

**Barrie Trojan Swim Club (BTSC)****Employee Policy**

Date Effective: June 5, 2021
Date Last Reviewed: N/A - new policy
Date Last Revised: N/A

SCOPE:

This policy applies to all paid employees of the Barrie Trojan Swim Club (BTSC) and is meant to guide BTSC staff regarding BTSC employment and human resources requirements.

POLICY STATEMENT:

It is the expectation that all BTSC staff follow this policy and procedure.

DEFINITIONS:

Employment Standards Act: This Provincial Act governs rules related to compensation, work hours, holidays, leaves of absences, termination, and vacation for employees in Ontario.

GUIDING PRINCIPLES:

The BTSC aims to follow required employment standard processes to support our valuable core staffing team, with the aim of recruiting and retaining quality competitive swimming staff. We strive to be open and transparent with our members regarding these processes

PROCEDURE:

Upon hiring all BTSC staff shall:

1. Be provided with the BTSC staff information package including but not limited to:
 - (a) acknowledgment of BTSC Code of Conduct
 - (b) BTSC Staff Employment Policy and associated procedures/processes
 - (c) BTSC Health and Safety Protocols
2. Supply required human resources information and documentation (Including valid vulnerable sector screen) to be collected by the Club's Operations Manager. Payroll details will be shared as appropriate with the BTSC Treasurer and accounting contractor.

3. All BTSC staff shall receive and complete standardized orientation including but not limited to:
 - a. Outlining the scope of duties and responsibilities
 - b. Collecting required information re payroll and compensation
4. As the BTSC does not have a physical office space, upon hiring, all staff shall be provided with a copy of the Employment Standards Act (ESA) poster.

Compensation and expense reporting:

1. All BTSC staff shall be compensated on a semi-monthly payment basis.
2. All BTSC staff expenses shall be discussed and pre-approved by the Operations Manager in discussion with the Head Coach as appropriate.
3. BTSC staff shall utilize the attached BTSC Expense Form for all expenses related to:
 - (a) Coaching per diem
 - (b) Mileage reimbursement
 - (c) Home swim meet expenses
 - (d) Travel Swim meet expenses
 - (e) Office Supplies/equipment
 - (f) Team events
 - (g) Pre- approved staff education
4. Expense forms shall be submitted to the BTSC Operations Manager for approval within 14 days of the acquired expense and payment on the next available pay.

BTSC coaching staff compensation:

1. BTSC coaching staff shall be compensated in accordance with their agreed upon contract.
2. Coaches shall be compensated an additional per diem for all home and travel swim meets at a flat rate of \$40. This fee shall be dispersed among participating swimmers attending the competition and billed as part of "meet fees".
3. All staff shall be compensated at a rate of \$0.55 per kilometer for approved mileage expenses.

Time off and Sick Absences:

1. Salaried staff shall accrue vacation in accordance with their agreed upon contract.
2. Staff shall notify the Operations Manager or designate for time off requests and approvals.
3. Staff shall make every attempt to assist in making a coverage plan related to approved time off and/or known absences.
4. The Operations Manager shall track accrued time off entitlements, sick absences, utilization of accrued time off and time off balances throughout the competitive swim season.
5. Staff may utilize accrued time off to ensure pay is balanced through BTSC standard break periods if no BTSC duties are being performed, including Winter holidays and March Break. Staff choosing not to utilize accrued time will not be paid in these periods.

6. Accrued time will not be carried over from one competitive season to another. Every attempt will be made to use accrued time off within the calendar swim season, and unused accrued time off shall be paid out by August 31 of the calendar year.
7. Sick absences shall be reported to the Operations Manager or designate in a timely manner to ensure coverage planning.
8. Staff may use accrued time off to balance their pay for sick-related absences.
9. Between April 19 2021 and September 25 2021, BTSC staff are entitled to up to three (3) paid sick days for Covid 19 related reasons including:
 - (a) COVID-19 testing
 - (b) Isolating while waiting for test results
 - (c) Illness due to COVID-19
 - (d) Vaccination appointments
 - (e) Side effects from the vaccination
 - (f) Self-isolation due to COVID-19 by an employer, medical practitioner, or other authority
 - (g) Care of a dependent who is sick with COVID-19, has symptoms of COVID-19 or is required to self-isolate

References:

COVID-19 Putting Workers First Act. Retrieved April 29, 2021 from

<https://www.ola.org/en/legislative-business/bills/parliament-42/session-1/bill-284>