

**CREATIVE TRUST FOR ARTS & CULTURE
ADMINISTRATIVE EMPLOYMENT
POLICIES AND PROCEDURES
TERMS OF EMPLOYMENT**

EMPLOYMENT PHILOSOPHY

Creative Trust is committed to the highest possible standards of human resources policy and practice, and to creating a working atmosphere that is open, supportive and rewarding. Wherever possible, employees will be offered a variety of work experiences, and have access to the training they need to do their job well. They will be informed of how their job relates to the Creative Trust as a whole, and will be recognized for work well done.

HIRING

Available administrative positions will be advertised to ensure fair access; postings will include job descriptions and requirements that are as clearly defined as possible.

Existing employees who may qualify for consideration or promotion will be encouraged to apply.

After the advertised application deadline, a short list of candidates will be drawn up for interviews. The successful candidate will be chosen after interviews are completed. During this process the Executive Director will seek the opinions and advice as may be appropriate from any committee chair(s) who will be most directly involved with the employee, but final decisions on hiring will be made by the Executive Director. All candidates will be notified of the results of the hiring process as quickly as possible.

LETTERS OF AGREEMENT

All full-time and contract administrative employees enter into Letters of Agreement with the Executive Director. The Letters of Agreement outline details specific to the position.

A full job description will be attached to each Letter of Agreement.

TERMS OF EMPLOYMENT

In addition to the Letter of Agreement, the following employment policies apply:

1. Our regular work week is 40 hours per week, served between the hours of 9:00 am to 6:00 pm, including a one hour lunch break.
2. Summer hours will begin June 1 through Labour Day. During this period employees have the option of serving our 40 hour work week during the following hours:
 - 8:30 a.m. to 6:00 p.m. Monday through Thursday
 - 8:30 a.m. to 12 noon Friday

3. Meetings and events may be held in the evenings or on weekends, and are considered part of the job. Because there is no provision for overtime pay in the budget, Creative Trust provides some paid time off in lieu of overtime worked as follows: up to a two week period encompassing Christmas and New Year's, and additional time off of up to 5 days depending upon the extent of overtime worked.
4. Statutory holidays are New Year's Day, Good Friday, Victoria Day, Canada Day, Civic Holiday in August, Labour Day, Thanksgiving Day, Christmas Day, and Boxing Day. Employees receive regular pay for these days. Religious holidays other than those listed here can be negotiated with the Executive Director.
5. Vacation time is allocated on a calendar year basis, so vacation days cannot be carried past December 31st. Employees are entitled to two weeks paid vacation in their first and second year of employment, three weeks in their third year, and four weeks after their third and in any following years. Holiday schedules must be approved by the Executive Director at least one month in advance.

Upon leaving Creative Trust, employees will receive 4% vacation pay for any unused vacation days in that year.

6. Employees will receive regular pay during sick days of up to 14 days in a calendar year. Employees must notify the office as soon as possible if they are unable to come to work. Any absence longer than 5 days may require notification from a doctor. In cases where more than 14 sick days are required, arrangements will be made between the employee and the Executive Director.
7. Compassionate leave, or leaves of absence for personal reasons, may be granted by the Executive Director, but will not normally exceed one week; these leaves are paid if granted.
8. To have work-related expenses reimbursed, an expense request must be made to the Executive Director for approval prior to the expenditure, and an expense claim and receipts must be submitted afterwards.
9. All purchasing of materials and supplies is coordinated through the Administrative Coordinator.
10. Conflict of interest is an issue that can affect employees, who must keep the Executive Director informed of other activities they undertake which could be seen to be related to their work. The most obvious example of this would be any involvement with an organization or individual(s) seeking business or employment with Creative Trust, or admission to the Creative Trust *Working Capital for the Arts* program. It is imperative that employees are seen to be wholly objective in any dealings with outside interests.
11. It is essential that confidentiality be maintained by Creative Trust employees on all information, opinions, decisions etc., which may be expressed within the office and committee and board meetings, and which may reflect on external relationships past, present or future.

12. Creative Trust is a professional arts organization and employees must operate professionally, efficiently and courteously at all times and must support the goals, programs and activities of Creative Trust in dealings with members, clients, other companies and the public. If an employee is hindered from performing his or her duties in such a manner, it is his or her responsibility to bring this to the attention of the Executive Director.
13. Creative Trust adheres to the Anti-Racism, Access and Equity Policies that are appended to this Employment Policy document.

EVALUATION

Creative Trust recognizes that open and ongoing discussions between employees and their employers are vital to a productive and happy work environment. Performance reviews are a key part of this process. Performance reviews are planned and documented private discussions and exchanges between an employee and the Director/manager to whom she/he reports. The purpose of such reviews is to give both employee and employer a chance to discuss the working situation, recognize progress, develop mutual understanding, and plan for professional development and future objectives. It may also be used to discuss pay increases.

Performance reviews are conducted 3 months from the date of assuming a position and annually thereafter. If necessary, they can be scheduled at more frequent intervals. The performance review for the Executive Director will be conducted between the Executive Director, the Board President and one other Board member selected by the Executive Director. Performance reviews for employees will be conducted between the employee and the Executive Director. They will include a discussion of achievements and problems during the year and, where appropriate, input from relevant committee chairs.

A written summary of the discussion is prepared and signed by both parties as a complete and true account of the conversation. Documentation of reviews is confidential and is accessible only to the employee, the Director/manager to whom he/she reports and Creative Trust's Executive Director.

TERMINATION

Each Letter of Agreement specifies a notice period for termination. In case of a firing, it is expected that the employee will have received warnings, documented in writing. In the case of resignation, it is expected that the termination period will be honoured to allow for replacement, and that any commitment to training such a replacement will also be honoured.