

ASSOCIATION OF ONTARIO LAND SURVEYORS

PERSONNEL POLICIES

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PERSONNEL POLICIES

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INTRODUCTION

The Association of Ontario Land Surveyors is a body corporate constituted by the Statutes of Ontario since 1892. The Association is a professional organization vested with the responsibility of examining, licensing and disciplining its members.

THE ASSOCIATION'S OBJECTIVES ARE:

- To regulate the practice of professional land surveying and to govern its members and holders of Certificates of Authorization in accordance with the Act, the regulations and the by-laws in order that the public interest may be served and protected;
- To establish, maintain and develop standards of knowledge and skill among its members;
- To establish, maintain and develop standards of qualification and practice for the practice of professional land surveying;
- To establish, maintain and develop standards of professional ethics among its members;
- To promote public awareness of the role of the Association;
- To perform such other duties and exercise such other powers as are imposed or conferred on the Association by or under any Act.

SERVING SURVEYING

The members of the Association of Ontario Land Surveyors have the authority to carry out "cadastral surveying" which is defined as the advising on, the reporting on, the supervising of, or the conducting of surveys, to establish, locate, define or describe the lines, boundaries or corners of parcels of land or land covered with water. An individual who purports to engage in cadastral surveying without being a member of the Association is guilty of an offence and is liable to prosecution according to law.

The Association is self-governing, formulating new legislation and regulations for presentation to the Government of Ontario through the Minister of Natural Resources as circumstances warrant. This government representation provides for the professional interests of the Members.

The Association, always conscious of its obligations to the public, is constantly upgrading its members in all phases of surveying, including cadastral, geodesy, photogrammetry, cartography, hydrography and other land information services by keeping the membership informed on changes in these specialties and by developing and implementing educational seminars and programs.

ASSOCIATION OF ONTARIO LAND SURVEYORS

PERSONNEL POLICIES

1. GENERAL

- 1.1 The personnel policies have been prepared for the mutual benefit of the permanent staff of the Association, Council and the members of the Association. By clearly and fully stating the personnel policies, it is anticipated that misunderstanding on both sides may be minimized.
- 1.2 These policies have attempted to reflect the basic rights, duties, responsibilities, obligations and flexibility required of the permanent staff.
- 1.3 The Executive Director under the direction of the Executive Committee will administer the personnel policies of the Association.
- 1.4 The Executive Committee shall be responsible for making recommendations to Council regarding the Personnel Policy and shall be responsible for the practical application of the policy and rules adopted by Council.
- 1.5 Personnel policies must, by their very nature, be reviewed periodically by Council. Permanent staff are encouraged to suggest revisions for consideration. Comments are to be made through the Executive Director.
- 1.6 Management personnel (Staff OLSs) will conduct themselves according to the Code of Ethics of the Association.
- 1.7 Support staff are expected to conduct themselves in a manner consistent with the objects of the Association.
- 1.8 All members of staff of the AOLS have a right to be treated fairly and respectfully in the workplace. Rights and responsibilities with respect to harassment and discrimination are outlined in the "Policy for the Association of Ontario Land Surveyors (AOLS) Preventing and Responding to Workplace Harassment and Discrimination" as approved by Council.
- 1.9 All members of the staff of the AOLS occupy a position of trust, in that details of examinations, examination results, disciplinary hearings, proposed expenditures and other such items of confidential information may be known to them or be available to them. Disclosure of such information constitutes a breach of trust and will result in dismissal of the employee concerned. All employees are required to acknowledge the privacy and confidentiality policies of the Association.
- 1.10 Employees may find it necessary to make or receive personal telephone calls. However, it is expected that good judgment will be used in limiting calls in number and length.
- 1.11 Management personnel are not permitted to undertake or carry out professional survey work except on behalf of the Association.
- 1.12 The Executive Committee will review the personnel policies annually and make recommendations to Council who may amend the personnel policies.

1.13 The personnel policies stated herein supersede all motions, rules and policies previously in force.

2. **ORGANIZATION**

2.1 The Executive Director is responsible to Council and reports through the Executive Committee.

2.2 AOLS staff are each responsible to the Executive Director and will discharge their duties and accept such responsibilities established by their respective job description.

2.3 Every employee must report any change in his or her personal information to the Executive Director, including the following, in a timely fashion.

- a) Home Address
- b) Home Telephone Number
- d) Marital Status
- d) Number of Dependents (Name, date of birth)
- e) Name of Family Doctor
- f) Name of person to notify in case of emergency

Correct records are necessary at all times to ensure complete benefit coverage, proper income tax deductions and other related items. The Association will maintain the confidentiality of such information.

2.4 Time sheets should be submitted via the office network by 10:00 a.m. every Monday morning.

3. **APPOINTMENTS**

- 3.1 Persons related by blood, or by marriage, to any employee of the Association will not be eligible for AOLS employment if other equally qualified people are available. Council may waive this rule when it is clearly in the interests of the Association to do so. Nothing in this section will bar the Executive Director from employing temporary staff as per Section 4.8.
- 3.2 The Executive Director shall sign offers of employment, which shall: state the type of appointment, tenure, probation requirement, title of post, job description and salary, indicate the date, time and place of reporting for duty, include a copy of the Personnel Policies and state that the offer is subject to the current provisions of such Policies and any subsequent amendments, and state the nature of the duties and obligations, which are attached to AOLS employment.
- 3.3 A prospective employee shall return to the Executive Director a notice of acceptance stating that the conditions contained in the offer are acceptable and that the Personnel Policies are accepted as a part of the contract of employment. A copy of such acceptance is to be made and forwarded to the Executive Committee.
- 3.4 The probationary period for a new employee is normally three months. This gives the Executive Director an opportunity to appraise the employee's capabilities for the assigned duties. The three-month period also gives the employee an opportunity to assess the designated position.

If the Executive Director concludes that the new employee's work is unsatisfactory, employment could be terminated at any time within the probationary period, subject to Provincial Labour Regulations.

4. SALARY, HOURS OF WORK, EXPENSES

- 4.1 The Executive Director shall establish and maintain an equitable pay plan approved by Executive Committee and recommend to Executive Committee the appropriate salaries of all permanent staff in December of each year and at other times as he or she deems appropriate.
- 4.2 The pay period for all AOLS staff is on a 'bi-weekly' basis, with cheques issued every other Thursday excepting those days stipulated as Statutory Holidays, in which case cheques will be issued on the working day immediately preceding.
- 4.3 Core office hours will be from 8:00 a.m. to 4:00 p.m. Monday through Friday. Lunch is one hour and arrangements shall be made so that the telephone is monitored throughout each working day.
- 4.4 While management staff is expected to be available in the office between 8:00 a.m. and 4:00 p.m. their duties may require them to work elsewhere on occasion in which case they shall make arrangements to be reached by telephone. Attendance at certain meetings required to be held outside the regular office hours is understood to be part of the duties of management staff.
- 4.5 Work schedules for all AOLS staff shall provide for a work week of 35 hours. No regular employee shall be engaged on an hourly basis.
- 4.6 Exceptions to work hours may be granted by the Executive Director in accordance with the Employment Standards Act.
- 4.7 Support staff, with the prior approval of the Executive Director, may work more than 35 hours in any calendar week. Approved overtime may be compensated in time off accrual or in overtime payment on the basis of straight time for hours in excess of 35 to a maximum of 44 in any one week and at the rate of 1.5 times the hours worked after 44 hours in any one week. All overtime hours MUST be reconciled at the end of the calendar year in which it was worked.
- 4.8 Management staff will not be paid extra for work performed outside regular office hours. Equivalent time-off may be arranged with the Executive Director for weekend/holiday time worked.
- 4.9 Temporary staff may be engaged on an hourly basis.
- 4.10 Employees may take two fifteen-minute rest periods each day, in addition to their regular lunch break; one in the morning and one in the afternoon. The Executive Director regulates the time at which these breaks are taken so that an adequate staff is maintained to monitor the telephone throughout regular office hours.
- 4.11 Costs of travelling by any employee on business of the Association shall be borne by the Association. The type of travel (air, train, bus or automobile) shall be determined by the Executive Director and shall at all times be the most economical and efficient.
- 4.12 Receipts are required for reimbursement of expenses incurred while on Association business. Where possible receipts should include the amount of HST paid.

- 4.13 Management staff are often required to attend meetings outside of the AOLS offices and after working hours. Expenses incurred and approved by the Executive Director, including travel, meals and accommodation, shall be reimbursed in accordance with approved rates and policies and submission of receipts. This will include attendance at the staff member's Regional Group business meetings.
- 4.14 Support staff, if requested to travel on behalf of the Association by the Executive Director, will be reimbursed for all approved expenses in accordance with policy and on submission of receipts.
- 4.15 The Association shall pay Professional Membership fees for Ontario Land Surveyors employed full time. These fees may include the AOLS membership, CIG, ACLS and Regional Group membership fees.

5. **ATTENDANCE, VACATION, SICK LEAVE**

- 5.1 An employee unable to report for duty shall notify his or her supervisor no later than one hour after the beginning of the work period. Where possible, notification should be given prior to the commencement of the work period.
- 5.2 Doctor, dentist and other such appointments should be scheduled, when possible, during non-office hours. If this cannot be arranged, the approval of the Executive Director is to be obtained in advance of the necessary time off which can be made up at a later date.
- 5.3 The vacation year is the calendar year. Vacations should be taken within the current year and monies may not be paid in lieu of vacation except as prescribed by law.
- 5.4 Annual vacation balances may not be carried forward from one year to the next unless authorized in advance by the Executive Director, which approval may dictate a period within which vacation must be used.
- 5.5 The following schedule shall govern the granting of vacation to employees:

Support Staff

- i) Support staff employees with less than two year's service as of the 31st. day of December will receive one vacation day per month of service to a maximum of ten days;
- ii) On the 2nd anniversary of employment an additional week (or prorated portion thereof) will be granted.
- iii) Employees will receive one extra day for each year over five years to a maximum of four weeks total. This day is added on the 5th anniversary and annually thereafter and not prorated.

Management Staff

- iv) Vacation pay is three weeks upon employment
 - v) Vacation is four weeks after five years with the exception of the Executive Director and the Registrar who shall have four weeks after three years. Prorated on the anniversary date for the first year.
 - vi) Vacation is five weeks after eight years. Prorated on the anniversary date for the first year.
 - vii) One day additional vacation day is granted for each year over ten years, to a maximum of six weeks.
- 5.6 Every effort will be made to accommodate requests for particular vacation periods, but consideration has to be given to the workload of the Association. In order to accomplish this, vacation requests will be submitted to the Executive Director via email in advance to allow scheduling.
- 5.7 Requests for vacation in excess of two continuous weeks will require the express written authorization of the Executive Director. Request for vacation in excess of two continuous weeks by the Executive Director will require the approval of the President.

- 5.8 Other than Statutory Holidays, time off for observance of special religious holidays will be granted by the Executive Director and charged against vacation credits. Where the employee has no vacation credits, time off may be granted with arrangements to make up such time.
- 5.9 In the case of an employee whose employment is terminated before his regular vacation period is due in any 12-month period, vacation allowance will be governed by the laws of the Province of Ontario.
- 5.10 When a death occurs in the immediate family, the Executive Director may authorize bereavement leave without loss of pay for a period of up to three working days. The definition of immediate family is limited to father, mother, wife, husband, son, daughter, sister or brother, and father-in-law, mother-in-law, or a person standing in loco parentis.

Bereavement leave of one day may be granted in the case of other family members.

The employee may have to furnish proof of the bereavement before payment of the leave is authorized.

Time off to attend funerals may be given at the discretion of the Executive Director.

- 5.11 A leave of absence with full pay and without loss of privileges will be granted to employees who are called to serve as jurors or witnesses in court. Proof of summons or subpoena may be required. Any compensation received from the court, other than normal expenses, shall be given to the Treasurer upon return to work.
- 5.12 The Association of Ontario Land Surveyors recognizes the following paid holidays:

New Year's Day
Family Day
Good Friday & Easter Monday (non statutory)
Victoria Day
Canada Day
Civic Holiday (non statutory)
Labour Day
Thanksgiving Day
Christmas Day
Boxing Day

If New Year's Day, Canada Day, Christmas Day or Boxing Day falls on a weekend, the following Monday is usually observed as the holiday.

- 5.13 Parental leave will be consistent with the Employment Standards Act of Ontario. The Association will make available to the employee, upon their return to work, the same position or a comparable one. Employee benefits will be maintained, and no loss of service time will ensue for up to a 12 month period.
- 5.14 Permanent employees may be granted sick leave on full pay in connection with illness, up to 8 days per year, following use of all sick days, sick pay will be provided as per the Group Benefit Plan.
- 5.15 Any absence of more than three consecutive working days or for one day preceding or following a statutory holiday which is to be charged as sick leave must be supported by a certificate from a duly recognized medical practitioner stating that the employee is unable to perform his duties and indicating the probable duration of the illness, if requested.
- 5.16 In any case of prolonged illness, the employee shall submit such periodic reports on his or her condition, as the Executive Director shall require.
- 5.17 The Association encourages its staff to attend any courses, which would enhance their skills. The Executive Director may grant leave without pay for attendance at seminars or regular educational courses held during regular office hours.

6. **EMPLOYEE BENEFITS**

- 6.1 The Association provides and pays for certain benefits for employees. The employee benefit package as approved by Council, is continuously under review to maintain viability in our rapidly changing society. The cost of the premium shall be paid by the Association with the exception of the Dental Plan for which 50% will be paid by the Association, and 50% by the employee.

Employees become eligible to the AOLS benefit plan after a three-month waiting period. The plan provides coverage on major expenses, which are not covered under Provincial Plans

- 6.2 Employees are required to be enrolled in the health insurance plans administered by the Provincial Governments.

Details of the current benefit plans are provided in separate documentation.

- 6.3 An employee is eligible to join the AOLS group registered retirement savings plan after two years' full employment and upon signing of the RRSP Employee Commitment to Contribute Agreement. For further details on the Pension Plan, see the Group Pension Booklet or contact the Executive Director.

7. **DISCIPLINE AND RESIGNATION**

- 7.1 Disciplinary measures are defined as those, which involve the suspension or dismissal of an employee. All such actions are to be taken by the Executive Director or President in consultation with the Executive Committee. The following rules will apply in normal cases of discipline:

STEP 1

A verbal warning to the employee will be given, together with a memo to the employee's file, detailing the reasons for such warning.

STEP 2

A written warning to the employee detailing the reasons for such warning.

STEP 3

Imposition of an appropriate penalty which may be demotion, suspension or dismissal. The above does not preclude instant dismissal for serious misconduct.

- 7.2 A full-time employee who resigns shall submit his resignation in writing to the Executive Director. Management staff are expected to provide ninety (90) days notice and support staff should give fourteen (14) days notice.

8 Performance Evaluations

- 8.1 The Executive Director is responsible for the completion of performance evaluations for all AOLS staff at least annually. New employees will be evaluated after two months and at the end of their third month. Form B.
- 8.2 The Finance Councilor will review completed evaluations.
- 8.3 The Executive Committee will complete a performance evaluation for the Executive Director at least annually. Form B.
- 8.4 Evaluations of the Supervisory staff will be completed at least annually by the staff who report to them. Form A.
 - 8.4.1 The Registrar, Deputy Registrar, Manager of SRD, and all other support staff except support staff in the Survey Review Department will evaluate the Executive Director.
 - 8.4.2 The Deputy Registrar and all other support staff except support staff in the Survey Review Department will evaluate the Registrar.
 - 8.4.3 The Registrar and all other support staff except support staff in the Survey Review Department will evaluate the Deputy Registrar.
 - 8.4.4 All full-time staff and regular “consultants” in the Survey Review Department will complete evaluations of the Manager of the Survey Review Department.

9 Substance Abuse Policy

- 9.1 Employees are expected to be at work free from the effects of any impairing substances.
- 9.2 Where employees are prescribed to take any medication that could potentially affect their judgement, they will be required to notify the Executive Director and provide a doctor’s note which includes any duty restrictions. To be clear, the doctor’s note does not need to divulge any details of the illness. The Executive Director will keep this information confidential. The Executive Director may modify their work expectations if appropriate.

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