

# Kootenay Coop Radio Policy: Employment Standards

## 1.0 Introduction

This policy articulates Kootenay Coop Radio's adherence to basic employment standards with regards to workdays, and provides guidance on how employees are to follow these standards. The policy does occasionally distinguish itself from the B.C. Employment Standards Act, but only in an effort to be more generous to the employees. Employees enacting this policy must follow the provisions in the Leave of Absence Policy & Procedure.

### 1.1 Related Policies

KCR Leave of Absence Policy & Procedure, BC Employment Standards Act, KCR Hiring Policy

## 2.0 Statutory Holidays

The nine statutory holidays in British Columbia are

- New Years Day
- Labour Day
- Good Friday
- Thanksgiving Day
- Victoria Day
- Remembrance Day
- Canada Day
- Christmas Day
- B.C. Day

Easter Sunday, Easter Monday and Boxing Day are not statutory holidays.

Employees are given a day off on Statutory Holidays and are paid a regular day's pay. They are responsible, however, for ensuring that all on-air programming continues for the duration of the statutory holiday.

For work essential to the operation of the station on a Statutory Holiday that must be done by an employee, employees will be paid time-and-a-half. It is hoped, however, that this work can be delegated to a volunteer, or conducted outside of statutory holiday times.

A Statutory Holiday falling on a Saturday or Sunday must be deferred to the previous Friday or the following Monday.

## 3.0 Overtime

Kootenay Coop Radio does not pay employees for overtime.

## **4.0 Notice and Severance Pay**

Employees must be given notice or severance pay as follows

- After three months – one week notice or one week pay
- After 12 months - two weeks notice or two weeks pay
- After three years - three weeks notice or pay for each completed year above three years, to a maximum of eight weeks.

No severance pay or notice is required by the employer when an employee quits or is terminated for just cause (i.e. serious misconduct). It is up to the employer to show termination was for just cause.

An employee must go through the Conflict Resolution process before quitting, if the cause for quitting is conflict-based.

The employee will give at least 30 days notice of his/her intention to quit. If the circumstances are extenuating (e.g. health related, sudden relocation), the employee will make every effort to ensure ample time is given to hire and train a replacement.

## **5.0 Annual Vacation**

After completing one year of employment an employee is entitled to two weeks paid vacation. After three years or more, an employee is entitled to a maximum of 4 weeks paid vacation.

Vacation does not accumulate from year to year and must be taken within 12 months of being earned.

An employee employed for less than 12 months is entitled to one week of paid vacation after 6 months of employment, or must be paid vacation pay of 4% of earnings on each paycheque, up to the 12<sup>th</sup> month of employment, if no vacation is taken.

### **Pregnancy Leave**

A pregnant employee is entitled to up to 17 consecutive weeks of unpaid pregnancy leave. This leave may start no earlier than 11 weeks before the expected birth date, and must end no earlier than six weeks after the birth date unless the employee requests a shorter period.

A request for pregnancy leave made during the pregnancy must be made in writing at least four weeks before the proposed start date.

If pregnancy leave is not requested until after the birth of a child or after termination of the pregnancy, the employee is entitled to up to six consecutive weeks of leave beginning on the date of birth or termination date.

An initial period of leave may be extended up to six consecutive weeks if an employee is unable to return to work for reasons relating to the birth or termination of a pregnancy.

A request to return from leave earlier than six weeks from the birth must be made in writing at least one week before the proposed return date.

The employer may require an employee to provide a doctor's certificate in support of a request for leave or a leave extension.

## **7.0 Parental Leave for Birth and Adopting Parents**

A birth mother who has taken pregnancy leave is entitled to 35 consecutive weeks of unpaid parental leave. A birth mother must begin her parental leave immediately after her pregnancy leave ends, unless she and the employer agree otherwise.

A birth father or an adopting parent is entitled to up to 37 consecutive weeks of unpaid parental leave. A birth father must begin the leave within one year of the birth of the child, and an adopting parent within a year after the child is placed with the parent.

An initial period of parental leave may be extended up to five consecutive weeks if the child requires an additional period of parental care.

A request for parental leave by a birth parent must be made in writing at least four weeks before the proposed start date.

An employer may require an employee to provide a doctor's certificate or other evidence that the employee is entitled to the leave or leave extension.

## **8.0 Family Responsibility Leave**

An employee is entitled to up to five days of unpaid leave in each employment year to meet responsibilities related to the care, health or education of any member of the employee's immediate family. The request to take family responsibility leave must be made in writing.

Family Responsibility Leave does not accumulate from year to year.

## **9.0 Bereavement Leave**

An employee is entitled to up to three days of unpaid leave on the death of a member of the employee's immediate family. These days do not have to be consecutive, or start on the date of death.

## **10.0 Sick Leave**

Permanent employees earn paid sick days, beginning after the probation period (defined in the Hiring Policy), at a rate of 1/4 day per calendar month, based on a 25 hour week, prorated for employees working more or fewer hours per week. The maximum number of sick days that can be earned is 4 per year.

These days do not accumulate from year to year.

Outside of extenuating circumstances, employees will make arrangements for their shifts to be covered by volunteers or other staff in the event of a sick day.

## **11.0 Conditions of Employment to Remain the Same During Leave**

An employer may not terminate an employee, or change a condition of employment, during a leave without the employee's written consent.

