement/Orientation		6.5 Termination	
1.6 Probationary Period			
<b>2. Employee Relations -----</b>	<b>7</b>	<b>7. Disciplinary Action -----</b>	<b>24</b>
2.1 Respectful Workplace		7.1 Discipline	
2.2 Open Door Policy		7.2 Forms of Discipline	
2.3 Suggestions		7.3 Grievance/Appeal Process	
		7.4 Causes for Dismissal after Previous Disciplinary Action	
		7.5 Causes for Immediate Dismissal	
<b>3. Personnel Guidelines -----</b>	<b>8</b>	<b>8. Safety -----</b>	<b>26</b>
3.1 General Rules and Regulations		8.1 Safety Policy	
3.2 Confidentiality of Information		8.2 Responsibility and Accountability for Safety	
3.3 Absenteeism and Tardiness			
3.4 Substance Abuse		<b>9. Benefits – General -----</b>	<b>26</b>
3.5 Gambling		9.1 Holidays	
3.6 Office Gossip		9.2 Vacation	
3.7 Smoking		9.3 Sick Leave	
3.8 Conflict of Interest		9.4 Compassionate Leave	
3.9 Protection of Personal Property		9.5 Leaves of Absence – General Information	
3.10 Dress Code		9.6 Maternity/Parental Leave	
3.11 Work Environment		9.7 Family Leave	
3.12.1 E-mail and Voicemail		9.8 Reservist Leave	
3.12.2 Internet Use		9.9 Jury Duty	
3.12.3 Computer and Network Safety		9.10 Leave Related to the Death or Disappearance of a Child	
3.12.4 Personal Phone Calls		9.11 Religious Holidays	
3.13 Harassment		9.12 Other Leaves	
<b>4. Hours of Work -----</b>	<b>15</b>	9.13 Education and Training	
4.1 Normal Hours of Work		9.14 Professional Certification	
4.2 Lunch and Coffee Breaks		9.15 Conferences	
4.3 Overtime		<b>10. Benefits – Group Plan -----</b>	<b>34</b>
4.4 Absence Due to Adverse Weather		10.1 Group Benefits	
<b>5. Pay Administration -----</b>	<b>16</b>	10.2 Pension	
5.1 Pay Period		10.3 Business Assistance Service	
5.2 Pay Practices		<b>11. Other Information -----</b>	<b>35</b>
5.3 Pay Opportunity			
5.4 Performance Review		<b>12. Addendum -----</b>	<b>36</b>
5.5 Pay Advances			
5.6 Wage Garnishment			
5.7 Overtime			
5.8 Expense Reimbursement			

# 1. Employment Policies

## 1.1 Position Description

Every paid position will have a written job description. The Board of Directors will only approve the creation of new positions that require new budget funding. The position description, and job classification, and pay scale for a position will be approved by the CEO and Scientific Director in conjunction with the Resource Manager. The Board of Directors will designate staff to create and regularly review position descriptions. Position descriptions will include the following information:

- a. Position title
- b. Duties and responsibilities of the position
- c. Necessary qualifications for the position
- d. The lines of authority and communication
- e. Pay scale for the position

## 1.2 Equal Opportunity Employment

The research institute strives to employ the best-qualified individuals available and to provide each with equal opportunity for advancement. The research institute seeks to hire, train, promote, and compensate employees on the basis of personal competence and potential for advancement without regard for race, color, religion, sex, national origin, age, or disability.

The research institute fully endorses the spirit and intent of all applicable labor laws, e.g. the Manitoba Employment Standards Code, Manitoba Human Rights Act, and other statutes, and is committed to compliance with all appropriate regulations.

Existing staff will be advised of position vacancies within the research institute and may choose to speak with the Resource Manager to determine their potential suitability for the position. Whether an internal or external candidate is chosen, the successful candidate will be the one that best meets the stated criteria for the position. The hiring process considers skills and abilities, references, qualifications and related experience.

## 1.3 Offer of Employment

Two staff, usually managers, will participate in the interviewing and hiring for all positions. The Resource Manager along with the position's immediate supervisor will screen applications, document the process for each search and participate in the interviews.

Each new hire will receive a letter of offer that includes:

- Position title and description
- Start date
- Starting salary and relevant range
- Probationary period
- Eligibility for benefits
- Length of term, if applicable

Prior to or on their first day of work all new employees must sign and return one copy of this letter of offer to the management staff person who signed the letter.

## 1.4 Criminal Record and Child Abuse Registry Check

The nature of the work conducted at the research institute and the location of the research institute facilities, places staff in close proximity of children and vulnerable groups. As a result, the research institute requires all employees and volunteers (the research institute Manual 3.6) to submit a completed Criminal Record Check with HR within ten working days, or as soon as possible thereafter of commencing employment. An application for a Child Abuse Registry Check shall be submitted prior to commencing employment.

The Children's Hospital Research Institute of Manitoba reserves the right to withdraw an offer of employment or terminate employment, based upon information received in response to a Criminal Record Check and/or a Child Abuse Registry Check. Where the nature of a criminal record can be determined, a candidate may remain eligible for employment at the discretion of the research institute's CEO and Scientific Director.

The Resource Manager or designate will be responsible for ensuring Criminal Record and Child Abuse Registry Checks are current and complete for all staff.

## 1.5 Employment Commencement/Orientation

Within five working days of the commencement of employment the new employee will have taken part in a scheduled orientation session, the purpose of which is to:

- Discuss applicable items on the Onboarding Checklist for the research institute Community Members, including safety training, PHIA, and other (the research institute Manual 3.5)
- Review Manitoba Institute of Child Health's mission statement
- Review the position description and provide general familiarization with Manitoba Institute of Child Health operations and premises
- Review conditions and hours of work
- Complete an Employee Record form and provide copies of any degrees/diplomas/certificates that are relevant to your employment
- Review the research institute Employee Handbook. The Handbook contains important information for employees of Manitoba Institute of Child Health and new employees are required to review it and submit a signed copy of the "Acknowledgement of Receipt of Employee Handbook" form within five working days of orientation
- Further discuss the terms and benefits of your position and address questions

## 1.6 Probationary Period

A probationary period is an opportunity to determine an employee's suitability for employment and whether the employee and organization are the right fit for one another. The duration of the probationary period will be three months for non-management staff, and six months for management staff.

Employees working in a casual or term position, who are subsequently a successful candidate for a regular position, will be required to complete a new probationary period in the new position.

One month from the commencement of employment, supervisors will meet new employees to ensure the position description and the goals and objectives for the position are accurate and understood. Another meeting will be scheduled shortly before the probationary period ends.

In the event the new employee is not considered adequately trained or effectively performing assigned duties, the supervisor may extend the probationary period. If, during the probationary

period, the employee is found to be unsuitable for employment with the research institute, this will be considered a “rejection on probation” which will result in termination of the employment. The employee will be informed verbally and in writing of this decision, and the termination notice and related pay will be conform requirements of Manitoba Employment Standards Code.

When the employee has successfully completed the probationary period, they will be informed in writing. After three months and completion of the probationary period, the employee will be eligible to enter the Group Benefit Plan.

## 2. Employee Relations

### 2.1 Respectful Workplace

Working for the Children’s Hospital Research Institute of Manitoba is intended to be a satisfying and rewarding experience for all employees. The research institute has the intention to provide employees with a workplace that is comfortable, both physically and mentally, and where employees are treated with dignity and respect. The research institute Community in general and all the research institute employees in particular have a right and responsibility to ensure a respectful workplace. At no time should an employee be subjected to discrimination based on gender, race, religion, family status or disability, or other protected characteristics. Any form of discrimination or harassment will not be tolerated and should be addressed in accordance with specific policies and procedures on these matters (the research institute Manual, 3.2).

### 2.2 Open Door Policy

The employee is encouraged to share concerns, seek information, provide input, and resolve problems/issues through their immediate supervisor, and as appropriate, consult with the Resource Manager and/or CEO and Scientific Director.

Supervisors, managers and directors are expected to listen to employee concerns, to encourage their input, and to seek a resolution to their problems and issues.

### 2.3 Suggestions

The Children’s Hospital Research Institute of Manitoba is open to suggestions that improve working conditions, make the work environment more efficient and benefit those the research institute serves, i.e. the children and families, researchers and research teams in the research institute Community, and volunteers. Suggestions or ideas regarding procedures, policies or improved practices can be put down in writing and provided directly to the supervisor for consideration. The Resource Manager should be copied.

## 3. Personnel Guidelines

### 3.1 General Rules and Regulations

Every organization needs to develop certain guidelines to encourage good practices. In its rules of conduct, the research institute protects the rights of all employees and aims to ensure maximum understanding and cooperation. The research institute's expectations include, but are not limited to, the following:

- Employees are expected to come to work on time, to be alert when scheduled to work, and to give a fair day's work effort for a fair day's pay. expects employees to be present as required and to observe the rules regarding lunch and other breaks.
- Employees are expected to be careful and conscientious in performing their job functions as well as exercising sound judgment to ensure personal and material safety.
- Employees should have a professional attitude in their behavior, appearance, and communication with others.

Detailed guidelines regarding a number of employment related matters are set out in the following pages or are included in the research institute Manual.

### 3.2 Confidentiality of Information

Information acquired through duties for the research institute will remain confidential and must not be divulged to anyone other than persons authorized to receive such information both during and after your employment with Manitoba Institute of Child Health. Employees should not use confidential information acquired through duties with the research institute, or their access to such information, for the purpose of furthering any private interest, or as a means of making personal gains (the research institute Manual 2.5).

The Personal Health Information Act (PHIA) protects Manitobans' rights to access their own personal health information and to have that information protected from inappropriate collection, use, disclosure, retention and destruction. The Freedom of Information and Protection of Privacy Act (FIPPA) deals with access to and protection of privacy information other than health information. Both acts are binding to all who work for government departments and public bodies in Manitoba; PHIA also applies to health service providers (the research institute Manual 2.5).

The research institute Employees receive University of Manitoba PHIA training and are required to review and sign a Confidentiality Pledge. Failure to comply with that pledge and this policy could result in disciplinary action up to and including dismissal from employment.

### 3.3 Absenteeism and Tardiness

Employees are expected to report to work when scheduled and be on time, i.e. at their workstation, ready to perform their job functions. When unable to report to work for any reason, it is the responsibility of the employee to inform their supervisor as far in advance as possible. Advising a co-worker or leaving a voicemail message is acceptable only if the employee is home sick and the supervisor cannot be located at the time of your call.

Supervisors are responsible for communicating attendance expectations, to address concerns when they arise and to assist employees in resolving the matter. Attendance concerns will be addressed on a basis of progressive reviews. An employee's failure to give proper notification

could result in loss of compensation and/or disciplinary action up to and including dismissal from employment.

The Resource Manager must be notified of unscheduled absences from work and will maintain a record of absences and provide reports to managers as required.

### 3.4 Substance Abuse

The research institute strives to maintain a workplace free from the effects of drug, alcohol and other chemical dependency. The research institute also recognizes that substance usage and/or dependency related problems are an area of health and social concern. It recognizes that a member of staff with such problems may need help and support from their employer. Substance dependency is widely accepted as a form of disability; however, a distinction must be made between substance abuse and substance dependence as only the latter is accepted as a disability. Substance dependence will only be diagnosed by an authorized professional and indicates the need for specialized treatment, as a person is relying on or controlled by the need for the substance. Substance dependence will be met with support, but substance abuse will not be tolerated on the research institute premises, including employee parking lots, nor condone any employee behavior on or off the job that may serve to damage the research institute's reputation. The following expectations are in place:

- Employees are expected to report to work in a fit condition. Being under the influence of drugs, alcohol or other chemical dependency is unacceptable.
- Reporting to work in an impaired condition, related to substance abuse, could result in disciplinary action, enforced through disciplinary procedures, where use of substance (other than as prescribed by physician) affects performance or behavior at work and where:
  - a substance dependency problem does not exist;
  - treatment is not possible or has not succeeded.
- The supervisor should be notified of the use of any form of prescription medicine that may impact your job performance, behavior or safety. Type or name of the prescribed medicine does not have to be identified.
- Employees may access services to provide treatment or other forms of specialist assistance provided by a medical physician, employee assistance programs, hospitals or other agencies (*for insurance coverage, see Group Benefit Plan under 10.1 in this Handbook*).

An employee who is disciplined for issues related to substance abuse may be required to produce proof of attendance at a recognized treatment program (refer to chapter 7 of this Handbook).

### 3.5 Gambling

Gambling on the research institute premises is not allowed by individuals or groups of staff, including internet gambling, and could result in disciplinary action up to and including dismissal from employment. This requirement does not apply to staff wishing to participate in payday pools, or group purchase of lottery tickets.

### 3.6 Office Gossip

The research institute strives to create and foster a team environment. Gossip is verbal cruelty and can damage the team environment. Gossip is defined as 'casual or unconstrained

conversation or reports about other people, typically involving details that are not confirmed as being true' – independent in what language it takes place. It is a form of harassment and will be enforced as such. Gossiping will not be accepted in and/or about Manitoba Institute of Child Health, its management, families, children, volunteers, community members or fellow employees. Employees will be subject to disciplinary action if caught gossiping in and/or about any of the above. Concerns about the office climate or about team members should be addressed with the people involved and, if unresolved, with the research institute Resource Manager. Please refer to Harassment under 3.15 in this Handbook.

### 3.7 Smoking

Smoking is prohibited on the HSC and U of M premises. This includes all indoor or confined workplaces including offices, hallways, washrooms and lunchrooms. Smoking at outdoor events is not allowed, because children can be present and it is deemed inappropriate to smoke when promoting the research institute or the CHF.

### 3.8 Conflict of Interest

Gifts shall not be accepted from vendors, families, children, volunteers, or others in exchange for granting services to them, influencing purchases made on behalf of the research institute, or contracts entered into. Nominal gifts, prizes, meals and novelties may be accepted when received in the normal course of a business meeting or business transaction related to commonly recognized events.

Civic, charitable, educational, or religious awards recognizing service or accomplishment may also be accepted. In the case of doubt regarding the appropriateness of an activity or gift, the Resource Manager should be contacted for direction.

The Children's Hospital Research Institute of Manitoba does not limit activities during non-working hours unless these interfere with, or are in conflict with the performance of the job, or might be reasonably expected to compromise the image of the research institute. Concurrent employment or volunteering with an organization competing with the Children's Hospital Research Institute of Manitoba would normally constitute a conflict of interest and should be discussed with the employee's manager.

Fraud or dishonesty in any form is improper and unacceptable and could result in disciplinary action up to and including dismissal of employment. If the employee encounters fraudulent or dishonest activities, please report the matter to your supervisor. If the action involves your supervisor, report the matter directly to the Resource Manager or CEO and Scientific Director.

### 3.9 Protection of Personal Property

Respect for, and the protection of personal property is a shared responsibility. Employees have a personal responsibility to reasonably secure any personal items brought to work. Every employee has access to a secured locker for personal storage at the research institute. If personal property is discovered to be missing or damaged, or an employee observes someone damaging or removing personal property from the research institute premises, the supervisor should be contacted immediately.

### 3.10 Dress Code

Wearing 'office attire' reflects in a positive manner on the employee and the Children's Hospital Research Institute of Manitoba. Each employee is expected to project a favorable dress and

grooming image at all times. There are generally accepted limits of good taste in appearance. Some examples:

- Clothing should not constitute a safety hazard (e.g. open toed shoes are not allowed in the lab environment)
- Employees should practice common sense in terms of neatness, good taste, cleanliness and fit. The rule of thumb should be “if in doubt, it is probably not appropriate.”
- Clothing with questionable slogans could be considered harassing.
- General hygiene is of relevance to a child health research institute.

The supervisor of the employee is responsible to enforce the dress code and should be contacted if in doubt about the appropriateness of any form of dress. A supervisor may allow exceptions to the dress code noted above as appropriate to the work being performed.

### 3.11 Scent Free Work Environment

The Children’s Hospital Research Institute of Manitoba reserves the right to require employees to come to work in a scent-free condition. Scents can potentially cause allergic or adverse reactions among families, children, volunteers, and staff.

Scents are defined as scented creams, lotions, perfumes, colors, powders, soaps, or similar products.

#### 3.12.1 E-mail and Voicemail

In partnership with the University of Manitoba the research institute provides information technology resources and expertise to support the research institute community in their research endeavors. The U of M, through Med-IT, provides information technology infrastructure to the 5<sup>th</sup> and 6<sup>th</sup> floor JBRC, whereas the research institute provides the hardware and software infrastructure. Desktop support via the Med-IT group is supplied through a partnership and cost sharing agreement with the U of M Faculty of Medicine.

Employees are cautioned that e-mail and voicemail are not private. Employees may send e-mail to other employees and outside individuals, but others with proper authority can extract such mail from the system and may do so if in the best interests of the research institute.

Professional and non-discriminatory language should be used at all times in electronic communications. Voicemail greetings should be pleasant and concise. When away from the office on vacation, sick leave or business, messages should be revised to reflect these circumstances. E-mail and voicemail should be checked regularly during the day and responded to in a timely manner. After retrieving messages and responding to them, they should be cleared from the system.

The distribution of electronic communications is difficult to control and routing mistakes can easily occur. Copies of electronic communications can be forwarded without the sender’s knowledge or permission to unintended recipients. Therefore, electronic communications should be drafted and sent with at least the same level of care, professional judgment and discretion as paper memoranda or documents.

The research institute uses an e-mail system owned and operated by the University of Manitoba. The research institute employees provided with a research institute e-mail address are subject to U of M rules and regulations ([www.umanitoba.ca](http://www.umanitoba.ca)).

Employees are required to complete a research institute E-Mail Registration Form to request access and sign it to acknowledge and accept the terms of use. Once approved by the research

institute's Facility Manager, an electronic request is sent to the University of Manitoba Med-IT group for activation.

In accordance with this Handbook and the research institute Manual, the research institute employees will:

- restrict e-mail use to tasks which clearly relate to the job description;
- not use e-mail to achieve commercial or personal gain or for any other personal use without the approval of the CEO and Scientific Director;
- not misrepresent their role so as to mislead the receiver of an e-mail;
- not use e-mail for any purpose which a reasonable member of the general public would consider to be fraudulent, illegal, immoral, or unethical.

### 3.12.2 Internet Use

The Internet should be used primarily to accomplish job functions. All Internet communication and usage should be professional and ethical.

Due to the nature of materials that are available through the Internet, all employees (and volunteers) are expected to adhere to the following rules when using the research institute computers to access the Internet:

- Employees must submit a request to [support@umanitoba.ca](mailto:support@umanitoba.ca) to download work related shareware programs
- Employees shall not download material or install software that is not relevant or does not provide support to their work responsibilities
- Employees will not access sites that provide offensive material including, but not limited to: pornography; hate literature; or materials that contravene the Manitoba Human Rights Code
- Employees will not access sites for personal financial gain or for the purpose of gambling
- Employees must not seek to find or provide sensitive information as defined by the *Freedom of Information and Protection of Privacy Act* (FIPPA) or personal health information as defined by the *Personal Health Information Act* (PHIA), or other confidential information which is protected by legislation
- If an employee encounters a problem using the computer or accessing a site on the Internet, they are to stop and send a request to [support@umanitoba.ca](mailto:support@umanitoba.ca) to ask for assistance from the system administrator in order to prevent creating problems with the computer

Incidental or occasional personal use of the research institute's Internet or electronic communication systems is permitted, however, personal use is prohibited if it:

- interferes with the employee's productivity or work performance, or with any other employee's productivity or work performance;
- adversely affects the efficient operation of the computer system;
- violates any provision of this policy, or any other regulation, law or guideline as set forth by local, provincial, or Federal law.

While employing the research institute Internet or electronic communication systems for personal use, the employee must present their communications in such a way as to be clear that the communication is personal and is not a communication of the Children's Hospital Research Institute of Manitoba.

### 3.12.3 Computer and Network Safety

The following provisions regarding the acceptable use of computers and networks, including the Internet, shall apply to all staff. Employees shall not:

- erase, rename, or make unusable anyone else's files or programs;
- let other persons (other than authorized staff members) use their name, log-on password, or files for any reason;
- use or try to discover another employee's password;
- use a computer for unlawful purposes;
- copy, change, or transfer any software or documentation provided by the research institute;
- write, produce, generate copy, propagate, or attempt to introduce any computer code destined to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan horse, or similar name;
- intentionally damage the system, damage information belonging to others, misuse system resources, or allow others to misuse system resources;
- tamper with computers, networks, printers, or other associated equipment;
- take home technology equipment, i.e. hardware and/or software, either in its original or a copied format without approval;
- install software updates, or programs without notification to the system administrator prior to the installation;
- access, download, print or transmit sexually explicit content, fraudulent, threatening, obscene, intimidating, defamatory, harassing, discriminatory or potentially unlawful messages or images;
- upload or download copyrighted material, or proprietary or restricted Foundation information;
- send e-mail using another's identity, an assumed name, or anonymously;
- permit a non-employee to use the system for the purposes of communicating the message of some third party individual or organization.

All employees are responsible for exercising appropriate care to protect against the introduction of viruses into the companies computer system. Therefore employees must:

- use the Internet or electronic communication systems only in accordance with the research institute and U of M policies;
- maintain the conditions of security, including safeguarding of passwords, under which they are granted access to such systems;
- check with Med-IT before downloading or accessing a file or document if the source of the file or other circumstances raises doubts about its safety.

### 3.12.4 Personal Phone Calls and Messages

Generally, personal calls and checking of messages should be done during lunch breaks. At times, phone calls or messages of a personal nature will occur during the work day. Such calls should be limited to only those which are required.

You may receive brief personal telephone calls and messages, but these communications should not disrupt normal operations. Personal long distance calls are not allowed unless charged to your personal phone number or repaid to the research institute.

### 3.13 Harassment

In keeping with the policy to provide a respectful workplace, the Children's Hospital Research Institute of Manitoba will not tolerate any form of sexual harassment or harassment of our employees, researchers, position applicants, families, children, volunteers, or visitors. Every human being should be approached with respect in accordance with the Human Rights Act and the Manitoba Employment Standards Code. Every worker is entitled to work free of harassment.

The research institute harassment prevention policy is not intended to discourage or prevent complainants from exercising any other legal rights pursuant to any other law.

Sexual harassment includes, but is not necessarily limited to, unwelcome sexual advances, jokes, statements or remarks, or other actions, either verbal or physical, which create an intimidating, hostile, or offensive working environment. Physical actions may include touching, patting, pinching, squeezing or brushing against another's body. Sexual harassment also includes any act or omission by a supervisor which conditions employment on the performance of a sexual act or engagement in sexual relations, or, offers reward or reprisal as a result.

Harassment includes, but is not necessarily limited to, any objectionable conduct (including slurs, jokes, and other verbal, graphic or physical conduct) comment or display that is directed at an employee or is made based on race, creed, color, sex or sexual orientation, religion, marital status, family status, nationality, place of origin, citizenship status, age, physical size or weight, or disability. Harassment may include one incident or an aggregation of a series of objectionable and unwelcome comments or actions where a single event may not have been considered harassment.

Harassment or sexual harassment of employees by non-employees in collaboration with their work may also be a violation of this policy and such violation should be brought to the attention of the supervisor.

Harassment or sexual harassment by an employee shall be subject to disciplinary action, up to and including dismissal from employment.

For the purposes of this policy, the workplace includes, but is not limited to, the physical work site, washrooms, lunch rooms, the research institute and CHF events and activities, the research institute-sponsored social events, business travel, or any other location an employee is required to attend on behalf of the research institute.

If at any time during the employment with this organization an employee believes to being harassed by another employee or other person in the research institute work environment, it should be brought to the attention of the supervisor. If the employee feels the matter cannot be discussed with the supervisor, the employee can discuss it with the Resource Manager or CEO and Scientific Director. Any complaints about a supervisor should go directly to the Resource Manager or CEO and Scientific Director.

Children's Hospital Research Institute of Manitoba recognizes the right of an employee:

- to file a complaint without fear of embarrassment or reprisal;
- to be accompanied by a co-worker during the interview related to the complaint;
- receive fair treatment in an environment free of harassment and discrimination;
- to ensure the written complaint is excluded from the personnel file;
- to be kept informed throughout the process;
- to file a complaint with the Manitoba Human Rights Commission;
- to receive a written summary of any investigation or outcome of the investigation.

An employee being harassed (harassee) will be responsible to:

- indicate, if possible, to the harasser their disapproval or unease;

- if the harassment does not stop, to speak with their supervisor, who will speak with the individual;
- should these steps not be successful, to lodge an official complaint in writing, clearly describing the details of the harassment to enable an investigation;
- cooperate with those responsible for dealing with the complaint investigation.

The person against whom a complaint has been lodged (potential harasser) is entitled to:

- be informed immediately that a complaint has been filed;
- be given a written statement of allegations and given the opportunity to respond;
- be accompanied by a co-worker during interviews related to the complaint;
- receive fair treatment in an environment free of harassment and discrimination;
- be kept informed during the process.

Where harassment has occurred corrective measures may include:

- Disciplinary action against the harasser
- Counseling, training, and close supervision of the harasser
- Employee assistance services for the harassee, the harasser or both
- Awareness training or counseling for supervisors and/or other employees
- Directed changes to relationship practices or styles in the workplace
- Disciplinary action or performance counseling of a supervisor who was aware of, but failed to act on, the harassment
- Other such measures as may be needed to re-establish a positive, productive work environment, or to correct knowledge, attitudinal or systemic deficiencies which have hindered the development of such an environment

## 4. Hours of Work

### 4.1 Normal Hours of Work

Office hours of operation will normally be 8:30 a.m. to 4:30 p.m. Schedules will be determined based on the particular position assignments. The standard work week for administrative support staff will be 35 hours.

Office hours for management, professional and specialist staff (e.g. special event oriented jobs) will be based on the requirements of the position assignment. This may be within standard office hours as well as extended and unusual hours based on external assignment requirements.

If individuals need to attend to personal business (e.g. medical appointments), they are requested to make these arrangements outside of working hours whenever possible. If not possible, time should be arranged near the beginning or end of the workday and be approved in advance by the employee's supervisor.

Variations to regular work schedules (such as flexible hours or other arrangements) will be subject to operational requirements as determined by the Resource Manager and the position's immediate supervisor, in consultation with other appropriate staff.

### 4.2 Lunch

The unpaid lunch break is one hour. Eating at the desk is discouraged, especially in publicly viewable locations.

### 4.3 Overtime

Overtime may be worked only at the request of, or with prior approval of, your supervisor. Therefore, all overtime must be authorized before it is worked. Details regarding compensation for overtime worked are contained in section 5.7 of the Pay Administration section of this Handbook.

### 4.4 Absence Due to Adverse Weather Conditions

Employees are expected to make every reasonable effort to come to work as scheduled during periods of adverse weather conditions. All employees shall notify the office if they are unable to report to work as scheduled.

Staff unable to report to work as scheduled shall have the choice of taking time off with pay by utilizing vacation accrual, unpaid overtime, or time off without pay. An opportunity for the employee to work additional hours to recover lost wages may be granted to compensate for the lost time. Employees reporting late to work due to adverse weather conditions but working at least 50% of their normal working day will be paid for the complete day. Where time worked is less than 50% of their normal working day, time lost may be made up as described above. Extraordinary circumstances due to extreme weather conditions may result in the office being closed, at the discretion of the CEO and Scientific Director. In these circumstances, employees would be paid for time lost.

## 5. Pay Administration

### 5.1 Pay Period

All employees are paid bi-weekly, and pay reflects wages up to and including time worked on payday. If a general holiday falls on a scheduled payday, pay is deposited on the day preceding the holiday. Employees are paid by direct deposit to the account in the financial institution of their choice. The research institute is required to deduct from wages the following: federal and provincial taxes, Canadian Pension Plan and Employment Insurance, the individual portion of the Group Plan premium and any voluntary deductions the employee authorizes. The employee will receive a pay statement, which details all earnings and deductions.

### 5.2 Pay Practices

The research institute aims to ensure that salary ranges are competitive in the marketplace for all positions. Pay scales for each position description are established by the Resource Manager in consultation with the CEO and Scientific Director, the Clinical Research Unit Business Manager and the Facility Manager.

### 5.3 Pay Opportunity

Pay increases occur as the employee's performance demonstrates that they have reached a particular competency level.

Pay increases are not automatic and are not based on tenure; they must be merited. This will take place through the Performance Review cycle under 5.4 of this Handbook.

The increase is based on availability of budget and recommendations given to the research institute and approved by the Children's Hospital Foundation (CHFM) Board of Directors.

## 5.4 Performance Review

A performance review will be conducted annually within sixty days of the contract anniversary date of employment. The spirit of this Performance Review is supportive as well as corrective; opportunities and ambitions can be discussed, and performance will be measured and rated for e.g. pay increase. The Resource Manager will ensure that all supervisors conduct these performance reviews in the following manner:

- The Resource Manager will conduct the performance review interview after feedback from supervisors and colleagues has been completed.
- Recommendations for compensation are made at that time
- The employee will fill out their own part of the performance review form.
- Supervisors will provide the employee with a copy of the review document
- Employees will sign the documents as having read and understood it, and may choose to add written comments to the review document
- Supervisors will provide the Resource Manager with the signed document for placement in the employee's personnel file
- Supervisors will follow-up with the employee on any recommended actions and will coach the employee in order to enhance their overall performance
- Employee and supervisor can choose to formulate goals for the next annual review

## 5.5 Pay Advances

If requested, employees may be granted a payroll advance of up to 30% of their forthcoming cheque at the discretion of the Resource Manager or Facility Manager. The advance is to be deducted from the forthcoming cheque or by equal deductions on the two paydays following the date the advance is received.

Two such advances are possible per calendar year, the second being available only after Manitoba Institute of Child Health has received complete repayment of the first.

## 5.6 Wage Garnishment

Garnishment of wages results when an unpaid creditor takes legal action to collect through the attachment of wages called a "garnishment." A garnishment is the legal permission for creditors to collect part of an employee's pay directly from their employer. Although the research institute does not wish to become involved in private matters, the Institute is compelled by law to administer these court orders.

## 5.7 Overtime

Overtime may be required and whenever possible regular hours should be shifted, rather than extra hours worked. Overtime must be authorized prior to being worked by your supervisor or the Resource Manager.

The normal working week for Manitoba Institute of Child Health employees is thirty-five hours. Compensation for authorized hours worked in excess of thirty-five hours will be dependent upon the primary role of the employee's position.

For the purpose of overtime compensation, employees fall into one of two groups:

### Non Managerial Positions

The primary role of Administrative Staff is general administration support. A secondary role is the support of special events and activities as requested by the Resource Manager, Facility Manager and/or Communication Coordinator. Employees in these positions work within the normal working week, but may be requested to work additional time to complete their daily tasks or to support an event or activity outside of their normal working day.

The primary role of the Communication Specialist is execution of the research institute Communication Strategy. Events and activities occur outside of the normal working week and are part of the expectations of the position. Staff in this position is expected to work outside of the normal working week and have the flexibility to vary work schedules.

The primary role of Research Team positions (Research Assistant, Research Coordinator, etcetera) is to support the development and execution of research projects on behalf of Principal Investigators. Employees in these positions work within a normal week however some flexibility in work hours may be required to support participant availability and study visit activities.

Employees in Non-Managerial positions who work more than 7 hours a day or 35 hours in any one week will be compensated with time back rated as follows: for each hour of overtime worked, 1 ½ hours of time is banked, which is paid at the regular wage rate when the employee takes the time-off.

Employees must use the time-off within three months of it being earned, unless Employment Standards authorizes a longer period.

Authorized hours worked beyond regularly-scheduled hours will be accurately recorded, signed off on by the appropriate supervisor, and reported to the Resource Manager on a regular basis (weekly).

Non-managerial staff will NOT be required to work on a statutory holiday.

It is the research institute's practice to bank overtime for employees. The employee's supervisor and the Resource Manager will approve banked time off at a time suitable to the employee and which causes minimal disruption to the research institute operations. Banked time should be taken within three months of it being earned, unless Employment Standards authorizes a longer period. Payment of overtime will only be done when an employee's employment ends prior to paid time off is taken.

For accumulated compensatory hours or for large amounts of overtime due to a major event, a workable plan needs to be developed for its use and approved by the employee's supervisor and Resource Manager.

### Directors and Managers

The primary role of these positions is in organization and staff management. Managerial positions allow some overtime to accomplish the responsibilities of their positions. A management position is defined as a position that performs management functions primarily and has the ability to exercise direct authority over and accountability for personnel or programs.

According to Manitoba Employment Standards Code, salaried employees who exercise substantial control over their own work schedule and earn a base salary that meets or exceeds two times the industrial average are excepted from the requirement to pay overtime at a rate of time and one half. However, these employees may be granted compensatory time off at the discretion of their supervisor. The research institute grants directors and managers five (5) days discretionary leave annually. Additional days may be granted at the discretion of the CEO and Scientific Director.

## 5.8 Expense Reimbursement

Employees are not expected to use personal funds to make purchases for the research institute. On rare occasions however, employees may make small purchases for the research institute, and will be reimbursed for these if approved in advance by the CEO and Scientific Director, Facility Manager or Resource Manager, and receipts are submitted.

Amounts smaller than \$30 can be reclaimed through petty cash, with management approval, at the research institute's front desk.

### Mileage and parking related to business mileage

Employees who may be required to use their personal vehicle for business purposes will be reimbursed at a rate per kilometer similar to that of the University of Manitoba with prior approval from the employee's supervisor, Facility Manager, or the Resource Manager. Employees will also be reimbursed for related external parking costs. An employee requesting reimbursement must submit the appropriate form to the Finance Coordinator with all relevant receipts attached.

Mileage from the research institute office will be normally calculated. When an employee travels directly from home to another destination on the research institute business, mileage will only be paid for the distance exceeding that normally driven to the research institute office.

In authorizing the use of a personal vehicle for local travel, the research institute is assuming no liability to indemnify the employee for any personal loss or injury which might be sustained as a result of such use. It remains the sole responsibility of the employee to provide adequate insurance against risk of personal liability and property damage.

### Meals

Employees who have been requested to work, and have worked, under the following scenarios will be eligible to claim reimbursement for the actual cost of purchased meals subject to the policies detailed below:

- Extended weekday hours – more than 2 hours above their normal working day
- Weekend events or activities – more than 4 hours at a weekend event or activity
- Out of City on the research institute business

Policies determining eligible meal reimbursement are as follows:

- Reimbursement for non-alcoholic drinks may be included with the meal expense, but alcoholic drinks may not be included and will not be reimbursed
- Individual meal claims will not be accepted where meals were provided by the research institute
- Original copies of receipts for all meal purchases must be submitted with the expense claim in order to be processed
- The maximum amount that can be claimed for meals is \$ 40.00 per day.

Employees may request reimbursement from petty cash if the amount is less than \$30. Amounts in excess of \$30 require the completion of a research institute Expense Claim Form.

### Business Travel

The CEO and Scientific Director must approve all business travel. Staff requesting approval of business travel must submit an estimate for the total cost of the trip along with a Travel Justification Form. Any costs incurred in excess of this approved amount will be paid for at the discretion of the Facility Manager.

Staff traveling on the research institute business will be reimbursed for expenses in accordance with the following rules:

- Approval - staff must not enter into any financial commitment relating to travel on behalf of the research institute until authorization for travel has been received
- Air Travel - air travel must use the shortest direct route and advantage should be taken of return tickets and special fares. Tickets should be arranged in economy class to obtain the lowest price. When available, advantage should be taken of corporate sponsorship for air travel
- Ground Transportation - includes costs to a destination and return, or services between residence and/or hotel and/or airport, as supported by receipts or ticket stubs
- Accommodations - staff are responsible for making hotel reservations. A research institute credit card may be used when reserving a room. In general the quality of the accommodation should be reasonable and appropriate for the purpose of the trip
- Car Rental - rental cars may be used if this method of transportation is deemed to be economical and the rental is authorized in advance. Evidence should be obtained from the car rental agency demonstrating the car is properly registered and that the rental agency is providing the appropriate insurance coverage
- Cancellation Insurance - the purchase of cancellation insurance is at the discretion of the Facility Manager
- Meal Expenses - staff traveling out of the city on research institute business will be eligible to claim the actual cost of purchased meals. The maximum amount that can be claimed for meals is \$ 40.00 per day within Canada. Exceptions can be made for traveling out of the country.
- Other Allowable Expenses – other expenses incurred must be submitted with receipts and their approval is at the discretion of the Facility Manager

Travelers may extend their trip for personal reasons as long as there are no incremental costs to the research institute.

All staff must complete a Travel Expense Form and submit it, with all receipts attached, to the Finance Coordinator for reimbursement once the travel is complete, within 21 days of the completion of the travel. Expense forms completed after 21 days may be paid at the discretion of the Facility Manager.

## 6. General Information

### 6.1 Personnel Record

The Resource Manager maintains current and complete personnel files on each employee. Personnel files are confidential, and can be accessed only by the employee, the Resource Manager, the CEO and Scientific Director, a designated administrative assistant, or the employee's supervisor. Where required by labor law, files may be made available to the employer's or employee's representative (e.g. lawyer).

Personnel files for each employee will include, but is not limited to:

- Completed application form and/or resume
- Signed Offer of Employment
- Completed Employee Information Sheet
- Current copy of Criminal Record Check
- Current copy of Child Abuse Registry Check

- Record of completed Performance Reviews
- Courses taken and copies of relevant certificates/diplomas
- Annual proof of professional licensing, if applicable
- Employee benefits administration information
- Emergency contact information
- Employee status changes, salary increments, promotion reclassification, leaves of absence, termination information
- Record of written reprimands
- Exit interview record, if applicable

Documents regarding performance, counseling/discipline or related correspondence will only be placed in the file with the knowledge and approval of the individual.

Personnel files will be updated annually and maintained in a secure file. They will be stored for seven years after termination.

The employee may examine their personnel file at a prearranged time, and the employee has the right to respond in writing to, or make copies of, any documents it contains. The Resource Manager or CEO and Scientific Director will be present during the file viewing.

Employees are required to advise their supervisor, the Resource Manager and/or the Facility Manager immediately of any changes in their situation in order to, among others, allow benefits to continue. Examples are a change of:

- home address, telephone number, other contact number;
- emergency contact person;
- marital status and number of dependents;
- taxation status;
- change of name.

## 6.2 Release of Information and References

Except for information that we are required to provide to government agencies or that is used in the course of personnel benefits administration, no information about the employee will be released to anyone unless the research institute has a signed authorization from the employee. Any inquiries about you must be made in writing.

References for current or former employee may only be given by the CEO and Scientific Director, Facility Manager, Business Manager of the CRU or the Resource Manager and require written authorization (e-mail is acceptable) from the employee. These references will be based on the personnel file. If requested, supervisors and other management staff can give references, but these positions are limited to character references, and it must be made clear that they are not providing an employment reference.

## 6.3 Dispute Resolution

When an employee feels like they have been unfairly treated, or some other incident has occurred that they believe should be brought to the attention of someone in authority for resolution, the procedures in this section can be applied.

Dispute resolution should take the following steps.

1. Outline the nature of the concern directly with the individual(s) involved within five working days of its occurrence, either verbally or in writing. It is important to first seek to resolve these issues with the individual(s) concerned. Often misunderstandings have occurred or the person was unaware of the effects of their actions.
2. If not resolved to the satisfaction of everyone involved, the unsatisfied person(s) must inform the other person(s) in writing that they are proceeding to discuss the matter with a supervisor. You will give a copy of all written communication to that immediate supervisor. The supervisor will assess the issue and determine the most effective manner of resolving the issue.
3. If the supervisor's solution does not rectify the situation, either person will inform all involved in writing and submit that written communication to each successive level of authority as may be necessary to resolve the matter. Each level of authority shall have five working days to attempt resolution. The CEO and Scientific Director will determine if every effort has been made to resolve the issue, and if the research institute can allow the situation to continue without a dramatic, immediate and continued improvement on the part of an employee.
4. In the event the dispute is not resolved by the CEO and Scientific Director, copies of all written communication at each step shall be forwarded to the Children's Hospital Research Institute of Manitoba Human Resources (HR) Committee of the Board. This committee will review disputes only after all prior steps have been taken.
5. The Children's Hospital Research Institute of Manitoba Board of Directors will determine resolution at its next Board Meeting, based on recommendations of the HR Committee, and its decision is final. The HR Committee of the Board will inform, in writing, those involved as well as each level of supervision.

## 6.4 Criminal Involvement

An employee charged with a criminal offence must inform the CEO and Scientific Director or the Resource Manager at the first available opportunity. The CEO and Scientific Director or Resource Manager will review the facts to assess potential risks to the research institute, its families, children, volunteers, and staff. Criminal offences that are likely to be considered a risk include but are not limited to, violent crimes, physical or sexual assault, drug related charges and theft.

Where the available facts suggest a significant potential risk, an employee may be suspended without pay pending a legal resolution of the charge.

An employee may be terminated if convicted of a criminal offence that is assessed as a risk to the research institute or compromises service delivery.

Depending on the offense, an employee's duties and job description may, at the discretion of the research institute, be reviewed and altered to maintain employment.

An employee may be terminated if their name appears on the Child Abuse Registry, and will be advised of the reason for termination.

If, as the result of regular Criminal Record Checks, the research institute becomes aware of criminal charges against an employee, an assessment of these charges will be undertaken.

Staff and volunteers should use common sense when inviting friends or other third parties to the research institute office, an event or activity if the individual could compromise the safety of staff, volunteers, participants or assets.

## 6.6 Termination

Although the research institute desires to retain competent employees, employment is for no specified period of time, regardless of length of service. The employee is free to leave at any time and for any reason, and the research institute reserves the right to terminate the employee's services at any time, and for any reason that is not prohibited by law.

During the first thirty days of employment, either party (employer or employee) may terminate the employment without having to give notice.

In accordance with Manitoba Employment Standards Code, employees are required to give the following notice, unless otherwise stipulated in their contract:

- One week - if employed greater than 30 days but less than one year
- Two weeks - if employed for more than one year

As mandated by Manitoba Employment Standards Code, the research institute will give notice to employees as follows:

- One week - if employed less than one year
- Two weeks - if employed at least one year and less than three years
- Four weeks – if employed at least three years and less than five years
- Six weeks – if employed at least five years and less than ten years
- Eight weeks – if employed at least ten years

Unless the research institute terminates the employment in accordance with the Disciplinary Action section of this Employee Handbook, the research institute will provide notice as required, or pay in lieu of notice.

Final pay cheques for time worked and unused accrued vacation will be available to the employee within ten working days after the effective date of the employee's resignation.

The Research Institute Manual Policy Onboarding and De-boarding of Personnel in the research institute (the research institute Manual 3.5) Community guides the process for employee and employer with a comprehensive checklist.

## 7. Disciplinary Action

Each employee is expected to contribute positively to the efficiency and productivity of the research institute. To the extent possible, directions regarding appropriate behavior and performance have been outlined in the Personnel Guidelines section of this Employee Handbook. Employees shall take personal responsibility for their behavior and performance, and are expected to be aware of the difference between those forms of behavior and performance that are acceptable and unacceptable.

### 7.1 Discipline

Disciplinary action may be necessary to correct unacceptable behavior or performance, address a policy violation, or to deal with other disciplinary incidents. Any employee who is deemed to be acting in an inappropriate manner, or who is exhibiting unsatisfactory performance, may be subject to disciplinary action.

Disciplinary action shall be guided by the principle of progressive and proportionate discipline, where the nature of the discipline corresponds to the severity of the issue and the frequency with which it occurs. Disciplinary action for a recurring issue will become more severe with each new occurrence. When the nature of the issue is sufficiently serious, a more severe disciplinary action may be implemented without first utilizing a lesser degrees of discipline. The research institute reserves the right to employ the principle of a “culminating occurrence” where an issue may be construed to indicate an ongoing pattern of behavior that renders the employee unfit for future employment. The research institute’s discipline policy is in compliance with regulatory standards.

If disciplinary action is taken against an employee, the supervisor or Resource Manager will discuss the matter leading to the disciplinary action in a personal meeting and inform the employee of the action that is being taken. If the employee disagrees with the disciplinary action, this should be discussed the supervisor during their meeting. A written response regarding the infraction(s) identified may be provided to the supervisor after the meeting, giving the employee’s version of the incident.

## 7.2 Forms of Discipline

In growing severity, disciplinary action may take the form of:

### Verbal Warning

The supervisor or Resource Manager will discuss the incident(s) with the employee, and place documentation in the personnel file. This discussion will:

- identify the specific issue;
- outline what change is required;
- indicate the time in which the change must occur;
- indicate any consequences of the change not occurring satisfactorily;
- indicate when the issue will next be reviewed

### Written Reprimand

In addition to a discussion with the employee, a signed copy of a printed summary will be provided to the employee, and acknowledge of receipt of the summary is requested in writing. This acknowledgement will only indicate that the employee has been provided with a copy of what will be placed in their personnel file.

### Suspension without pay

A temporary absence from work without pay can be issued at the research institute’s discretion, to indicate the seriousness of the infraction or the concern regarding repeated incidents of unsatisfactory behavior or performance.

### Dismissal

The individual’s employment may be terminated at the research institute’s discretion, due to a serious infraction or repeated incidents of unsatisfactory behavior or performance.

## 7.3 Grievance/Appeal Process

An employee may appeal a reprimand decision by the following process:

- A written appeal, within fourteen days, to the Resource Manager who will render a decision within five working days
- Failing resolution, the employee may appeal to the CEO and Scientific Director who shall render a decision within ten working days

- Failing resolution, the employee may appeal within ten working days to the Human Resource Committee of the research institute's Board of Directors, who will hear the appeal at their next meeting following the appeal request. The decision of the Board of Directors, based on recommendation of the HR Committee, is final and will be forwarded to the employee in writing.

## 7.4 Causes for Dismissal after Previous Disciplinary Action

The following are examples of incidents or offenses that could lead to dismissal of an employee, usually after previously receiving a verbal and/or written warning:

- Abuse and/or damage to the research institute property through neglect or carelessness
- Unexcused or excessive tardiness or absences
- Inappropriate language, both spoken and written
- Careless performance of essential job functions
- Violation of dress and grooming standards
- Inappropriate interpersonal behavior (e.g. rudeness, untruthfulness, etc.)

## 7.5 Causes for Immediate Dismissal

Offenses justifying immediate dismissal from employment include, but are not limited to, the following:

- Blatant or intentional disregard of the research institute's mission and/or policies
- Acts of dishonesty, including fraud and extortion
- Evident or attempted theft of the research institute physical or intellectual property
- Falsification of the research institute records
- misrepresentations on the employment application or other personnel documents
- insubordination
- incompetence
- willful misconduct
- willful neglect of duty
- improper, violent or criminal conduct including physical or verbal abuse of others
- unacceptable treatment of families, children, or the research institute community Members
- Placing self or others at risk (e.g. bringing a weapon to work)
- Being under the influence of alcohol or controlled substances
- Unauthorized release of confidential research institute or personal (health) information

# 8. Safety

## 8.1 Safety Policy

As part of everyday business activities, health and safety are vitally important and the Children's Hospital Research Institute of Manitoba is committed to ensuring the safety, health and well-being of all the research institute community members.

Accident prevention is a shared responsibility and all employees must take the responsibility to work together in identifying, eliminating or controlling any hazards present in the work environment. The research institute complies with U of M standards regarding Environmental

Health and Safety and U of M Security. The research institute employees are expected to be in compliance with these regulations, which are outlined for the research institute community in the research institute manual.

## 8.2 Responsibility and Accountability for Safety

As a tenant of the University of Manitoba, the security of the research institute staff and property located on u of m premises is the responsibility of u of m security and the u of m environmental health and safety office (ehso). The research institute manual introduces the research institute community to the issues of fire safety, security, bio safety, lab safety and working alone. The research institute employees are encouraged to follow the standards in these policies and to take on the following roles:

### Management

- Provide and promote a safe workplace
- Comply with all policies, Acts and regulations
- Ensure proper training of the research institute Community Members
- Set a good example

### Non managerial positions

- Create a safe workplace by complying with all policies, Acts and regulations
- Report unsafe conditions, acts and all injuries, and make safety suggestions
- Use the correct work procedures
- Ask for training

## 9. Benefits – General

### 9.1 Holidays

#### **Observed General Holidays**

- New Year's Day
- Louis Riel Day
- Good Friday
- Victoria Day
- Canada Day
- Labour Day
- Thanksgiving
- Christmas Day

#### **Observed Other Holidays**

- August Civic Holiday
- Winter Break as per U of M calendar
- Remembrance Day

Manitoba Institute of Child Health observes eight general (or statutory) holidays, two other holidays and a Winter Break each year. While not general holidays as defined by Manitoba Employment Standards Code, Manitoba Institute of Child Health grants its employees the day off on the August Civic Holiday.

As the research institute is located within a university owned building, all the research institute employees observe the holidays as if they were University employees. This includes the holiday shutdown over the Winter Break, usually from around December 20 to January 2. The calendar changes annually and employees shall be paid for this period as an observed Holiday.

Remembrance Day is not a general holiday. Rather, the Remembrance Day Act requires that businesses (with some permitted exceptions as described in Manitoba Labor Employment Standards) close to observe Remembrance Day on November 11<sup>th</sup>. The research institute will

compensate employees who normally work on this day. If Remembrance Day falls on a weekend, no day off “in lieu” is required for employees who work Monday to Friday.

All employees will receive general holiday pay, unless they are absent without permission, on the last scheduled workday before the holiday or the first scheduled workday after the holiday. When a general holiday falls on the weekend, the next regular work day becomes the general holiday.

Employees will receive their regular rate of pay for each observed holiday as follows:

- Full-time employees will receive a full day’s pay
- Part-time employees who work the same hours every day, will receive pay for the equivalent number of hours, e.g. they work 3 hours every day, their holiday pay would be 3 hours
- Part-time employees whose hours change from day to day or pay period to pay period will receive 5% of their wages, excluding overtime, in the 4-week period immediately before the general holiday.

## 9.2 Vacation

The vacation calendar runs from January 1 to December 31. Annual vacation for full-time, part-time and term employees will be accrued as follows:

- Two weeks           4%                   1<sup>st</sup> year
- Three weeks       6%                   2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> year
- Four weeks       8%                   6<sup>th</sup> year and thereafter

At the discretion of the CEO and Scientific Director, new employees may be offered additional weeks as part of their original employment contract.

Vacation entitlement will be increased in the year following the contract anniversary date.

Casual employees will earn vacation pay at these same rates, but will be paid vacation pay bi-weekly as it is earned. Because casual employees are paid vacation earnings every payday, vacation leave does not accrue, and any time off requested and approved would be unpaid time off.

The accrual of vacation leave for full-time and part-time (pro-rated based on percentage of full-time) staff begins on the first day of employment and continues through the year. It is the research institute policy that employees will take vacation in the year it is earned, i.e. employees are not required to work a full year before taking vacation. This may result in vacation being taken in advance of being earned. Should the employee leave before accruing vacation, the amount will be deducted from their final payout.

Vacation schedules should be arranged as far in advance as possible to minimize conflicting schedules. Individuals should not make formal travel commitments (bookings, deposits, etc.) without first formally confirming their vacation schedule with their supervisor. To finalize approval of vacation schedules, employees must:

1. obtain the approval of their supervisor, who will confirm the vacation schedule;
2. forward their request in writing to the Resource Manager.

An employee may request, in writing, approval to carry over to the next year up to ten days of accrued vacation (equal to regularly scheduled hours). Such requests may be approved by the Resource Manager. If approved, vacation carried over should be taken as soon as possible in the following year.

In the event leave is requested in excess of earned vacation, requests should be given in writing to the Resource Manager. The Resource Manager will consider the request and indicate if the additional time will be granted as an advance on vacation days or as leave without pay.

If during vacation, an employee becomes seriously ill or incapacitated for medical reasons and therefore prevented from having a proper vacation, the employee may be entitled to apply sick leave to a portion of the vacation. The supervisor should be immediately notified and provided with appropriate information and documentation (e.g. a medical certificate indicating the incapacitated period). The approved portion of the interrupted vacation will be added to vacation entitlement.

In the event of termination or resignation, vacation pay on regular earnings (excl. overtime and unpaid leave time) will be calculated using the rates indicated above. Payment or deductions will be reflected in the employee's final pay cheque.

### 9.3 Sick Leave

Paid sick leave is available to both full-time and part-time permanent and term positions, excluding casual staff. Sick leave applies when a qualifying employee is unable to work due to physical or mental illness, injury, hospitalization, quarantine, or a medical examination or treatment by a doctor, dentist, chiropractor, physiotherapist or other recognized medical therapist recommended by a physician.

Sick leave will only be provided to employees when other coverage is not available to the employee, e.g. Employment Insurance; MPI; Workers Compensation; the research institute group benefits plan. For example, if there is a 2-week waiting period for sick leave coverage from employment insurance, the employee could use ten of their research institute sick leave days before EI coverage takes effect. Additional accumulated sick leave days would not be paid to the employee as this would result in an overlap of coverage.

Full-time employees will accumulate  $\frac{1}{2}$  day for every two weeks worked (i.e. 13 days in a full year). Part-time employees will accumulate sick leave based on a percentage of hours worked, excluding overtime. For example, a part-time employee working an average of 50% FTE would earn  $\frac{1}{4}$  day for every two weeks worked (i.e. 6.5 full days in a full year). Casual employees do not accrue sick leave.

Sick leave does not accrue during an unpaid leave or layoff. While sick leave accrues during probationary periods, it cannot be used until after the probationary period has been completed.

In accordance with Manitoba Employment Standards Code, employees will be entitled to up to three days of unpaid sick leave per year after having worked a minimum of 30 days for The research institute. These three unpaid days will apply to casual employees and to other staff who have not yet earned enough paid sick time. For staff who earn more than three paid sick days per year, these unpaid days will not be in addition to their paid sick leave, but the CEO and Scientific Director may grant requests for unpaid sick leave on an individual basis.

In the event of an employee illness extending beyond an employee's sick leave entitlement, at the request of the employee, part or all of their annual vacation entitlement may be used to avoid loss of pay for that period. The number of vacation days required are deducted from accrued vacation time.

Whenever possible, medical and dental appointments should be scheduled during time off. If this is not possible, these should be scheduled at a time where a minimum number of missed hours will occur (i.e. near the beginning or end of the work day) and not during peak work times.

As from January 1, 2005, employees are able to carry over sick leave to subsequent years. Total accumulated sick leave, however, will not exceed 25 days and under no circumstances will Manitoba Institute of Child Health pay an employee for unused sick time.

An employee who will be absent from work due to illness or injury must contact their supervisor or the Resource Manager prior to the work day, or as soon as reasonably possible thereafter. An employee must continue to notify their supervisor at intervals established by the supervisor regarding the status of the absence, usually starting at three working days of absence.

The supervisor or Resource Manager may request the employee to provide a medical certificate to verify receipt of medical care and to establish the anticipated duration of the absence. Failure to produce a medical certificate, when requested, may result in loss of pay for time absent.

As soon as an employee is aware of a date of hospitalization, they shall notify their supervisor or the Resource Manager of the date and anticipated length of time absent. When possible an employee shall provide a minimum of one day notice of any medical appointments, examination or treatment.

## 9.4 Compassionate Care Leave & Bereavement Leave

Sick leave normally applies only to the employee, but when an illness occurs in a family, an employee may be allowed to use up to 5 of their paid sick leave days, equal to their regular daily working hours, per year for the following reasons:

- Illness of an immediate family member, i.e. child or spouse, in the same household
- Illness of mother or father with special permission of the CEO and Scientific Director
- Hospital visits to immediate members of the family during an emergency, i.e. regular visits are not included

The Manitoba Employment Standards Code requires employers to provide employees with up to eight (8) weeks of unpaid compassionate care leave to care for a very ill family member.

In the event of a death of a family member, Manitoba Institute of Child Health will provide paid bereavement leave, the length of leave will be at the discretion of the Resource Manager or CEO and Scientific Director, as outlined below:

- Up to 5 working days in the event of the death of an immediate family member (spouse/partner, parent/guardian, son/daughter, brother/sister, grandparent, mother/father-in-law, or other relative residing in the employee's household)
- Up to 1 working day in the event of the death of an aunt, uncle, niece, nephew, brother-in-law or sister-in-law, or non-related person who is considered family. In accordance with Manitoba Employment Standards Code, an additional 2 days of unpaid leave will be granted, if requested, in the event of the death of one of these extended family members
- At the discretion of the Resource Manager or CEO and Scientific Director, you may be entitled to paid leave of up to four hours to attend as a mourner the funeral of another person significant to you, or, up to one day of paid leave to attend as a pallbearer
- Additional time will be added when the employee has to travel in order to attend

As a probationary employee who has worked at least 30 days, you will be entitled to unpaid bereavement leave of three days in accordance with Manitoba Employment Standards Code.

## 9.5 Leaves of Absence – General Information

During a legislated or approved leave, employment with the research institute is considered continuous. Employees are still employed, but not earning wages, therefore, employees returning from leave are entitled to their full vacation time according to the schedule in section 9.2. The time they are on leave also counts toward their years of service for the purpose of moving to the next highest level of vacation accrual.

Vacation pay received during vacation time taken will be lower as a result of the unpaid leave. For example, an employee earns two weeks' vacation over a year in which he/she was on leave for three months. The employee is entitled to two weeks off, but would receive only three quarters of their regular earnings while on vacation.

In the event of termination or resignation, vacation pay is based on regular earnings, and would therefore be reduced by the unpaid leave's reduction of their regular earnings.

An employee taking an unpaid leave of absence may request continuation of coverage under the group benefit plan. The research institute will continue to administer the benefits package, provided the employee on leave pays 100% of the premiums due. These payments will be made in the form of monthly post-dated cheques, submitted at the start of the leave period.

An employee who fails to report to work as scheduled following a leave of absence and who does not contact the research institute within three (3) days shall be deemed to have resigned their employment voluntarily.

## 9.6 Maternity/Parental Leave

Employees must have worked for the research institute for seven (7) consecutive months to qualify for unpaid maternity and/or parental leave. Female employees who are expectant mothers are entitled to unpaid maternity leave. Both male and female employees are entitled to unpaid parental leave to care for a child after birth or adoption.

Eligibility and entitlements for the research institute employees conforms to the requirements of Manitoba Employment Standards Code which are:

- Maternity leave – 17 weeks for a mother expecting to give birth to a child
- Parental leave – 37 weeks for parents to care for their new child by birth or adoption

If eligible for both maternity and parental leave, qualifying full-time employees will receive up to fifty-four (54) weeks of combined leave. This leave must be taken on a consecutive and uninterrupted basis.

Qualifying part-time employees are entitled to the maternity/parental leave in accordance with Manitoba Employment Standards Code. The research institute may grant additional unpaid leave on a pro-rated basis, based on hours worked in the 6-month period immediately prior to the commencement of the leave.

Requests for maternity leave should be submitted to the Resource Manager at least four (4) weeks prior to the intended commencement date of the leave and should indicate the anticipated date of return to work. A medical certificate specifying the estimated date of birth must accompany the employee's request for maternity leave. The leave shall not commence earlier than seventeen (17) weeks prior to the estimated date of birth.

An employee may request payment of up to 5 days of normal weekly salary, pro-rated for part-time employees, for accumulated income protection credits (vacation accrual, sick leave, etc.) before commencement of or after expiration of Employment Insurance benefits related to maternity or parental leave.

Employees on leave must provide the Resource Manager with at least one pay period notice of their intention to return to work. Returning employees will be reinstated to their former position, or one of comparable responsibility, with the same wages and benefits. In cases where positions need to be filled to cover a maternity or parental leave, it is the research institute policy to hire replacement staff on a term basis.

## 9.7 Family Leave

Employees must work for the research institute for 30 days to qualify for unpaid family leave of three days annually. These family days may be for personal illness, or to deal with family responsibilities. Family leave does not accumulate from year to year.

## 9.8 Reservist Leave

In accordance with Manitoba Employment Standards Code, members of the Canadian Forces Reserves are entitled to unpaid leave and job protection while they are serving the country. Reservists must have worked seven consecutive months to be eligible for this leave, and will return to their positions, or a comparable position with the same salary and benefits.

## 9.9 Jury Duty

The Jury Act of Manitoba states that every employer must grant a leave of absence to an employee who is summoned to serve as a juror. The leave of absence can be with or without pay, but it is the research institute policy to pay the employee while on jury duty. When the employee returns to work following jury duty, the employer must reinstate the employee to his or her position or a similar position with the same salary. An employer who fails to comply with this provision of *The Jury Act* is liable to the employee for any loss as a result of that failure.

It is an offence for an employer to directly or indirectly threaten to cause or causes an employee loss of position or employment or threaten to impose or impose on an employee any monetary or other penalty because of the employee being summoned for jury service.

After 10 days of serving as a juror on a trial, jurors will be paid a jury fee for the remaining days of the trial, an amount that will be deducted from the salary to be paid.

## 9.10 Leave Related to the Death or Disappearance of a Child

This leave allows parents to take an unpaid leave of absence from work to help deal with the death or disappearance of a child that occurred as a result of a crime under the Criminal Code. Employees who have worked for the research institute for at least 30 days and are a parent of a child under 18 years old who has disappeared or died as a result of a crime under the Criminal Code are eligible for this leave.

A parent is defined as:

- a parent of a child;
- the spouse or common-law partner of a parent of a child;
- a person with whom the child was placed for the purposes of adoption;
- the guardian or foster parent of a child; or,
- a person who has the care, custody or control of a child, and is considered to be like a close relative, whether or not they are related.

The leave is available for employees for up to 52 weeks if they are a parent of a child who has disappeared as a result of a crime. If the child has died as a result of a crime, the employee is entitled to take a leave of up to 104 weeks.

Employees can take the leave without the fear of job loss but are to give reasonable verification of the need for the leave as soon as possible. This is an unpaid leave but the employee is allowed to return to their job when the leave has ended.

Employees must tell their supervisor what type of leave they are taking and advise if leave is applicable under the Employment Standards Code or requesting permission for unpaid time off.

An early return to work must be given equal to one pay period's notice.

## 9.11 Religious Holidays

The research institute will endeavor to accommodate staff who request time off for religious holidays within their faith. Any time approved will be unpaid.

While this time off will be unpaid, employees may decide to use other time available to them. Arrangements for time off may be made by selecting one of the following options:

- time off without pay;
- use of banked overtime;
- use of accrued vacation time.

## 9.12 Other Leaves

Employees may apply for other unpaid leaves for unusual or unavoidable circumstances by submitting a written request to the CEO and Scientific Director at least one pay period prior to the start date of the leave. The request shall include the reason for the leave, the start date, the proposed duration of the leave and expected return date.

A personal leave of absence is considered a privilege, and these leaves are carefully considered. In granting a leave of absence, the CEO and Scientific Director will consider and carefully examine:

- operational requirements;
- the employee's service record;
- recent leave taken by the employee;
- leave taken by other staff;
- circumstances/reasons predicating the need for the leave;
- alternatives available to the employee.

## 9.13 Education and Training

It is our policy to encourage and facilitate education and training that develops the skills of staff. Annually, the CEO and Scientific Director and Resource Manager will identify resources to be used for this purpose. Time and fees will be paid according to the following guidelines:

### Mandatory courses

Any courses deemed essential to fulfilling the responsibilities of a position will be paid by THE RESEARCH INSTITUTE, and the employee will take these courses on company time or be compensated for the time attended outside of regular work hours.

### Suggested courses

If a research institute supervisor or manager specifically suggests to take a course to enhance skills, but it is not mandatory according to the research institute policy, these courses will be paid for by the research institute.

If they can only be taken during regular work hours, the employee will be paid for the time to attend these courses. If the course does not fall within regular working hours, there will be no payment for the time to attend the course.

#### Requested courses

If payment is requested for course fees or time off to take a course, the supervisor will first determine to what extent, if any, the research institute will benefit from the employee taking the course, and recommend to the Resource Manager that the research institute pay all or part of the course fees. If these can only be taken during regular work hours, the employee may be paid for the time to attend the course. If the course does not fall within regular working hours, the employee will not be paid for time to attend the course.

While not required to reimburse Manitoba Institute of Child Health for wages earned while attending courses, the employee will be required to sign a return of service agreement. The agreement requires the course participant to reimburse the research institute for course fees the research institute paid on behalf of the employee if:

- one fails to attend all or part of the training session without a valid reason;
- one fails to attain a passing mark, if applicable;
- one voluntarily resign to work for Manitoba Institute of Child Health within a 26 week period following completion of the course.

A written record documenting the completed training or course will be placed in the personnel file of the employee.

## 9.14 Professional Certification

It is the research institute policy to encourage and facilitate education and training that develops the skills of staff. When a professional certification has been recognized as beneficial to both the employee and the organization, the research institute will reimburse the employee the cost of the examination subject to the employee attaining a passing mark.

A written record documenting success in attaining the professional certification will be placed in the personnel file.

## 9.15 Conferences

Conferences may occur that staff could be asked to or allowed to attend. Participation at a conference may be as a presenter, seminar leader, or as a participant. Approval for conference attendance will be at the discretion of the CEO and Scientific Director. The Travel Support Forms should be used to submit a request.

Staff attending approved conferences during the regular work week will be paid their normal daily wages while attending the conference. Attendance at after-hours networking events is not mandatory, and overtime will not be paid for time related to these after-hours events.

When conferences are held over a weekend, a day off in lieu of each conference day will be granted. Workload allowing, staff are requested to take time off in the week leading up to or immediately following the conference.

When conferences are held outside of Winnipeg, travel arrangements should be made to best accommodate a timely arrival and in accordance with the guidelines for Business Travel detailed in section 5.8. Travel time, whether by land or by air, is not considered "time worked", and there will be no requirement to pay overtime for travel time.

All other expenses related to conference attendance, e.g. hotel, taxi, meals, etc., will be subject to the Business Travel guidelines as detailed in section 5.8.

# 10. Benefits – Group Benefit Plan & Pension

## 10.1 Group Benefit Plan

Eligible employees are entitled to coverage under the Children's Hospital Research Institute of Manitoba/Children's Hospital Foundation Group Benefit Plan. For purposes of the Group Benefit Plan, an eligible employee is defined as a permanent employee, full-time and part-time, who works 20 hours or more per week on a regular basis and who has completed the 3-month waiting period for benefits. Participation in the following coverage is provided to all eligible staff:

- Life insurance
- Accidental Death and Dismemberment
- Long-term Disability
- Health, including Extended Health, Medical Emergency, Travel Health and Prescription Drugs
- Dental, including Basic, Major, Endodontics and Periodontal Services
- Employee Assistance Plan (EAP)

Participation in all plan benefits is not mandatory for all employees; coverage may be waived if the employee is covered under alternative coverage, i.e. under a spousal plan. This alternate coverage is subject to the review and approval of the research institute/Foundations Group Benefit Plan underwriter.

Premiums for the plan are paid in full by the research institute with the exception of long-term disability, which is 100% paid by the employee.

The insurance company that underwrites the Group Benefit Plan provides a booklet detailing information on the features, coverage and co-insurance of the Plan, which is given to new permanent employees within their first 2 months of work, and provided to all employees as significant changes in coverage occur.

Benefits will commence on the first day of the month immediately following completion of a three month waiting period. The terms, limits and conditions of coverage under the Group Benefit Plan are contained in a separate document.

Manitoba Institute of Child Health will hold an employee's position or an equivalent position for them while they are receiving long-term disability benefits for a period of up to twenty-four months or until they reach 65, whichever comes first. At that time, the employee will normally receive written notification of termination unless there is medical verification that the employee will be able to return within a reasonable period of time. Long-term disability benefits may continue until age 65 subject to the approval of the Group Benefit Plan underwriter.

## 10.2 Pension

The Children's Hospital Research Institute of Manitoba offers a defined contribution pension plan to eligible employees.

An eligible employee is defined as one who qualifies for the Group Benefit Plan and has completed twelve (12) months of continuous employment with the research institute. Participation in the research institute pension is optional to all qualifying employees; it is not mandatory.

The research institute will match employee contributions to the plan up to 5% of the employee's regular earnings, excluding overtime.

Contributions to the pension will begin the first full pay period following twelve months of continuous employment.

### 10.3 Business Assistance Service Referral

The Chamber Plan Business Assistance Service Referral can be used by the research institute to refer employees for up to 12 hours of counseling per calendar year. This confidential service can be used by employees to cope with a work, life or health problems.

## 11. Other Information

### Office Supplies

Employees noticing low office supplies shall inform reception. This includes paper, post-it notes, pens, pencils, cleaning supplies, etc. Ordering of any office supplies other than the basics (those listed above) requires the approval of the Facility Manager. For example, items requiring approval includes furniture, folder organizers, etc.

### Faxes and mail

Faxes and mail are received in reception area. They will be checked and forwarded to the person they are directed to unless otherwise approved.

In the event an individual is on holidays or leave, the fax or mail will be forwarded to someone else appropriate in their department.

### Filing

In order to maintain confidentiality, files that are not in use shall be kept in their respective filing cabinets. This filing will be completed by the individual returning the file from use. The document should be tagged with the appropriate information for accurate filing. When recycling, confidential paperwork should be placed in the recycle bin containing materials to be shredded.

## 12. Addendum

This Employee Handbook is intended to give the research institute employees a general overview of the research institute employment policies and practices.

Because the research institute is a dynamic environment, some policies and benefit programs currently in effect may be revised, suspended, or eliminated in response to business needs or changing legal requirements. The research institute will advise all employees of these changes as they occur.

For specific details on any policy, benefit or practice, please see the HR Policy Pro Manual (First Reference Inc. Human Resource Policy Pro, 2014), located in the front reception of room 513; a Manual used as a guide by the research institute and that reflects Manitoba Employment Standards.