

## Section 10: Human Resources

The Society adheres to all British Columbia standard labour codes as set out in The Employment Standards Act and Regulations ( [www.labour.gov.bc.ca/esb/esaguide/](http://www.labour.gov.bc.ca/esb/esaguide/) ).

### 10.1 Interview Procedures and Staff File Storage Policy

*Jun 2013*

The Society requires that personal interviews be conducted for the filling of each position at its camps. The interview will be conducted by the Camp Director who will maintain notes (*Form 9*) indicating whether references were checked, current police record checks were provided, and offering any comments which would impact positively or negatively on the applicant. Applications, staff contracts, interview notes, criminal records checks confirmation, reference letters and copies of certifications where required must be included in personnel files which must be retained in the locked personnel file at the camp for seven years. In the case of a telephone reference check, it is necessary to record comments on the Interview Notes form.

### 10.2 RCMP Criminal Records Check Policy

*Mar 2009*

Each job applicant eighteen years of age or older is required to authorize the Society to obtain a RCMP Criminal Records Check with a Vulnerable Sector Search. A criminal records check must be renewed every year. If an applicant refuses such authorization, the applicant will not be considered for employment.

### 10.3 Fair and Equitable Treatment Policy

*Jul 2005*

There will be no discrimination against any employee or prospective employee, by reason of race, colour, creed, disability, national origin, political, religious or union affiliation, sex, marital status, age, sexual orientation or whether he/she has dependents or not. There shall be no such discrimination in times of hiring, promotion, wages, discipline, dismissal or any other conditions of employment.

### 10.4 Conflict Resolution Policy/Procedures

*Jul 2005*

#### 10.4.1 Policy

*Jul 2005*

It is the policy of the Society that any conflict between employees/volunteers should be discussed between the parties in disagreement and resolved to the satisfaction of both individuals.

#### 10.4.2 Procedures

*Jul 2005*

Employees/volunteers are encouraged to deal directly with the person with whom they are experiencing conflict by inviting the other party to a meeting where they will discuss their differences. If the issues are not resolved and as a last resort, conflict issues may be taken (by both parties) to the Camp Director or, if the conflict involves the Camp Director, to the Director of Programming for resolution.

If the Camp Director or the Director of Programming is unable to provide either a resolution or satisfactory response to the conflict, the Society will meet to resolve the issue. The Society's decision shall be final.

## 10.5 Harassment Policy/Procedures

### 10.5.1 Policy

Jul 2005

The Rock Lake United Church Camp Society recognizes the right of any employees, contract personnel or volunteers to work in an environment which is free from harassment of any kind.

Within the limits of its jurisdiction, the Society undertakes to discipline any person who engages in the harassment of a Camp Leader or other camp employee/volunteer while fulfilling his/her duties or responsibilities. Should harassment be reported (to the Camp Director or to the Director of Programming), the Society will undertake to investigate the incident and shall take such action as it deems appropriate to resolve the problem. That action may include immediate suspension or dismissal of the offender.

### 10.5.2 Definition

Jul 2005

Harassment is defined as aggressive or threatening behaviour which would be considered by a reasonable person to create an environment not conducive to work. Discipline will not be considered harassment under this policy. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favours, and other verbal or physical conduct of a sexual nature that is known or ought to be known as unwelcome.

### 10.5.3 Procedures

Jul 2005

Employee's Responsibility: The person being harassed has several clear responsibilities:

- Tell the harasser to stop. Tell the harasser that the behaviour is offensive and against policy.
- Keep a record. Make a note about the incident, including when it happened and who else was present.
- Tell the supervisor. If that is not appropriate, tell someone else in a position of authority that can be trusted (i.e. the Camp Director or, if necessary, the Society's Director of Programming).

Supervisor's Responsibility: The Camp Director or immediate supervisor has the following responsibilities:

- Set a good example. Do not ignore inappropriate behaviour.
- Approach individual(s) if something suspect is going on. Symptoms of harassment may include reduced productivity, behavioural changes, rumours or sudden changes in performance. These signs should not be ignored.
- Discuss the situation with the alleged harasser. Treat the discussion as a verbal warning that inappropriate workplace behaviour will not be tolerated.
- Keep a written record of all discussions with the complainant and harasser (including their responses to the situation and any other reactions you notice in either party).
- If the situation reaches a formal complaint stage, write a letter documenting the incidents, including a written record of all discussions with the complainant/harasser. Send this letter confidentially to the Chair of the Society which will decide how to settle the situation.

## 10.6 Sexual Conduct Policy

Jul 2005

It is the policy of the Society that all employees/volunteers in the camp will maintain appropriate sexual conduct, as follows:

- Sexual activity between camp staff and campers is strictly forbidden. Such conduct can be deemed grounds for immediate dismissal of camp staff. If the camper is a child, reports of child sexual abuse may be made against the camp staff person involved.
- It is inappropriate for camp staff members to enter into sexually intimate relationships with one another on camp property with the exception of pre-existing covenanted relationships.

Further information regarding child sexual abuse may be found in (*Section 7*) of this Operating Manual.

## 10.7 Staff Misconduct and Discipline Policy/Procedures

Jul 2005

As set out in Section 1 of this Operating Manual, the Rock Lake United Church Camp Society has approved the Mission Statement, Philosophy and Objectives which, in part, state "provide a safe gathering place", "... focussing on love, acceptance and respect for each other" and concentrate on the spiritual and recreational experiences to be enjoyed at Rock Lake Camp. Accordingly, it is the Society's policy that staff misconduct will not be tolerated and will be dealt with immediately.

During the pre-camp training session the Camp Director will initiate discussion regarding the handling of any staff/volunteer misconduct and subsequent discipline. In the event of a misdemeanour or misconduct, the Society will use progressive discipline with the aim of being corrective in application.

### 10.7.1 Verbal Reprimands

Jul 2005

Are usually issued by the immediate supervisor for a first-time offence or in a situation where more serious actions are not warranted. In a private meeting the supervisor should inform the employee/volunteer of the following:

- the nature of the offence;
- the standard of expected behaviour violated
- expected improvement and time frame
- consequences of repeating the offence
- available assistance or resources such as additional training, anger management, counselling or any other appropriate assistance.

Verbal reprimands are noted in the employee's file with a date/time and a brief summary of the discussion. This information is for reference only.

### 10.7.2 Written Reprimands

Jul 2005

Are usually issued by the immediate supervisor for a second offence or where more severe action is called for. Arrange a meeting with the employee/volunteer and hand him/her a letter with a written

warning, consisting of:

- the date/time the offence occurred
- the nature of the offence and the rule or standard violated
- a reference to previous discipline or seriousness of the offence
- expected improvement and time frame
- statement indicating that failure to correct the behaviour may result in further disciplinary action
- information about assistance/resources available for help
- statement that a copy of this warning will be placed in their personnel file

Place a copy of the written reprimand in the appropriate personnel file and send a copy to the Society as well.

#### 10.7.3 Suspension

Jul 2005

Is a form of discipline and may be imposed for misconduct by the Camp Director, after consulting with the Director of Programming. In the case of the Camp Director requiring discipline, the Director of Programming shall consult with the Society advising of the pending suspension and/or dismissal. Notice will be given in writing. No employee may be suspended except for just and reasonable cause and the employee loses his/her wages. As in the case of a written reprimand, the suspension letter must include all the information as set out in (*Section 10.7.2*) above plus the number of days of suspension imposed and the dates thereof. The suspension letter will also include a statement that a failure to correct the behaviour may result in further disciplinary action, up to and including dismissal.

A copy of the suspension letter must be sent to the Society.

#### 10.7.4 Termination

Jul 2005

No employee may be terminated except for a just and reasonable cause (*Section 10.8*), as outlined in a letter forwarded to the employee giving reasons for the termination. To dismiss an employee the Camp Director will call a meeting of the employee and the Society Director of Programming or his/her designate to discuss the items outlined above in (*Sections 10.7.2*) and (*10.7.3*) plus the effective date of termination.

A decision regarding termination will be made within 24 to 48 hours of the meeting of termination. A letter of termination shall be forwarded to the employee by registered mail summarizing the dismissal meeting and enclosing a final pay cheque (if one is owing). A copy of all documentation will be forwarded to the Society within 24 hours.

#### 10.8 Grounds for Dismissal

Jul 2005

The following are grounds for immediate suspension and subsequent dismissal, pending investigation:

1. Use of any illegal drugs or alcohol on or near camp property while working at the camp.
2. Participating in any illegal activity, including but not limited to theft.

3. Any sexual or physical abuse of a camper.
4. Any sexual or physical abuse of another worker at the camp.
5. Corporal punishment of a camper as a discipline style.
6. Failure to perform duties and responsibilities as outlined in the job description.
7. Any action or lack of action which could harm any camper or fellow worker.

All suspensions and/or dismissals will be documented in writing by the Camp Director with copies kept on personnel files (*Section 10.7*).

#### 10.9 Appeal

*Jul 2005*

In the event that an employee or volunteer feels that he/she has not been dealt with in accordance with the policies as set out in this (*Section 10*), he/she may appeal to the Society by writing to the Chair at the address noted in the Introduction to this Operating Manual. A Review Committee of the Society will meet with the employee/volunteer and address the issue within 30 days of receiving written notice. The decision of this Review Committee will be final.

#### 10.10 United Church Camps Code of Conduct

*Jul 2005*

The Society insists that all camp employees follow the United Church Camps Code of Conduct which can be found at (*Appendix 3*).

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