

CONDITIONS OF EMPLOYMENT POLICY

Policy Category	Corporate Services
Policy Search Name	<i>C – Conditions of Employment Policy</i>
*Anishinabek Standard	
<i>Place of Learning</i>	<i>D. High level of involvement of professional staff who are of the same cultural background as the students with whom they are working.</i>
<i>Educators</i>	N/A
<i>Students</i>	N/A
<i>Curriculum</i>	N/A
Approval Date & Board Motion Number	12/6/2022 Motion#104-2022
Effective Date	12/6/2022
Previous Versions	Date initially approved: Date of last revision: 6/14/2017

*These are organizationally adapted standards from the World Indigenous Nations Higher Education Consortium (WINHEC) and the Alaska Comprehensive Centre/Alaska Native Education approved by the Kenjgewin Teg Board of Directors, 2015.

1.0 Background and Purpose

1.1 Kenjgewin Teg welcomes new employees and wants them to enjoy their work, receive good job satisfaction, and share in the rewards of a job well done. Overall procedures are required to ensure an orderly method for the overall benefit of all employees within the organization.

2.0 Definitions

“staff”	Staff is defined as all paid employees of the Kenjgewin Teg regardless of employment status i.e. part-time, full-time, contractual. seasonal, etc.
“probationary period”	A trial period of employment during which someone is employed only subject to satisfactorily completing this period of time.

3.0 Application

3.1 This policy applies to all staff members of Kenjgewin Teg.

3.2 This policy does not apply to postsecondary instructors who are assigned to teach a postsecondary course(s) delivered solely by Kenjgewin Teg and/or together with a postsecondary partner of Kenjgewin Teg.

4.0 Policy

Policy Objective

4.1 The objective of the Conditions of Employment policy is to provide an overview of minimum expectations and requirements of employment within Kenjgewin Teg consistently for all full-time and part-time staff.

Probationary Period

4.2 The probationary period for Kenjgewin Teg's new employees is six (6) months. All new hires must undergo a probationary period. If the organization, in its sole discretion, determines the probationary employee is not suitable, then the employment relationship will be terminated, with no notice or compensation in lieu of notice.

4.3 During the probationary period, Kenjgewin Teg will evaluate the new hire's qualifications, skills and "fit" within the organization. The probationary period also gives new hire the opportunity to decide if Kenjgewin Teg is a place they feel comfortable and would like to work.

4.4 The given time frame of six (6) months does not constitute an obligation on the part of the organization to retain the employee until the end of the probationary period. This period involves special orientation activities plus closer and more frequent performance evaluations than that given to regular employees. During this time or at any time of employment, the organization or the employee may terminate the working relationship without cause and/or without advance notice, except as prescribed by law.

4.5 At the end of the probationary period, if the employee has not been available to work the full probationary period or work performance has not met expectations, the length of the probation may be extended by Kenjgewin Teg at its sole discretion. The employee will now be expected to meet and maintain organization standards for job performance and behavior.

4.7 At the end of the probationary period, Sick leave and Personal Leave credits are accumulated monthly based on hours worked per week (full-time or part-time), in accordance with: C – Staff Leave Policy.

4.8 Short-term contract employees shall receive vacation pay, in accordance with: C - Staff Leave Policy.

Hours of Work

4.9 Regular working hours will be from 8:30 a.m. to 4:00 p.m. with a ½ hour lunch break from Monday to Friday and two 15-minute breaks during the working day.

4.10 Employees are expected to be prompt in accordance with working hours. Employees will notify their immediate supervisor within one half hour of their intent arriving or otherwise during the day in question. Failure to do so will result in the day being considered as annual leave taken or a

deduction in pay. Appointments scheduled external to the organization must be recorded in the receptionist calendar giving sufficient notice where possible.

Full-time Work Hours

4.11 Full-time staff are expected to work 37.5 hours per week [seven and half (7.5) hour days].

Part-time Work Hours

4.12 Part-time staff are expected to work a maximum of 20 hours per week.

Attendance and Punctuality

4.13 Excessive absenteeism and tardiness adversely affects productivity, disrupts normal operating effectiveness, and overburdens other employees who must cover the employee who is absent.

4.14 Excessive absenteeism and tardiness will be grounds for disciplinary action, up to and including termination.

Exit Interview

4.18 The purpose of conducting exit interviews is to recognize:

- Underlying trends that are affecting morale and retention;
- Information about working for Kenjgewin Teg to identify any areas/issues that could be improved or addressed in order to retain high calibre employees; and
- What Kenjgewin Teg is doing well to ensure that these practices continue.

4.19 An Exit Interview Form should be completed for each interview. The form will ensure that the information is collected in a fair and consistent manner and will help Kenjgewin Teg to identify:

- Patterns as to why employees leave;
- Any improvements that could be made to develop opportunities within Kenjgewin Teg;
- Comparisons of remuneration/benefits and areas of benefits that could be considered in the future.

4.20 Employees should be encouraged to take part in an exit interview. The interview should only be conducted with employees who are either:

- Resigning from their current post to leave Kenjgewin Teg;
- Moving to another post in a different Department of Kenjgewin Teg;
- Transferring to an outsourced employer.

4.21 The exit interview will take place in the employee's final week of employment. However, sometimes flexibility may be necessary with this timescale as a result of annual leave etc.

4.22 The employee's direct supervisor or an employee from Human Resources will carry out the exit interview with the employee who is leaving. However, if the employee has said that they do not want their supervisor to carry out the interview, then Human Resources will conduct the interview with the employee.

4.23 The purpose of the interview is to find out information about why the employee is leaving. The Exit Interview Form follows a series of questions to be asked and as with any interview; responses to questions should be probed and explored as appropriate. Confidentiality must be assured to encourage open discussion.

4.24 The exit interviewer should:

- A. explain the purpose of the interview to the employee;
- B. ensure it is conducted in an informal and relaxed manner;
- C. reassure the employee that any comments they make will have no bearing on future events, e.g. a request for a reference.

4.25 A copy of the Exit Interview Form should be given to the employee’s supervisor and to Human Resources dependent on who conducted the interview. If the employee requests a copy, please provide one. The original should be kept on the employee’s personal file.

4.26 To ensure that the appropriate time is set aside for the exit interview is used effectively and the maximum amount of information is obtained, the exit interviewer should:

- Ensure you have all appropriate information about the employee who is leaving, e.g. length of service details and a copy of the Exit Interview Form.
- Book time out of your working day to carry out the interview and ensure that you are not interrupted..

5.0 Roles and Responsibilities

5.1 The President is responsible for the overall management and operation of Kenjgewin Teg.

5.2 The Corporate Services unit is responsible for overall implementation of this policy.

5.3 If a position referred to in this policy is vacant, the policy will not be invalidated. Instead, the President shall designate the roles and responsibilities of that role to another team member(s) and will ensure that the Kenjgewin Teg staff and community is informed of the designation(s) as appropriate.

6.0 Evaluation Date – 10/31/2024

6.1 This policy will be reviewed every two years as part of the Board of Director’s policy review cycle and schedule. The evaluation date above represents the first date upon which this policy becomes eligible for review.

Related Legislation, Policies, Procedures, Guidelines and Documents	C – Staff Leave Policy
Policies Superseded by this Policy	<i>Kenjgewin Teg Personnel Policy, P2.1 Conditions of Employment, Personnel Policy, 2.1.10</i>

	<i>Personnel Policy, 2.1.12 Personnel Policy, 4.0 Exit Interview</i>
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<p><i>The official version of this policy is housed in the Office of the President. In case of discrepancy between an online version and the official version held, the official version shall prevail.</i></p>
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