CARCROSS/TAGISH FIRST NATION

SECTION 1

PERSONNEL POLICY

SECTION 1 PERSONNEL POLICY
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INTRODUCTION

Effective Date April 1, 2009 Revised Dec 18, 2014

Authorized By Executive Council

1-010 SCOPE AND PURPOSE OF THE POLICY MANUAL

THE POLICIES IN THIS MANUAL will be in force as authorized by the Khà Shâde Héni (Chief/Deputy) and Executive Council

THE POLICIES IN THIS MANUAL may be revised from time to time but must, at all times, comply with the Constitution, treaties and laws of the Government of the Carcross/Tagish First Nation or in their absence Federal Labour Standards.

THE POLICIES IN THIS MANUAL form a binding contract between the Government of the Carcross/Tagish First Nation and its employees and the Khà Shâde Héni (Chief/Deputy).

THE POLICIES IN THIS MANUAL set out what employees, the Khà Shâde Héni (Chief/Deputy), and the Government of the Carcross/Tagish First Nation expect from each other and, thus, establish tolerance levels, determine working conditions, and provide administrative direction and guidance.

THE POLICIES IN THIS MANUAL will provide Citizens of the Government of the Carcross/Tagish First Nation with an accountable, efficient and effective government of transparency, disclosure and redress.

THE POLICIES IN THIS MANUAL will be distributed to all Departments of the Government of the Carcross/Tagish First Nation and all current and future staff will become thoroughly familiar with their content, meaning and application.

THE POLICIES IN THIS MANUAL are clear and binding until revised. In cases of dispute, Directors are the first, Management Board the second, and the Khà Shâde Héni (Chief/Deputy) and Council the third level of interpreters of these policies unless a policy is enshrined in law other than a law passed by the Government of the Carcross/Tagish First Nation.

Effective Date April 1, 2009 Revised

Authorized By Executive Council

1-020 ORGANIZATION OF THE POLICY MANUAL

The Personnel and Financial sections of this manual integrate policies and procedures.

Policies are authorized by the Khà Shâde Héni (Chief/Deputy) and Executive Council and, in some cases, the General Council, to direct the overall GC/TFN administrative affairs.

Procedures are usually developed by the administration to set out, in more detail, how certain policies will be carried out.

Policies must always comply with the GC/TFN Constitution, treaties and laws, or, in some cases, with the legislation and labour codes of other levels of government.

Procedures must always comply with respective policies.

Effective Date April 1, 2009 Revised

Authorized By Executive Council

1-030 POLICY AND PROCEDURES DEVELOPMENT

Certain policies and procedures contained in this manual may require further interpretation, or implementation, or the development of procedures. Towards this end, the GC/TFN should propose policy and procedures work plans. The GC/TFN will monitor the process and progress of policy and procedure development on a regular basis and in compliance with this Manual.

Effective Date April 1, 2009 Revised

Authorized By Executive Council

1-050 STATEMENT OF THE EMPLOYERS PHILOSOPHY

The GC/TFN endeavours to make working conditions, wages and benefits offered to its employees competitive with those offered by other employers in the public sector. In cases where employees or Citizens of the GC/TFN have concerns about their working environment or compensation for their services, they are strongly encouraged to voice such concerns directly to their supervisors. The GC/TFN believes that clear and open lines of communications are an effective tool for good government.

Effective Date April 1, 2009 Revised

Authorized By Executive Council

1-060 STATEMENT OF THE DIRECTOR'S RESPONSIBILITY

Directors achieve objectives through the work of employees by ensuring that employees have clear directions and continuing support.

Directors understand that employees respond to fair and just treatment, which includes that the GC/TFN policies will apply evenly and equally to all employees.

Directors take a sincere interest in the well-being of employees, yet respect their privacy and maintain a high degree of confidentiality, but discourage the interference of employee's personal matters with the day to day GC/TFN affairs.

Directors act in a professional manner to set a role model for employees and review the performance and conduct of employees at all times.

1 - 070 POLICY DEVELOPMENT PROCESS

All policies will be created with our Constitutionally recognized virtues and values in mind in order to serve all Citizens of the Carcross/Tagish First Nation. They are:

- Selflessness
- Honour
- Respect
- Courage
- Integrity
- Knowledge
- Compassion
- Honesty

Policies are living documents; they grow and change with the people of this First Nation. Policies are protocols and principles that guide decisions to achieve rational outcomes.

Amendments to Existing Policy

All existing policy manuals must include a section entitled Policy Amendments. This must outline how the policy can be reviewed and changed on a regular basis.

All policy amendments/revisions will follow the same general process, as outlined below:

- Citizens or staff can propose all policy changes to the Director of the responsible Department or the Policy Analyst, in writing.
- The Director will work with the Department staff to create suggested policy revisions, with the assistance of the Policy Analyst if necessary.
- Consultation that is fair, effective, and allows sufficient dialogue with clans, community, and clients should take place at this point.
- All policy changes will be discussed with staff members.
- The Director will present the suggested policy changes at the next Management Board meeting. Any suggested changes will be incorporated by the Director, with the assistance of the departmental staff and the Policy Analyst if requested.
- The policy changes, as approved by Management Board, will be presented to Executive Council for their final review and approval. Any suggested changes will be incorporated by the Director, with the assistance of the departmental staff and the Policy Analyst if requested.
- Executive Council will review the final draft policy. They may suggest

changes, approve the policy as presented, request more time for review, or call for wider consultation.

- General Council will review and approve the Constitution, Clan Governance etc. that directly impact the operations or remuneration of Executive Council.
- All amendments will be documented in an Amendment Log attached to the Policy Manual.

Creation of New Policy

When creating a new policy for a program or procedure, the process of developing policy will be more comprehensive and will involve more research, engagement, and dialogue.

(a) Create a work plan outlining the best path for research and consultation. Engage the right people.
(b) Define the mission, objectives, indicators, and outcomes of the new policy. Consultation with clans, community, and clients should take place as appropriate at this point, to make sure you are headed in the right direction.
(c) Create the new policy with all affected staff members and clients involved.
(d) The draft policy should go to the clans and community for consultation that is fair, effective, and allows sufficient dialogue. Any suggested revisions should be incorporated into the final draft policy, with the approval of the Director.
(e) The final draft policy will be presented to Management Board by the Director responsible. Any suggested changes will be incorporated by the Director, with the assistance of the Policy Analyst if requested.
(f) The final draft policy will be presented to Executive Council for their final review and approval. Any suggested changes will be incorporated by the Director, with the assistance of the Policy Analyst if requested.
(g) Executive Council will review the final draft policy. They may suggest changes, approve the policy as presented, request more time for review, or call for wider consultation.

The policy development process should be documented, including who was involved, the feedback they put forward, and lessons learned.

TRANSPIRY/
REVIEW DATE Annually or as required.

BOARDS AND COMMITTEES

Effective Date April 1, 2009 Revised August 6th, 2020

Authorized By Executive Council

1-110 MANAGEMENT BOARD

SCOPE Management Board (hereafter referred to as the Board).

PURPOSE To act as the GC/TFN Executive management committee and to generally uphold, assist and support the authorities and responsibilities of the Khà Shâde Héni(Chief/Deputy), Executive Council and General Council.

MEMBERSHIP The membership of the Board will consist of;

- The Senior Director of Operations, the Chief Financial Officer, the Director of each Department, or their Acting Director.

MEETINGS The Board will meet at least once every week.

CHAIR The Senior Director of Operations will chair, in his/her absence, his/her designate will chair the meetings of the Board.

QUORUM Exists when Five (5) out of the Eight (8) Board Members or alternates are present. Decisions will be passed by consensus. If consensus cannot be reached, fifty-one percent (51%) of the members on the Board present will prevail.

AUTHORITY The Board will exercise authority, subject to the approval of Executive Council, in respect of:

MANAGEMENT AND ADMINISTRATION

- Management of the overall operational and administrative functions and affairs of the GC/TFN.
- Management practices and systems.
- Resolution of administrative problems as identified

LAWS AND REGULATIONS

- As directed by Executive Council/General Council, the development and implementation of laws and regulations based on the customs and traditions of the GC/TFN and in compliance with the GC/TFN Constitution, treaties and the inherent rights of its Citizens.

POLICIES AND PROCEDURES

- As directed by Executive Council, the development and implementation of personnel, financial and other policies and procedures in compliance with the GC/TFN Constitution and treaties or with the legislation and labour codes of other levels of government.

- Recommendations on changes to existing policies and procedures.

FINANCIAL ADMINISTRATION

- As directed by Executive Council, accounting policies and practices, including the form and content of the annual public accounts.
- Budget policies and practices, including preparation, reviews and recommendations for approval of annual or other budgets.
- Financial management and control of revenue, disbursements and assets of the GC/TFN.
- Evaluation of programs and activities of other levels of governments as to the economy, efficiency and effectiveness of those programs and activities.
- Management, control and direction of the GC/TFN public service, including its organization, staff, salaries and other benefits.
- Internal and external audits

HIRING AND DISMISSING OF EMPLOYEES

- The Board will authorize the Clan Screening and Assessment Boards in compliance with Personnel Policy 1-130, and Administrative Hiring Boards in compliance with Personnel Policy 1-135.
- The role of the Board will be to grant authority to Human Resources, the Clan Hiring and Screening Boards, and the Administrative Hiring Board to post, screen, assess, and hire in accordance with established policy and procedure.

- The Board will be responsible for all dismissals, as recommended by the department Director.

- The Board does not have the authority to hire or dismiss Directors.

GENERAL

- The Board, subject to the approval of Executive Council, will establish its own procedures, including procedures for the right of appeal of any of its decisions and, for the performance of its duties and responsibilities, establish regulations and issue directives and/or instructions as it deems appropriate.

- Subject to the approval of Executive Council, the Board may delegate any of its authority and responsibilities to any governing body of the GC/TFN.

- The Board will not make major decisions that may affect a respective Department in the absence of the Board member responsible for the respective Department.

MINUTES

The Board will record and make available minutes of all its meetings including motions, decisions and recommendations.

In cases where the Board discusses personnel or other confidential matters, discussions will be held in-camera.

REPORTING

The Board will report to the Executive Council and General Council as required.

APPEALS

The appeal body for the Board will be the Executive Council, in the absence of a Fairness Coordinator or the HR Manager if the issue is staffing related or as otherwise established by Policy.

Employees and Citizens of the GC/TFN will retain the right to appeal the decisions of the Board. Appeals must be made to Executive Council in writing and within five (5) working days following the Board's decision.

Executive Council/Fairness Coordinator will hear and review appeals with the appellant and, if clarification is required, consult with the Board, and if needed, at the earliest scheduled Executive Council meeting.

In cases of appeals, Executive Council/Kha Shade Heni will

retain the right to make the final decision.

In cases of appeals regarding personnel and confidential matters, appeal hearings will be held in-camera.

Decisions made by Executive Council/Kha Shade Heni that contradict an existing policy must be forwarded, with proposed amendments to the policy within ten (10) working days to the Policy Analyst.

TRANSPIRY/ REVIEW DATE	Annually or as required.

Effective Date April 1, 2009 Revised July 20th, 2017

Authorized By Executive Council

1-130 CLAN SCREENING AND ASSESSMENT BOARDS

SCOPE

C/TFN staff and Clan Hiring Team members make up these Boards.

PURPOSE

To recruit permanent and term (over 1 year) full-time and part-time C/TFN employees excluding Executive Director, Directors, Chief Financial Officer, and term employees over 1 year, in a fair, equitable and open manner to ensure the engagement of and to fill vacancies with the most qualified candidates with the preference of hiring C/TFN Citizens.

POLICY

It is C/TFN's policy to acquire candidates with experience, skills, qualifications and aptitudes necessary to fulfil vacancies. The Clan Screening and Assessment Boards will also identify for each position, where a C/TFN Citizen's education or training credentials might be lacking, the desirable equivalent level of life and work experience. These Boards will carry through the Hiring Process, section 1-210.

Clan Screening and Assessment Boards are consensus bodies and are governed by parameters, roles and responsibilities outlined in the Clan Hiring Teams Terms of Reference.

MEMBERSHIP

Clan Screening and Assessment Boards will be created on an ad-hoc basis, and will be composed of:

For Screening of Applications (Screening Board):

A) A minimum of two (2) of the following Staff representatives:
   1. The Human Resources Manager/Administrator, or designated representative.
   2. The Director, or designated representative, responsible for the position.
   3. The Supervisor, or designated representative responsible for the position.

B) Three Clan Hiring Team Representatives:
   1. Each Clan may appoint a member and an alternate member. The Clan Representatives on each Team will be selected on a rotating basis from the list of current appointments.

C) Any other individuals deemed appropriate by the Screening Board.

For Assessment Board:

A) A minimum of two (2) of the following Staff representatives:

1. The Human Resources Manager/Administrator, or designated representative.
2. The Director, or designated representative responsible for the position.
3. The Supervisor, or designated representative, responsible for the position.

B) Two Clan Representatives:

1. If possible, two of the Clan Hiring Team Members who were present on the Screening Board, however depending on availability, other Clan Hiring Team Members may be selected to continue on with the rest of the hiring process.

C) Other individuals deemed appropriate/necessary by the Clan Hiring Team

MEETINGS

Clan Hiring Boards will meet as required, and will be arranged by Human Resources. The Chair for each Clan Hiring Board will normally be the Human Resource Administrator/Manager.

The Clan Hiring Team, as a whole, will establish its own Terms of Reference (meeting the requirements of the federal and territorial legislation) and adhere to those Terms of Reference, as well as the procedures outlined within the C/TFN Personnel Policy, and any other applicable policy.

AUTHORITY

All screening for interviews and final selection of successful candidates will be in accordance with Section 1-210, and will be required to meet the consensus approval of the Clan Screening and Assessment Boards. If consensus is not attainable, a majority vote of the Clan Hiring Board will prevail. Tie votes will be decided by the Board Member who has Departmental responsibility for the position (generally the Director or Supervisor).

CONFLICT OF INTEREST

Conflict of interest will be handled according to Conflict of Interest policy, Section 1-440 and the Hiring Team Terms of Reference.

CONFIDENTIALITY

Confidentiality will be managed in accordance with Section 1-430. Due to the sensitive nature of the information that will be obtained within their responsibilities, the Clan Hiring Team will all be required to sign a confidentiality agreement and the Code of Conduct with C/TFN.

All members of the Clan Hiring Team will be required to keep all information obtained, particularly personal information of applicants, in the strictest confidence. Information must not be shared outside of formal meetings of the Clan Hiring Team or Boards.

If there is a breach of Confidentiality, the GC/TFN will make recommendation to the Clan to have person removed, as per the Code of Ethics for Boards, Teams, Councils and Committees.

TRANSPIRY/
REVIEW DATE Annually or as required.

Effective Date Nov 19th, 2015 Revised July 20th, 2017

Authorized By Executive Council

1-135 ADMINISTRATIVE HIRING BOARDS

SCOPE C/TFN staff who make up an Administrative Hiring Board.

PURPOSE To recruit non-permanent, temporary, auxiliary, casual employees (including 13-week hires), in a fair, equitable and open manner and to ensure the engagement of candidates and to fill vacancies with the most qualified candidates, with the preference of hiring C/TFN Citizens.

POLICY It is C/TFN's policy to acquire candidates with the experience, skills, qualifications and abilities necessary to fulfil vacancies. Administrative Hiring Boards will carry out this process using the general Hiring Process set out in section 1-210, the exception being, no Clan Hiring Team members shall be required for either Screening or Assessment Boards.

MEMBERSHIP The membership of Administrative Screening and Assessment Boards will consist of no less than three individuals:

- The Human Resource Manager/Administrator or designated representative.
- The Director, or a designated representative responsible for the position.
- The Supervisor, or designated representative, responsible for the position.
- Any other individuals as deemed appropriate/necessary by the Team, as required.

MEETINGS The Boards will meet as required.

AUTHORITY All candidates will be required to meet the consensus approval of the Administrative Screening and Assessment Boards prior to hire. If consensus cannot be reached, fifty-one percent of the Board members will decide.

TRANSPIRY/
REVIEW DATE Annually or as required.

STAFFING PRACTICES

Effective Date	April 1st, 2019	Revised	Nov19th, 2015
Authorized By	Executive Council		July 20th, 2017

1-210 HIRING PROCESS

SCOPE

All positions.

PURPOSE

The Carcross/Tagish First Nation hiring process has been established to ensure fairness, transparency and consistency during the employment hiring process for individuals.

The purpose behind the "Hiring Process" policy is to:

- Abide by our accepted values and virtues, and remain compliant with existing policies and relevant legislation,
- establish fair and consistent hiring guidelines, screening criteria and assessment process, when filling GC/TFN job vacancies, and that balanced and fair consideration is given to C/TFN Citizens (see Preferential Hire Policy – Section 1-220),
- appropriately designate responsibility and ensure that the appropriate people are present during an interview,
- determine when the hiring process is initiated,
- establish guidelines for practical and written assessments and the interview process guidelines,
- acknowledge established guidelines that outline reference check requirements,
- ensure employment offers are completed in accordance with the job offer guidelines and salary incremental guidelines.

POLICY

The hiring process shall be executed accordingly with all existing aspects of staffing practices, as per the current C/TFN Personnel Policy Manual. Existing processes must be adhered to when filling any vacant position. These steps will include but not be limited to:

- Clan Screening and Assessment Boards, section 1-130
- Administrative Hiring Boards, section 1-135
- Hiring Process, section 1-210
- Preferential Hire, section 1-220
- Conflict of Interest, section 1-440
- Temporary Positions and Assignments, section 1-260

PROCEDURES

Where a vacancy is identified by a department

Director/Executive Director/CFO, a Request to Hire form will be presented to the Management Board and or/Executive Council for review and authorization. Only fully completed requests will be considered.

All competitions will be posted for a minimum of five (5) working days. Most will be posted for a minimum of ten (10) working days, or longer if it is anticipated that a successful candidate will most likely be form outside the territory.

Vacancies for temporary 13-week hires and Transitional Employment Workers do not require posting.

Candidates will submit their applications/resumes to Human Resources. All consideration for vacant positions will be based on the information provided in their application. Verification of information provided on resumes may be part of the Screening and Assessment process. Any misrepresentations or falsifications in any of the information provided by candidates may result in the exclusion of the individual from further consideration for employment.

The appropriate hiring body, see policy 1-130 (Screening and Assessment Boards) and 1-135 (Administrative Hiring Boards), will proceed with the hiring process.

The C/TFN Citizen preferential hire policy (see Policy 1-220) will apply for all job postings.

The HR Manager/Administrator will be responsible for coordinating all aspects of the hiring process.

Screening takes place to review applicants who will be short-listed for further assessment (including interviews).

The objective in the screening process is to compare the information provided by the candidate in their resume against the job posting and job description and may include but is not limited to:

- C/TFN Citizen/Associate Citizen;
- Indigenous ancestry;
- education and/or equivalent experience;
- professional designations and certifications;
- professional or on the job experience;
- previous work histories;
- Completion of C/TFN Peacemaking Training;
- C/TFN traditional experiences or non-traditional experiences including cultural knowledge, skills, abilities to perform target position;

C/TFN Citizens or staff who are not screened in for further assessment will be notified either verbally or in writing and offered a post-board interview with Human Resources.

All candidates will undergo the same assessment process, which may include (but not be limited to) the following:

- written or technical exercises/assignments;
- oral interview questions and/or role plays;
- hands-on evaluations (e.g. performing a sample to the type of work entailed in the position;
- reference checks

Three (3) Reference checks (3) shall be done prior to any offer of employment being made.

The Human Resource Manager or Administrator is responsible for notifying the successful candidate as well as the unsuccessful candidates. Successful Candidates shall be provided with an opportunity to accept or decline the position as described in their letter of offer, in writing.

A one-year eligibility list will be created on the date of the interviews from the successful list of candidates based on their relative ranking in the competition.

If a successful candidate declines the offer, the next ranked qualified candidate from the Eligibility List will be offered the position.

Once a letter of offer has been accepted by a successful candidate all remaining unsuccessful candidates will be informed by email or phone call. Qualified candidates will be advised of their placement on the eligibility list and unqualified candidates will have the opportunity for a post-board meeting.

Conditions of Appointment (e.g. Criminal background checks and TB tests for employees working in the Daycare will be posted on the job posting and must be completed before the new employee's start date.)

Conditions of Employment (e.g. First Aid, WHMIS Certification, Driver's License) may be required either on hire, or within the probationary period.

Criminal background checks for Directors are mandatory.

In the event that the position becomes vacant during the life of the Eligibility List (one year), the next qualified person on the list

may be contacted to determine if they are still interested in the position. If they are interested, following successful reference checks, they may be appointed to the position. A decision as to whether to hire from the Eligibility List as opposed to running a new competition will be made on a case-by-case basis. Determining factors could include:

- Have the requirements for the position changed?
- Is there a new supervisor?
- Urgency of need to fill the position
- Cost and time needed to run a new competition
- Pool of potential new candidates

The decision to use, or not to use the Eligibility List will be made by Management Board, on recommendation of the department Director and/or Human Resources.

TRANSPIRY/
REVIEW DATE Annually or as required.

Effective Date April 1, 2009 Revised July, 20th, 2017

Authorized By Executive Council

1-217 MEDICAL ACCOMMODATION

SCOPE

All positions.

PURPOSE

To accommodate (where possible) existing employees when medical conditions arise, in accordance with Human Rights Legislative obligations.

POLICY

There are various methods of accommodating individuals who have, or come to have disabling conditions that affect their ability to perform their job, either on a temporary or permanent basis. These include:

- Modified work schedules
- Light duties
- Modification or purchase of equipment or devices
- Training
- Job restructuring
- Modification of policy
- Reassignment to a vacant position (Transfer)

Transfers will be considered when exceptional circumstances exist where allowing the employee to continue their previous duties would compromise the employee's health and/or put their health at risk as identified and prescribed by a qualified physician.

Human Resources must be consulted in the case of all medical accommodation requests. Transfer requests must be brought before Management Board for final approval.

TRANSPIRY/
REVIEW DATE

Annually or as required.

Effective Date April 1, 2009 Revised July 20th, 2017

Authorized By Executive Council

1-220 PREFERENTIAL HIRE

SCOPE All positions.

PURPOSE To ensure that GC/TFN employment practices provide additional opportunity to Citizens/Associate Citizens of the Carcross/Tagish First Nation, as defined in the Constitution.

POLICY The GC/TFN will give preferential hiring treatment to Citizens/Associate Citizens of the Carcross/Tagish First Nation.

There will be no discrimination based on sex, marital status, religion, age, race, sexual orientation, or individuals with disabilities.

Specifically:

- Employment opportunities will be open to all qualified applicants based on their knowledge, skills, abilities and suitability (subject to preference given to C/TFN Citizens).
- Advancement will be based on achievement, performance, ability, attitude and potential for promotion. If, at any time, two employees have identical qualifications, length of employment will be the determining factor.

TRANSPIRY/
REVIEW DATE Annually or as required.

Effective Date	April 1, 2009	Revised	Dec 18th, 2014
Authorized By	Executive Council		Jan 7th, 2019

1-260 TEMPORARY POSITIONS AND ASSIGNMENTS

SCOPE

Management Board

PURPOSE

To create a consistent and fair process for filling temporary positions and assignments.

POLICY

It is recognized that from time to time the need to fill temporary positions, as a result of a position vacancy, a temporary increase of work or other special circumstance may arise within the GC/TFN.

Management Board may, by consensus, select individuals to fill temporary positions for thirteen (13) weeks/four hundred and fifty-five (455) hours or less.

All temporary positions and assignments must be subject to budget allocations in the Department they are to work in.

Temporary positions may be renewed or extended, as needed up to one year. Temporary positions may be terminated, at any time.

In cases where temporary positions are reclassified to full-time or permanent, an open competition shall be held.

Nothing in this policy overrides 1-220 Preferential Hire or 1-210 Hiring Process.

TRANSPIRY/ REVIEW DATE

Annually or as required.

Effective Date June 9th, 2022 Revised

Authorized By Executive Council

1-262 APPOINTMENTS WITHOUT COMPETITION - LATERAL TRANSFERS, DEMOTIONS, PROMOTIONS

SCOPE All positions.

DEFINITIONS "lateral transfer" a permanent move from one position to a position classified at the same level as the employee's previous position

"demotion" a permanent move from one position to a position classified at a lower level than the employee's previous position

"promotion" a permanent move from one position to a position classified at a higher level than the employee's previous position

PURPOSE The purpose of this policy is to provide a mechanism to allow employees to transfer from one position to another to:

- further develop their skills and abilities
- meet succession planning requirements of the organization
- better utilize the knowledge skills and abilities of an employee who has developed beyond the requirements of their current position
- provide opportunity for current employees apply for vacant positions before they are posted

It should be noted that appointing without competition denies non-staff Citizens the opportunity to apply on a position. For this reason, care should be given to ensure that opportunities are not denied to potentially qualified Citizens.

Factors to consider then deciding whether or not to propose an appointment without competition include:

- is it unlikely that the knowledge, skills, and abilities required for the position can be found outside the organization?
- is there an individual, or individuals currently on staff who are fully qualified or who have strong potential to grow into the position? This could include auxiliaries or casual employees.
- is there an identified employee who has been actively training for the position, either as a trainee or as a subordinate to the subject position?

- Is the proposed appointment without competition a result of the need for medical accommodation

The Director proposing the appointment without competition should provide a written rationale including the above and any other relevant factors to the decision-making body when proposing the appointment.

POLICY PROCEDURES

Approvals

Management Board will have final approval for appointments without competition up to the Manager Levels.

Executive Council must approval appointments without competition to Director Level positions.

Department Directors and/or Management Board will identify appropriate positions and/or individuals appropriate for Lateral Transfer, Demotion or Promotion by way of a briefing note and proposed Management Board Decision Document.

Identified Positions

Once a position is identified as appropriate for internal candidates, a notice will be sent to all staff to provide them with the opportunity to express interest in the position.

To qualify for appointment to an identified position, employees must have their director's approval or in special circumstances, the approval of the Executive Director. Factors on which approval may be based include attendance, performance as documented in their Employee Performance Review, career development goals, employment history and recommendation from their supervisor.

Employees will express their interest in the position by submitting their resume or a letter of interest to the Director of Human Resources.

If there is more than one employee expressing interest in any one particular position, an assessment process will be held (any or all of the following: interviews, written assignments, review of personal performance, employment history) to determine which employee is most qualified for the appointment.

If only one employee expresses interest, the appointment may be approved without a formal assessment process.

Identified Employees
A supervisor or Director may identify a particular employee for appointment to a vacant position.

Factors on which a particular employee will be recommended for an appointment without competition may include attendance, performance as documented in their Employee Performance Review, career development goals, employment history, and recommendation from their supervisor.

Once approved by Management Board (or Executive Council in the case of Director level appointments), Lateral Transfers and Demotions may be made immediately.

Following approval by Management Board (or Executive Council in the case of Director level appointments), Promotions must be posted at all CTFN worksites (including Sha email) for a minimum of five (5) days (see sample posting below) before the appointment may be made.

APPOINTMENTS

Employees approved for appointment without competition will be appointed under the following terms:

Lateral Transfer – If the appointment is a lateral transfer the employee will retain their current salary. In the occasion that there are significant differences between the duties of their previous position and the new position a probationary period may be required.

Demotion – Employees who are appointed to a position at a lower level than their previous position will be appointed at the rate of pay in the lower level closest to their previous rate of pay. If their original pay rate is between two steps in the new level, their rate of pay will be at the higher step. In no circumstance will the employee continue to be paid at a rate higher than the highest step in the new level. A probationary period will not generally be required upon demotion.

Promotion – Employees promoted to a position at a level higher than their previous position will receive the rate of pay at the first step of the new level. If the first step in the new level is lower than the employee's current rate of pay, an appropriate salary increase will be determined based on their knowledge, skills, and abilities relevant to the new position. In no instance will their new rate of pay be less than their previous rate of pay, or lower than the first step of the new level.

Employees may be asked to act in a position to ascertain experience

and prove they can perform the duties before being promoted. They will also be required to serve a probationary period.

CAREER DEVELOPMENT PLANS

Employees wishing to be considered for appointments without competition should identify this wish on their performance review and, in collaboration with their supervisor and/or HR, prepare a Career Development Plan.

It is understood that employees may be required to undertake additional training and development assist them in meeting the full requirements of a new position, or a new department. Such training and development will be identified collaboratively with their current or new supervisor and will not be unreasonably denied.

ASSOCIATED POLICIES

- 1-217 Medical Accommodation
- 1-260 Temporary Positions and Assignments
- 1-735 Training and Development Leave
- 1-860 Acting Pay
- 1-1050 Performance Planning and review
- 1-1050 Career Advancement

TRANSPIRY/
REVIEW DATE Annually or as required.

Effective Date	April 1, 2009	Revised	Dec 11th, 2025
Authorized By	Executive Council		Jan 17th,2019

1-265 TRANSITIONAL EMPLOYMENT CREW TERMS

SCOPE

Active Temporary Financial Assistance Recipients.

PURPOSE

To develop a mechanism that will provide qualified recipients a means towards financial independence from Temporary Financial Assistance (TFA).

POLICY

Transitional Employment (TE) is a program delivered through Capacity in partnership with Health and Wellness (H&W) to respond to Citizens on TFA who are ready to address personal and professional barriers for self-sufficiency.

TE program participants are identified either through H&W case management or by the individuals themselves upon request.

A list of potential candidates is created by H&W and shared with Capacity. A selection process will follow with potential candidates, Capacity and H&W.

The scope of work for each participant will be determined by the interest of the individual and/or departmental priorities.

The Director of Capacity Development will confirm TE participants with Human Resources for the programs eight (8) month duration.

While there are no fixed requirements, qualification considerations may include but not be limited to previous experience, current case plans, genuine interest, potential for success and Employment Insurance eligibility.

Nothing in this policy overrides 1-220 Preferential Hire or 1-210 Hiring Process.

TRANSPIRY/ REVIEW DATE

Annually or as required.

Effective Date	April 1, 2009	Revised	July 20th, 2017
Authorized By	Executive Council		Jan 17th, 2019

1-270 OFFER OF EMPLOYMENT

SCOPE

All employees

PURPOSE

To communicate the terms of employment to all possible new employees.

POLICY

Offers of Employment will be provided for all new staff by letter outlining the terms and conditions of their employment status, including salary and probation period. All potential and new employees will also be provided access to copies of the GC/TFN Personnel Policy and their job description no later than their first day of work.

All offers of employment must be signed on behalf of GC/TFN by the department Director and /or the Executive Director.

New employees will be asked to sign a duplicate copy of their letter of offer to indicate their acceptance of the terms and conditions of employment.

A copy of the appointment letter, signed by the employee, will be placed in the employee's personnel file and a copy to the Finance Department.

TRANSPIRY/ REVIEW DATE

Annually or as required.

Effective Date DRAFT Revised

Authorized By Jan 17th, 2019

1-280 VOLUNTEER POLICY

SCOPE All Volunteers

PURPOSE Volunteers brought in to help of with GC/TFN events. To provide clear guidelines to the volunteer process and the expected behaviour and liability in individuals' volunteer roles within the GC/TFN.

POLICY Volunteers are identified by each of the departments' Directors their name will be added to a Volunteer list that will be kept by the Human Resources Department.

Volunteers are expected to behave in a manner equal to G/CTFN employees and follow C/TFN's virtues and values while carrying out their expected duties. They are:

- Selflessness
- Honour
- Respect
- Courage
- Integrity
- Knowledge
- Compassion
- Honesty

Volunteers are to be treated by G/CTFN staff and Citizens with the same virtues and values that they are to up hold. Any incidents where a volunteer experiences negative behavior that goes again G/CTFN's virtues and values must report this to their supervisor or to the Human Resources department.

If a Volunteer is in violation of these virtues and values, upon an investigation by the Supervisor/Director, this may lead to their names being removed from the list and if the incident is of a criminal nature, it will be referred to the RCMP.

Volunteers will be required to read and agree to the Code of Ethics of Boards, Teams and Committees. A copy of this policy will need to be signed, stating that they have read it and will comply.

TRANSPIRY/ REVIEW DATE	Annually or as required.

EMPLOYMENT STATUS

Effective Date April 1, 2009 Revised Jan 17th, 2019

Authorized By Executive Council

1-310 EMPLOYMENT CATEGORIES

SCOPE All employees.

PURPOSE To define employment categories and clarify requirements for benefits.

POLICY There are four (4) classifications (Permanent, Casual, Auxiliary, Directors) of employees within GC/TFN with many of the classifications having sub-classifications.

Benefits, probationary periods, hours of work and tenure of the position are laid out in the following chart.

	Hiring Process	Hours/ Week	Duration of employment	Wage	Probationary Period	C/TFN Benefits	Extended Health Benefit Entitlement
Permanent – Full Time	Yes	35	Indeterminate	Salary	3 months	Immediate	All after 3 months
Permanent -Seasonal	Yes	35	Indeterminate	Salary	3 months	Immediate	All after 3 months
Permanent – Part Time	Yes	Between 20 and 34	Indeterminate	Salary	3 months	Immediate	All after 3 months
Casual – Part Time	Yes	- 20	+ 1 year	Salary	3 months	No employer paid	No employer paid
Casual – Term F/T	Yes	35	- 1 year	Salary	3 months	No employer paid	No employer paid
Casual – Term P/T	Yes	- 35	- 1 year	Salary	3 months	No employer paid	No employer paid
Casual – Temporary	No	- 35	- 13weeks	Hourly rate	Length of employment	No employer paid	No employer paid
Auxiliary – On Call	Yes	- 35	Indefinite	Hourly rate	Length of employment	No employer paid	No employer paid
Auxiliary –	Yes	- 40	- 1 year	Hourly	3 months	No employer	No employer

Seasonal				rate		paid	paid
Auxiliary – Transitional Employment Crew	Yes	35	8 months	Hourly rate	Length of employment	No employer paid	No employer paid
Directors	Yes	35	Permanent or 2-5 year term	Salary	6 months	Immediate	All after 3 months

Permanent Employees
FT and PT Permanent employees include employees and term employees whose term lasts longer than one year who are scheduled to work with GC/TFN more than 20 hours per week. Permanent seasonal employees are entitled to employer paid benefits.

In accordance with this policy manual, permanent employees shall be entitled to all the employer paid benefits offered by GC/TFN including GC/TFN group benefit pension plan, extended health benefits, paid vacation leave, paid health/sick leave and paid personal leave.

Casual Employees
Employees who work for GC/TFN for periods under one year or permanent/long term employees who work less than twenty (20) hours per week are considered Casual employees.

Due to the structure of the pension plan and extended health benefits, Casual employees are not eligible for these benefits. In lieu of paid vacation, sick and personal leave casual employees will receive an additional 6% of their salary on every pay cheque.

Auxiliary Employees
Auxiliary employees are called upon by the GC/TFN when work is available. Though they may fill positions temporarily on a full-time basis it is expected that if the position they are filling exceeds thirteen (13) weeks four hundred and fifty-five (455) hours in length it should be posted and filled in accordance with this policy manual.

All auxiliary employees are entitled to receive an additional 6% of their salary on every pay cheque in lieu of paid vacation, sick and personal leave.

Directors
Directors are hired on as Permanent employees and required to serve a six (6) month probationary period. Upon completion of their first three (3) months of service with C/TFN, Directors shall be

entitled to all C/TFN paid benefits. Directors shall be considered permanent employees.

TRANSPIRY/REVIEW DATE Annually or as required.

Effective Date April 1, 2009 Revised Jan 17th, 2019

Authorized By Executive Council

1-320 PROBATIONARY PERIOD

SCOPE All permanent employees, including Directors.

PURPOSE To provide the C/TFN with a reasonable period of time to assess and evaluate a new employee's work habits and suitability for continued employment.

POLICY All new employees, including Directors will be employed subject to a probationary period of 3 months, which will commence on their first day of work. Directors probation is 6 months, but are able to access benefits/accruals at 3 months.

In exceptional circumstances, the probationary period may be extended for up to an additional 3-month period, but employees are able to access benefits/accruals at 3 months. Extensions must be confirmed in writing by the Management Board or by the Executive Director or Khà Shâde Héni where the employee is a Director.

Throughout the probationary period the Director or immediate supervisor of the employee will provide feedback to the employee to ensure he or she is aware of any performance deficiencies. Feedback may be verbal or in writing.

A formal performance evaluation will be completed by the Director/Supervisor of the Employee or in the case of a Director by the Khà Shâde Héni, Executive Director and one representation of Executive Council. For more information regarding evaluations please see section 1-1020 Performance Evaluations/Agreements of the C/TFN Personnel Policy.

The Director or the Khà Shâde Héni/Executive Director in the case of the employment of a Director will ensure that under no circumstances will the initial 6-month probationary period expire without a formal evaluation being completed where either employment status is confirmed or employment terminated.

In the event of the termination of employment of a probationary employee other than a Director, the Department Director and Management Board must be consulted and the decision of the Management Board be confirmed in writing prior to terminating employment.

In event of the termination of employment of a probationary employee who is a Director, the Executive Director must be consulted and the decision of Executive Council be confirmed in writing prior to terminating employment.

Employment may be terminated during the initial 3-month (or 6 months in case or a director) probationary period without the provision of notice or pay in lieu of notice.

If the probationary period is extended for an additional period of up to 3 months, then employment may be terminated without cause by providing the employee with two weeks' notice or pay in lieu of notice or if greater, the minimum notice or pay in lieu of notice required under the *Canada Labour Code*.

TRANSPIRY/
REVIEW DATE Annually or as required.

EMPLOYEE CONDUCT AND DISCIPLINARY ACTION

Effective Date April 1, 2009 Revised August 6th, 2020

Authorized By Executive Council

1-405 PROGRESSIVE DISCIPLINE POLICY

SCOPE

All C/TFN Employees.

PURPOSE

The purpose of this policy is to establish a process to correct or deter unacceptable conduct and performance and to encourage progressive and positive employee/employer relations by ensuring a fair and consistent discipline process.

POLICY

Disciplinary procedures must be applied uniformly and fairly to all employees.

The Executive Council has the authority and responsibility for the discipline and dismissal of the Senior Director of Operations and Department Directors.

Directors have the authority and responsibility to administer disciplinary measures to their department staff.

Supervisors and managers are expected to apply a system of progressive discipline in order to manage employees with unsatisfactory performance or conduct. However, in some instances the circumstances may warrant that discipline at a higher step or dismissal of employment is required and that the disciplinary process will not be strictly followed.

PROCEDURE

Investigation

Before any disciplinary action is taken, C/TFN shall conduct an investigation in to the alleged misconduct. C/TFN has an obligation to investigate allegations of misconduct regardless of source so long as they are reasonably believable.

The scope and process for each investigation will vary dependent on the circumstances ranging from internal conversations with the Human Resource Manager to an external, specially appointed investigator. The Human Resources Manager will make a recommendation as to how the investigation should be conducted to the Director of Executive Council (in the case of allegations

against a Director) agrees to the recommended investigation, the Human Resources Manager will oversee the investigation process.

The Department Director, or the Senior Director of Operations and Executive Council in the case of a Director (as per 1-406 Director Discipline), in consultation with the Human Resources Manager, must determine whether to suspend an employee for a period of time, where an investigation is required into allegations of misconduct against that employee. During an investigation, and if circumstance dictate, the director and/or the Senior Director of Operations and Executive Council, in regards to Directors, and in consultation with the Human Resources Manager, at any time can:

- Reverse the suspension and return the employee to his or her job and compensate for any lost wages while on suspension;
- Change the nature of the suspension; or
- Take any other action appropriate to the situation, including immediate dismissal.

Steps in the Progressive Discipline Process

The usual order of the progressive discipline process is as follows:

First Conversation

Prior to any steps in the discipline process being initiated, where an employee's performance or conduct is in question, the employee will be notified of the transgression in a private meeting with their supervisor.

The employee will be given an opportunity to explain the situation from their perspective and if desired, request the HR Manager be present during the explanation. Should the explanation satisfy the supervisor and the unacceptable behaviour does not continue, no further action shall be required.

Stage One – Verbal Warning

Employees will be informed of unacceptable behavior, conduct or performance verbally by their direct supervisor in a private meeting. The employee will be provided with a description of the unacceptable behaviour or conduct and will be given an opportunity to explain the situation and their actions. If after considering the explanation, the supervisor determines that discipline is appropriate the employee will be given a verbal warning. The supervisor will

supply the employee with a copy of the employee code of ethics to be reviewed, signed and dated during the meeting. The employee will be informed at that time, that further incidents will result in disciplinary action, up to and including dismissal. The employee will be informed that the discipline will constitute a verbal warning, but a written summary will go into their file.

The summary on the employee file must contain the following information:

- that the problem was communicated clearly to the employee;
- a copy of the C/TFN code of ethics; signed and dated by the employee; and
- a notation of the employee's reaction and response.

The written summary and newly signed code of ethics will be forwarded by the Director to Human Resources and placed on the employee's personnel file. The verbal warning will remain on the employee's personnel file until there are 36 continuous months (3 years) without any other corrective discipline for any reason placed on the employee's file, after which time the verbal waning will be expunged from the file.

Stage Two – Written Warning

In the event that the conduct or performance does not improve or where circumstances warrant an immediate written warning, the employee will be given a written warning. The employee will be informed in a private meeting with their supervisor of the unacceptable behaviour or conduct, including an explanation of when and how the unacceptable behaviour or conduct took place and will be given an opportunity to explain the situation and his or her actions. If after considering the explanation, the supervisor determines that discipline is appropriate the employee will be given a written warning.

The employee will be informed at that time that further incidents will result in disciplinary action, up to and including dismissal.

The employee will be provided with a copy of the written warning and another copy will be forwarded to Human Resources to be placed on the employee's personnel file. The written warning will remain on the employee's personnel file until there are 36 continuous months (3 years) without any other corrective discipline for any reason placed on the employee's file, after which time the written warning will be expunged from the file.

The written warning must consist of at least the following; and will be written in consultation between the Human Resources Manager and the Department Director;

- dates and times of offences;
- a summary of previous discipline, including verbal warnings;
- a plan to correct the problem; and
- a warning that future incidents will result in discipline up to and including dismissal.

Stage Three – Suspension (Final Warning)

In the event that the conduct or performance does not improve or where the circumstances warrant an immediate suspension, the employee will be given a final warning and suspension.

Prior to meeting with the employee, the Director or the employee's supervisor upon written authorization from the employee's Director and in consultation with the Human Resources Manager, will outline the circumstances leading to discipline including the relevant dates, the conduct or performance in question, and previous discipline if any.

The employee will be informed in a meeting with his or her supervisor or Director of the unacceptable behaviour or conduct, including an explanation of when and how the unacceptable behaviour or conduct took place, the record of past discipline and will be given an opportunity to explain the situation and his or her actions.

The Department Director along with the Human Resources Manager, and Legal Counsel where needed, will meet to consider the record and the employee's explanation. The decision to impose a suspension will be decided by, the Department Director along with the Human Resources Manager.

In a meeting with his/her supervisor or Director and a witness, the employee will be informed of the suspension and given a written notice of suspension which will include;

- The date the suspension will take effect;
- The duration of the suspension;
- The reasons for the suspension;
- The previous disciplinary record; and
- A warning that any further incidents will result in dismissal.

A summary of the interview and a copy of the letter of suspension must be forwarded to Human Resources and kept in the employee's personnel file. Records of suspension will remain on the employee's personnel file permanently.

Stage Four – Dismissal

If the employee's performance or conduct of the same disciplinary issue addressed in Stages 1-3 does not improve despite the progressive discipline process or the circumstances warrant immediate dismissal, a recommendation shall be made by the employee's Director to the Senior Director of Operations, Legal Counsel and in consultation with Human Resources, that the employee be dismissed.

Prior to finalizing a decision to dismiss an employee, the employee will be given an opportunity to provide an explanation for his or her conduct.

If the decision is confirmed by the Senior Director of Operations and Legal Counsel in consultation with Human Resources to dismiss the employee, in a meeting with the Department Director and a witness and/or Human Resources Manager, the employee will be informed of the decision and provided with a written notice of termination detailing the undesirable conduct, behaviour, and performance of the employee leading to this necessary action and the reason for the termination.

In certain instances, there may be just cause for immediate dismissal. Cause for immediate dismissal may include but is not limited to:

- 1-531 Workplace Anti-Violence and Harassment Prevention Policy
- Conviction of a serious criminal code offence
- C/TFN Employee Code of ethics
- Finance Policy
- 1-440 Conflict of Interest Policy

RELATED POLICES

1-440 Conflict of Interest Policy
1-535 Workplace Conflict Resolution
1-1090 Disclosure of Wrongdoing
C/TFN Code of Ethics

TRANSPIRY/REVIEW/DATE Annually or as required.

Effective Date April 1, 2009 Revised August 6th, 2020

Authorized By Executive Council

1-406 DIRECTOR DISCIPLINE

SCOPE Directors/Senior Director of Operations

PURPOSE To set out a process to correct and deter unacceptable behaviour, conduct or poor performance by a Director.

POLICY Directors, including the Senior Director of Operations, will be informed of unacceptable conduct, behaviour, or performance and prior to the imposition of disciplinary action will be given opportunities for improvement and as necessary re-evaluated.

The Executive Council has the responsibility to hire directors, terminate director, provide performance evaluations for directors, and Human Resource related issues for Directors.

Supervisory duties of Directors will be carried out by the Senior Director of Operations along with support of the Executive Council and the Haa Shaa du Hen.

Executive Council will use section 1-405 The Progressive Discipline Policy with support of the Human Resources Manager for managing all Director job related behaviour that does not meet expected and communicated performance standards.

The Executive Council may move to dismiss a Director if circumstances determine an occurrence of gross misconduct warrants dismissal even if the steps in the progressive discipline process have not occurred and may also immediately but temporarily suspend a Director pending investigation before moving through the discipline process.

If a Director is felt to be in violation of C/TFN's accepted employee Code of Ethics, behaviour, or performance and initial efforts for corrective action have not worked, the Director may be subject to progressive disciplinary action and/or immediate dismissal.

The Executive Council retains the authority and responsibility for discipline and dismissal of all Department Directors and the Senior

Director of Operations.
The termination of any Director or the Senior Director of Operations for cause must be reasonably supportable in evidence by C/TFN. Prior to any decision to terminate a Director or Senior Director of Operations. C/TFN will consult with legal counsel. In all but the most extraordinary circumstances, C/TFN is expected to have exhausted discipline under 1-405 prior to terminating any Director of cause.

TRANSPIRY/REVIEW DATE Annually or as required.

Effective Date April 1, 2009 Revised

Authorized By Executive Council

1-410 SUBSTANCE ABUSE

SCOPE

All employees.

PURPOSE

To provide a substance-free, healthy and safe workplace and to increase awareness of the adverse consequences of substance abuse and establish levels of assistance available to employees with abuse problems.

POLICY

DEFINITION: Substance abuse and addiction is a condition that can interfere with job performance with potential to put the employee, co-workers and public at risk.

REMEDIES: Dealing with substance abuse in the workplace is the responsibility of both employees and the GC/TFN. GC/TFN will support employees in their efforts to address their substance abuse or addiction issues.

Specifically, the GC/TFN is committed to assist employees with substance abuse problems in compliance with (section 1-770) Treatment Leave of the Personnel Policy.

Employees who do not seek help and whose job performances continue to suffer and /or deteriorate will be subjected to actions as mandated in (section 1-405) Progressive Discipline of the Personnel Policy up to and including dismissal.

If the substance abuse problem has criminal implications, by the determination of the employees' Director, the Director may inform the RCMP.

TRANSPIRY/
REVIEW DATE

Annually or as required.

Effective Date April 1, 2009 Revised Jan 17th, 2019

Authorized By Executive Council

1-420 PUNCTUALITY AND UNAUTHORIZED LEAVE

SCOPE All employees.

PURPOSE To establish work attendance standards and maintain a productive work environment.

POLICY

LATENESS

Unless otherwise agreed to in advance with an immediate supervisor, and for legitimate reasons, lateness will not be tolerated. Subject to [section 1-405] Progressive Discipline of the Personnel Policy, disciplinary action, authorized by the Director, will be taken for repeated violations and will include loss of pay for time late.

UNAUTHORIZED ABSENCE

Unauthorized absence from work will be communicated to an immediate supervisor within the first two (2) hours. Unauthorized absences will result in loss of pay and possibly other disciplinary action.

When an employee fails to notify/or have contact (direct interaction) with his/her Supervisor or Director for a period of three (3) consecutive working days, the employee may, by written notice, be declared to have abandoned his/her position, in which case the employee's employment with the GC/TFN will cease.

OTHER

Employee leave becomes an unauthorized leave when not approved in advance with the respective Director/Supervisor

TRANSPIRY/REVIEW DATE Annually or as required.

Effective Date	January 20th , 2012	Revised	Jan 17th, 2019
Authorized By	Executive Council		

1-425 BEHAVIOUR DURING ELECTIONS

SCOPE All employees, Khà Shâde Héni, Deputy, and Appointed Clan representatives.

PURPOSE To clarify employee behaviour during election periods.

POLICY During their hours of work or when representing the GC/TFN, all employees, Executive Council members, Khà Shâde Héni, Deputy, and GC/TFN team members will dedicate their hours of work solely to their job duties and responsibilities. In compliance with the Employee Code of Ethics (Appendix 2-430-A of the Personnel Policy) which each GC/TFN employee is required to sign.

During federal, territorial, municipal, or First Nation elections, all employees, Executive Council members, Khà Shâde Héni, Deputy, and GC/TFN team members will not use C/TFN employment hours towards a political campaign for themselves or others.

A GC/TFN employee, Executive Council member, Khà Shâde Héni, Deputy, and GC/TFN team members may request a leave of absence from their position for the duration of the election campaign period.

An employee is allowed to:

- Post signs on their house or lawn;
- Make personal financial contributions to a political party or candidate;
- Work on their own time on behalf of a political party or candidate by distributing campaign literature or working in a campaign headquarters;
- Solicit financial contributions for political parties or candidates, provided an employee does not use their position to influence any person to make a financial contribution to a political party or candidate, or provided that soliciting funds does not undermine the public's trust in the GC/TFN or the employee's ability to properly perform their responsibilities.

Any breach of this policy will be dealt with in accordance with 1-405 Progressive Discipline Policy.

TRANSPIRY/ REVIEW DATE	Annually or as required.

Effective Date	April 1st, 2009	Revised	Jan 17th, 2019
Authorized By	Executive Council		

1-430 CONFIDENTIALITY

SCOPE	All employees, Khà Shâde Héni(Chief/Deputy) and appointed Clan Representatives.
PURPOSE	To ensure GC/TFN business is protected and kept confidential.
POLICY	All information and data regarding the GC/TFN, including GC/TFN activities and plans, are considered confidential unless officially released to the public or as approved for release by the Khà Shâde Héni(Chief/Deputy) Executive Council or General Council. All employees, upon commencement of employment, will sign an Employee Code of Ethics as a condition of employment and, as applicable, annually thereafter. A breach of this policy may result in termination. If the employee has already left the GC/TFN, a breach of this policy may result in legal action.
TRANSPIRY/ REVIEW DATE	Annually or as required.

Effective Date April 1st, 2009 Revised September 8th, 2016

Authorized By Executive Council

1-440 CONFLICT OF INTEREST

SCOPE

All employees, appointed Clan Representatives, Management Board and Committee members, Agents or Contractors of the First Nation, including Volunteers, and Khà Shâde Héni (Chief/Deputy).

PURPOSE

What is a Conflict of Interest? A "Conflict of Interest" arises when a Councillor, Board Member, Officer, employee, Committee Member, Contractor, Representative of the First Nation or a family member has an interest that is:

- Real, Potential or Perceived;
- Direct or Indirect, and;
- Personal or Financial;

And, which competes, or appears to compete, with the interests of the First Nation, or the objective exercise of the individual's powers, duties, functions or responsibilities

Conflicts of interest occur when an individual as outlined in the scope of this policy, receives personal financial benefit from the employee's position in a manner which may inappropriately influence the employee's judgement or compromises the employee's ability to carry out responsibilities or could be of detriment to the integrity of the C/TFN.

No individual with a real or perceived conflict of interest shall participate or attempt to influence a decision with regards to any decision that is subject to being a conflict of interest whether real, or perceived

The purpose of this policy is to prevent any perceived or real conflict of interest and ensure honesty and impartiality may be beyond doubt.

To prevent and/or reduce conflicts that may result from the hiring of immediate relatives. This policy is intended to discourage nepotism. However, recognizing this is a small community it is recognized that

there may be exceptions to this policy from time to time. Regardless, all potential conflicts must be acknowledged and declared by signing a Conflict of Interest Disclosure Form.

If you are still unsure if you have a conflict of interest, a conflict of interest checklist document can be consulted - attached to this policy manual.

POLICY

Employees and Khà Shâde Héni (Chief/Deputy) will not place themselves in positions where they may be under obligation to any person who might benefit from special considerations or to have monetary interests that could conflict in any manner with the discharge of their duties as employees and elected (appointed) officials of the GC/TFN.

Employees and Khà Shâde Héni (Chief/Deputy) will exercise care in the management of their private affairs so as not to benefit, or appear to benefit, from the use of information acquired during the course of their work when such information is not generally available to the public.

Employees and Khà Shâde Héni (Chief/Deputy) will not place themselves in a position where they could derive direct or indirect benefit or interest from GC/TFN contracts over which they can influence decisions.

Employees and Khà Shâde Héni (Chief/Deputy) will hold no outside office, employment or contracts that could place demands on them that are inconsistent with their official GC/TFN duties or call into question their capacity to perform these duties in an objective manner.

Employees and Khà Shâde Héni (Chief/Deputy) will not give, in the performance of their duties, preferential treatment to relatives or friends or to organizations in which they or their relatives or friends have an interest, financial or otherwise.

Private businesses owned by employees or Khà Shâde Héni (Chief/Deputy) may perform work for or provide services to the GC/TFN only where those private businesses have submitted the lowest of at least two (2) bids for the work or service.

Employees and Khà Shâde Héni (Chief/Deputy) are expected to disclose to their superiors all business or commercial or financial interests where such interests might conceivably be construed as being in actual or potential conflict with their duties.

Employees deciding to run for office would take an unpaid “leave of absence”. In obtaining a seat they are required to submit a letter of resignation. If they lost the bid for the seat they would return to their position.

Management Board will resolve all matters of conflict of interest with employees. A Management Board decision in this regard is binding on the employee.

The Khà Shâde Héni (Chief/Deputy)/Executive Council will resolve all matters of conflict of interest with the Executive Council and/or General Council.

The GC/TFN recognizes that because of the value of the extended family relationships among its Citizens, implementation of this policy will require good judgement and discretion on the part of the Hiring Teams. Exceptions to this policy must be approved by Management Board.

The GC/TFN, where possible, will not hire immediate relatives of present employees into any department or division of the GC/TFN in a relationship of direct lines of authority, i.e. relatives must not supervise nor be supervised by another immediate relative. A relative for the purposes of this policy is defined as any husband/wife, mother/father, son/daughter, brother/sister, granddaughter/grandson, niece/nephew, aunt/uncle, combination, including common law and in-law relationships.

Present employees who marry other present employees are permitted to continue their employment. Should one of them leave the employ of the GC/TFN, the GC/TFN will not rehire that individual if this results in a direct line reporting relationship with his/her spouse.

Any employee who has questions or concerns about this policy is advised to contact Management Board.

Carcross Tagish First Nation Conflicts of Interest Checklist

Do I have a conflict of interest? Please consult the following checklist if you are unsure whether you may have a conflict of interest.

Questions to ask yourself.

1. Will the decision affect your personal expenses, income, assets or liabilities, or those of your spouse and/or dependent children in a manner which is not common to all Carcross Tagish First Nation Citizens?
   Yes____ No____

2. Will the decision affect any business in which you, your spouse or dependent children have investment in a manner which is not common to all Carcross Tagish First Nation Citizens?
   Yes____ No____

3. Will the decision affect any real property (including mortgages, options, registered leases or non-registered leases) in which you, your spouse or dependent children have an interest in a manner which is not common to all Carcross Tagish First Nation Members?
   Yes___ No____

4. Will the decision affect any person or business that has paid you or that has paid your spouse (including payments of salary, rent, interest, some loans, payments for sale of a house, care or investment, or other type of income)?
   Yes____ No____

5. Will the decision affect any business or person that gave or donated cash or goods or other gifts to you?
   Yes____ No____

6. Will the decision affect any business in which you are a director, partner, officer, trustee, manager or employee?
   Yes____ No____

7. Do you have a non-economic interest in the decision?
   Yes____ No____

8. Will the decision affect a family member, close friend or other relative such that your judgment may be biased?

Yes____ No____

9. Is there any other interest you may have, or another family member or close friend might have, in the outcome of this proposal such that your judgment may be biased?
Yes____ No____

Carcross/Tagish First Nation
Conflicts of Interest Disclosure Form

Date:

Name:

Position:

Transaction/Decision/Matters:

Detail of real or perceived conflict of interest, including nature. Please explain in full.
_____
_____
_____
_____
_____
_____
_____(if additional space is needed please write on back and/or attach document).

_____
Khà Shâde Héni (Chief/Deputy)
Employees, Clan Representatives,
Board and Committee members,
Agent or Contractors of the First Nation and
Volunteers, Signatures.

Decision of C/TFN Government and/or Executive Council.

1. The individual is in a position of conflict of interest and may not be involved in this transaction, decision or matter.
2. The individual is not in a position of conflict of interest and may be involved in this transaction, decision or matter.
3. The individual is in a position of conflict of interest which has been investigate and it has been determined that the individual may be involved in this transaction, decision or matter (explain below).

Addition Details:

_____
_____
_____
_____

_____
Signature of Khà Shâde Héni and/or
Executive Director.

TRANSPIRY/
REVIEW DATE Annually or as required.

Effective Date April 1st, 2009 Revised Jan 17th, 2019

Authorized By Executive Council

1-450 FAIRNESS PROCESS (FAIRNESS COORDINATOR)

SCOPE

All employees of GC/TFN, GC/TFN Volunteers, appointed Clan Representatives and C/TFN Citizens

PURPOSE

C/TFN government is committed to providing effective, transparent and accessible process of ensuring that its policies, procedures and practices are fair.

POLICY

The GC/TFN remains committed to creating an atmosphere in the workplace and in the community of open dialogue, constructive problem solving, acting in good faith, and mediation. In order to facilitate this atmosphere, the GC/TFN is committed to providing support and ongoing training to all staff in these specific skills where possible.

When dealing with conflicts, staff must remember the following principles:

- Is your manner calm?
- Are you considering the needs of the client/person?
- Are you treating this person the way you wish to be treated?
- Are your decisions consistent with C/TFN policy, C/TFN Constitution and/or laws/human rights?
- Are you acting in the best interest of C/TFN?

PROCEDURE

Complaints made in good faith regarding conduct will be investigated accordingly in accordance with [section 1-405] Progressive Discipline, in the Personnel Policy Manual.

FAIRNESS PROCESS

Upon receiving a complaint from a C/TFN citizen or staff member, the following steps should be followed, in this order:

Ensure the Citizen/staff has talked directly to the staff member who is responsible for the decision in question and made a clear effort to reach a mutual understanding.

1. Ensure the client/person has talked directly to the Director responsible and explained the situation (documented in writing if possible). Ensure the Director

has also communicated to the staff member responsible for the decision and received an explanation (documented in writing if possible).

2. When necessary, coordinate further dialogue between both parties. This dialogue may take the form of a meeting, a mediated discussion, peace-making circle, or other approaches agreed to by the parties. Each party has the right to have an advocate of their choice present.
3. If the matter does not come to a resolution that satisfies all parties involved, one or both parties may request to address the Executive Director.
4. If the matter still does not come to a resolution that satisfies all parties involved, one or both parties may request to address the Management Board.
5. If the matter still does not come to a resolution that satisfies all parties involved after being reviewed by the Management Board, one or both parties may make a written request to present their case before the next scheduled Executive Council (in the absence of a Justice Council).
6. The decision of the Executive (or Justice) Council will be final and binding.

The GC/TFN will continue to work towards improving the process and procedure for addressing fairness in the workplace and the community.

TRANSPIRY/
REVIEW DATE Annually or as required.

WORK CONDITIONS

Effective Date April 1st, 2009 Revised Jan 17th, 2019

Authorized By Executive Council

1-510 FIRE SAFETY

SCOPE GC/TFN.

PURPOSE To provide a safe work environment.

POLICY The Infrastructure Department will ensure all GC/TFN administration buildings are equipped with fire prevention equipment and GC/TFN employees adhere to this policy.

All repairs or maintenance and annual inspections to the fire alarm system (s) and extinguishers must be done by a certified fire alarm technician.

Fire extinguishers will be made easily accessible at all times in GC/TFN administration buildings. Fire extinguishers will be professionally inspected on a semi-annual basis.

Surge protectors may not have a cord longer than 6 feet and may not be plugged into other surge protectors. The cord must not be run under carpet, through walls, under doors or any other place that would subject it to physical damage. Damaged cords must be discarded.

For insurance purposes, combustible materials must not be used for decorations. All decorations, including Christmas trees, must bear the Underwriter Laboratory label as being flame retardant. Christmas tree lights must bear the Underwriter Laboratory label for the intended use. Decorations must be arranged in a manner not to obstruct exits, emergency lighting, exit signs, or corridors. All decorations must be removed prior to holiday vacations.

Management Board or the Health and Safety Committee shall coordinate fire drills annually.

TRANSPIRY/
REVIEW DATE Annual or as required by law.

Effective Date April 1st, 2009 Revised Jan 17th, 2019

Authorized By Executive Council

1-520 HEALTH AND SAFETY POLICY

SCOPE

All GC/TFN Employees.

PURPOSE

To provide a safe work environment.

POLICY

The personal health and safety of each employee is of primary importance to the GC/TFN.

GC/TFN will do its best to ensure all equipment and tools are in proper working order and employees have the proper training to operate them.

A Health and Safety Committee with a minimum of three (3) representatives of management and three (3) workers will meet monthly to review safety complaints and procedures. The Committee will make written recommendations to Management Board.

Any accidents or near misses are to be reported immediately to the employee's supervisor. The supervisor will as soon as possible notify both the Health and Safety committee and Management Board in writing. Employee participation shall be encouraged through health and safety training in order to improve a worker's awareness of workplace health and safety problems.

Any employee who does not take the necessary measures to ensure workplace safety shall be subject to disciplinary action.

TRANSPIRY/
REVIEW DATE

Annual or as required by law.

Effective Date April 22, 2020 Revised Nov 3rd, 2022

Authorized By Executive Council

1-521 TELEWORK POLICY

SCOPE All GC/TFN Employees, Appointed Clan Representatives, Boards and Committee members, Khà Shâde Héni (Chief/Deputy) and Executive Council.

PURPOSE The purpose of this policy is to establish a consistent organizational approach to telework.

As an employer, C/TFN recognizes and supports healthy work-life balance for employees. Telework is an alternate work arrangement for which eligible employees may apply.

This policy applies to all persons hired who have successfully completed their probationary period in their current position. Exceptions may be granted by Management Board where operational requirements warrant.

Telework arrangements do not alter an employee's terms and conditions of employment. The policy should be read in conjunction with the accompanying Telework Guidelines.

In addition, the Policy is meant to ensure consistent work practices are followed such that telecommuting employees continue to provide a level of service equal to or better than that provided while at an on-site work location.

DEFINITIONS

Telework An alternate work arrangement that allows eligible employees to perform their job duties away from their official workplace for part or all of their work week.

Telework guidelines

Issued in conjunction with this policy, the telework guidelines outline eligibility, approval criteria and mandatory components of the written telework agreement. All telework arrangements must follow the Policy and guidelines.

Telework place	The alternate work location as specified in the written Telework Agreement. (This would normally be the employee's residence.)
Official workplace	The Location where the employee would normally work if there were no Telework place.

INELIGIBLE POSITIONS

Ineligible telecommuting positions include:

1. Roles that require the presence of employees to carry out their tasks such as: childcare, building maintenance, janitorial, cooking,
2. Positions that require special equipment or vehicles

APPROVAL CRITERIA

Telework is neither a right nor a requirement. Telework requires the combination of the right job and the right Telework place. A employee who wishes to Telework must make a formal, written application to their supervisor.

Approval to telework is granted on a case-by-case basis at the discretion of the Departmental Directors and MB for staff employees subject to suitability and the criteria outlined in the Telework Agreement.

Clan Representatives, Boards and Committee members, Khà Shâde Héni (Chief/Deputy) and Executive Council will determine through their respective decision-making process whether a Telework Agreement is appropriate for their respective members.

TELEWORK AGREEMENT

Participating departments and employees must enter into a formal Telework Agreement using the approved template provided. Agreements require the approval of the Departmental Director and MB.

A Telework Agreement must be executed prior to an individual commencing Telework. A Telework Agreement may be required additional reporting requirements then the employee would experience if they attended the work place every day.

Telework agreements are subject to regular evaluation and renewal. Either party may choose to end a telework agreement.

ROLES AND RESPONSIBILITIES

DEPARTMENTS

Departments are responsible for:

- Approving telework arrangement based on the employee's application and operational requirements;
- Meeting the department's responsibilities outlined in the telework agreement, such as providing necessary equipment, developing security protocols (e.g. VPN) and ensuring health and safety standards are met.
- Monitoring Telework arrangements and ensure they are outlined in this policy and the Telework Agreement;
- Approving and signing Employee Telework Timesheets and ensuring they are submitted within required timelines.

EMPLOYEES

Eligible employees are responsible for:

- Timely and accurate completion and submission of timesheets to their Supervisor/Director;
- Meeting their responsibilities outlined in the Telework agreement.

GENERAL

Workspace, Equipment and Protection of Information

Employees approved for a Telework arrangement are responsible for maintaining a suitable and secure off-site workspace.

The off-site workspace will be considered an extension of C/TFN workplace and therefor will be subjected to and governed by applicable Worker's Compensation Health and Safety Board. Employees will be expected to comply with normal reporting requirements for any work-related accident or injury.

Employees will be responsible for the safe and secure handling of all proprietary and other information taken off-site or accessed form the off-side location, including but not limited to electronic files saved on home computers.

PAYMENT OF TELEWORK EXPENSES

The following Telework of remote work expenses will not be reimbursed:

- Private worksite or employee home expenses such as electricity, insurance, home maintenance and other similar personal expenses.
- Purchase costs or maintenance expenses associated with employee-owned items or related services.

The following supplies for the Telework employees may be supplied by C/TFN:

- Office supplies, laptops or other necessary equipment

Employees who have an approved and completed Telework agreement will receive $25 per month, payable bi-weekly, to help offset associated telework costs.

This is considered to be a taxable benefit by Revenue Canada. The Finance Department will ensure that additional taxes are deducted accordingly.

COMPLIANCE

Abuse of a Telework agreement may result in immediate termination of the privilege and will result in appropriate disciplinary measures as outlined in C/TFN Personnel Policy, 1-405 Progressive Discipline:

- Use of drugs or Alcohol while performing work functions;
- Breaching any term of a Telework Agreement;
- Failing to meet reporting requirements; or
- Failing to respond to work related calls or correspondence during set working hours.

TRANSPIRY/
REVIEW DATE

Annually or as required.

Effective Date	April 7th, 2016	Revised	January 17,2019
Authorized By	Executive Council		

1-525 SCENT FREE WORK POLCY

SCOPE	All GC/TFN Employees and appointed Clan Representatives.
PURPOSE	to provide a safe and healthy work environment in all GC/TFN buildings.
POLICY	Due to the health concerns arising from exposure to scented products, perfumes, sage, sweet grass, bleach etc. To provide a scent free environment for all employees and visitors. Smudging will be allowed after work hours. Smudging in common areas will require notice to all staff in the effected building. Progressive Disciplinary action will be taken if this policy is not followed.
TRANSPIRY/ REVIEW DATE	Annually or as required.

Effective Date	March 12th, 2012	Revised	May 29th, 2024
Authorized By	Executive Council		Dec 11, 2025

1-530 WORKPLACE VIOLENCE AND HARASSMENT PREVENTION POLICY

Scope This program applies to all workplaces at C/TFN.

Purpose The purpose of the Workplace Violence and Harassment Prevention Policy and Program is to mitigate the risk of harassment and violence in the workplace by identifying risk factors and developing preventative and protective measures at Carcross/Tagish First Nation (C/TFN). This policy applies to all incidents of workplace harassment and violence, including sexual harassment and sexual violence, family violence and third-party violence.

C/TFN is committed to fostering a safe, healthy, and inclusive workplace for all employees, consultants, contractors, and Clan representatives. The C/TFN virtues and values, as outlined in the Constitution, are embedded within the Workplace Violence and Harassment Prevention Program to ensure we treat all employees and those whom we have interactions within a respectful way. The C/TFN include:

- Selflessness
- Honour
- Respect
- Courage
- Integrity
- Knowledge
- Compassion
- Honesty

Application

This policy applies to every C/TFN employee, Khà Shâde Héni (Chief/Deputy), Clan appointed representatives, contractors and any person or company working on behalf of C/TFN.

Legislation

This Policy is guided by the Canada Occupational Health and Safety Regulations, Part II Labour Code, and Canadian Human Rights.

Definition of Workplace Harassment and Violence

According to Part II of the *Canada Labour Code,* harassment and violence means "any action, conduct or comment, including of a sexual nature, that can reasonably be expected to cause offense, humiliation or other physical or psychological injury or illness to an employee, including prescribed action, conduct or comment".

The federal Occupational Health and Safety Regulations define an occurrence of harassment as one that occurs "in the workplace". For the purpose of the Labour Code Part II, an occurrence of harassment and violence in the workplace can occur at any location where an employee is performing work for C/TFN, including while travelling or during after-work functions organized by C/TFN and that a workplace can include public spaces, third-party premises, and even the employee's residence if the employee is subject to work-from-home arrangement.

An occurrence of workplace violence and harassment can include domestic or family violence that takes place either at a workplace provided by C/TFN, or in the home during the course of a work-from-home arrangement. This places a responsibility on C/TFN to address incidents of domestic and family violence. It is recommended that in the case of domestic or family violence, C/TFN is to conduct a risk screening and develop a workplace safety plan and provide referrals to support services.

Harassment includes, but is not limited to the following acts or attempted acts:

- Spreading rumors or gossip about an individual or group
- Cyber bullying (threatening, spreading rumors or talking negatively about an individual online)
- Threats made over the phone, by email, or through other medium to an employee, including from an (ex)partner or family member
- Making offensive jokes or remarks
- Playing unwanted practical jokes
- Socially excluding or isolating someone
- Stalking or inappropriately following a person
- Tampering with someone's work equipment or personal belongings
- Vandalizing or hiding personal belongings or work equipment
- Impeding a person's work in a deliberate way
- Persistently criticizing, undermining, belittling, demeaning or ridiculing a person
- Intruding on a person's privacy
- Public ridicule or discipline
- Unwelcomed physical contact
- Sexual innuendo or insinuation

- Unwanted and inappropriate invitations or requests, including of a sexual nature
- Displaying offensive posters, cartoons, images or other visuals
- Making aggressive, threatening or rude gestures
- Misusing authority, including constantly changing work guidelines, restricting information, setting impossible deadlines that lead to failure, and/or blocking applications for leave, training or promoting in an arbitrary manner
- Engaging in a single action, conduct or comment outlined above, against a person because of that person's - race; ethnic origin; colour; religion; sex; sexual orientation; gender identity or expression; marital status; family status; genetic characteristics; disability; or any of the other prohibited grounds that the *Canadian Human Rights Act* lists

Harassment is not:

- Consensual workplace banter and interactions (unless it includes hurtful remarks about others, especially if they pertain to any of the prohibited grounds listed above)
- Reasonable management action carried out in a fair way, such as day-to-day actions by a supervisor or manager related to performance, absenteeism, assignments, discipline, and even dismissal (unless it is abusive or discriminatory)
- Every workplace disagreement, if handled poorly or left unresolved, can lead to harassment, such as difference of opinions

Forms of Violence and Harassment

Domestic Violence

Domestic violence is generally acknowledged to be a pattern of behaviour in an intimate relationship (or formerly intimate) that is meant to intimidate and control the victim. Abuse in a domestic situation can take many forms including physical, sexual, emotional, psychological and financial and any attempt to carry out these actions towards a worker at work is considered workplace violence.

Personal Harassment

Any unsolicited, unwelcome, disrespectful or offensive behavior that has an underlying sexual, ethnic or racial connotation and can be typified as:

- Behaviour that is hostile and/or intends to degrade an individual based on personal attributes, including age, race, nationality, disability, family status, religion, gender, sexual orientation, gender identity or gender expression, and / or any other human rights protected grounds

- Suggestive or offensive remarks
- Any threats of physical violence that endangers the health and safety of the employee

Racial / Ethnic Harassment

Any conduct or comment which causes humiliation to an employee because of their racial or ethnic background, their color, place of birth, citizenship or ancestry. Examples of conduct which may be racial or ethnic harassment include but are not limited to:

- Unwelcome remarks, jokes or innuendos about a person's racial or ethnic origin Color, place of birth, Citizenship or ancestry
- Displaying racist or derogatory pictures or other offensive material
- Insulting gestures or jokes based on racial or ethnic grounds which create awkwardness or embarrassment
- Refusing to speak to or work with someone or treating someone differently because
  of their ethnic or racial background

Sexual Harassment

- Engaging in a course of vexatious comments, or conduct against a worker in a workplace based on sex, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome
- Sexual solicitation or advance made by a person in a position to confer, grant or deny a benefit or advancement to the person where the person making the solicitation or advance knows or ought reasonably to know that it is unwelcome
- Reprisal or a threat of reprisal for the rejection of a sexual solicitation or advance where the reprisal is made or threatened by a person in a position to confer, grant or deny a benefit or advancement to the person
- Bragging about sexual prowess
- Offensive jokes or comments of a sexual nature about an employee
- Unwelcome language related to gender
- Display of pornographic or sexist pictures or materials
- Leering (suggestive persistent staring)
- Physical contact such as touching or patting, with an underlying sexual connotation
- Any actions that create a hostile, intimidating or offensive workplace. This may include physical, verbal, written, graphic, or electronic means.

Roles and Responsibilities

The role of C/TFN, the employer, in relation to harassment and violence prevention includes:

- committing to preventing harassment and violence in the workplace
- jointly reviewing and, when necessary, updating this policy with the Workplace Health and Safety Committee at least once every 3 years or following any change to an element of this policy
- jointly conducting an initial workplace assessment with the Workplace Health and Safety Committee
- jointly monitoring and, when necessary, updating the workplace assessment with the Workplace Health and Safety Committee when there is:
    - a change to the risk factors identified, or
    - a change in the effectiveness of the preventive measures that have been developed and implemented
- jointly reviewing and updating the workplace assessment with the Workplace Health and Safety Committee:
    - in situations where the principal party chooses to end the resolution process, but the occurrence is not resolved, or
    - in situations where the responding party is not an employee or the employer
- jointly reviewing the workplace assessment with the Workplace Health and Safety Committee and, when necessary, updating it
- jointly developing emergency procedures with the Workplace Health and Safety Committee
- deploying the workplace emergency procedures whenever an incident, including an incident of family violence or domestic violence, poses an immediate danger to the health and safety of an employee or there is a threat of such an incident
- jointly reviewing and, when necessary, updating the emergency procedures with the Workplace Health and Safety Committee
- making available to all employees, information related to support services
- jointly developing or identifying harassment and violence prevention training with the Workplace Health and Safety Committee
- delivering harassment and violence training to all employees and the designated recipient
- jointly reviewing and, when necessary, updating the training with the Workplace Health and Safety Committee at least once every 3 years and following any change to an element of the training
- ensuring that the designated recipient correctly follows the resolution process that is outlined in the *Workplace Harassment and Violence Prevention Regulations*
- for investigations into an occurrence of harassment and violence, providing a copy of the investigator's report to the principal party, responding party, and Workplace Health and Safety Committee

- jointly determining with the Workplace Health and Safety Committee which recommendations from the investigator's report should be implemented
- implementing the jointly determined recommendations from the investigator's report
- ensuring the resolution process is completed within 1 year after the day on which a notice of an occurrence is received
- reporting to the federal Labour Program employee deaths resulting from occurrences of harassment and violence, within 24 hours of becoming aware of the death
- providing the Labour Program by March 1st of every year an annual report summarizing the data on all occurrences of harassment and violence in the previous calendar year
- complying with all other aspects of the Regulations and the Code as it relates to harassment and violence

Role of Designated Recipient and the Harassment and Violence Prevention (HVP) Unit

Under this policy, the role of the Designated Recipient or the Harassment and Violence Prevention (HVP) Unit of C/TFN includes:

- responding to all notices of an occurrence within 7 days of receiving the notice
- initiating negotiated resolution with the principal party within 45 days after the day on which the notice of an occurrence is received
- reviewing every notice of an occurrence with the Principal Party against the definition of harassment and violence outlined in subsection 122(1) of the Code
- making every reasonable effort to resolve an occurrence for which a notice has been provided
- allowing the principal and responding parties the option of participating in conciliation if they both agree to participate and on who will facilitate the conciliation
- providing notice of an investigation to the principal and responding parties if the principal party requests an investigation
- in the case of an investigation, selecting a person to act as an investigator from a list of investigators developed jointly by Delta Company and the policy committee
- ensuring selected investigators have the necessary knowledge, training and experience required by the Regulations
- ensuring investigators provide a written statement indicating they are not in a conflict of interest with respect to the occurrence
- providing investigators all the information that is relevant to their investigation
- providing monthly status updates to the principal and responding parties on the status of the resolution process

Role of the Health and Safety Officer and Workplace Health and Safety Committee

The role of the Health and Safety Officer and the Workplace Health and Safety Committee is to work together in relation to harassment and violence prevention at C/TFN which includes:

- reviewing and, when necessary, updating this policy at least once every 3 years or following any change to an element of this policy
- conducting the workplace assessment and making recommendations to C/TFN regarding changes that should be made
- monitoring and, when necessary, updating the work place assessment when there is:
    - a change to the risk factors identified, or
    - a change to the effectiveness of the preventive measures that have been developed and implemented
- developing the emergency procedures with Delta Company
- reviewing and, when necessary, updating the emergency procedures
- identifying appropriate harassment and violence training
- reviewing and, when necessary, updating the training at least once every 3 years and following any change to an element of the training
- developing a list of investigators for C/TFN Designated Recipient
- ensuring continuous compliance with the Regulations and the Code

Role of employees

The role of all employees in relation to harassment and violence prevention at C/TFN include:

- refraining from committing harassment and violence
- where appropriate and safe, informing a person committing harassment and violence that their actions are inappropriate and unwelcomed
- reporting all occurrences of harassment and violence to their supervisor or the Designated Recipient or HVP Unit when they experience or witness it
- where appropriate, making every reasonable effort to resolve an occurrence of harassment and violence through negotiated resolution if they were a party to an occurrence
- cooperating with an investigator and the investigation process related to an occurrence
- refraining from retaliatory behaviour against the principal party, responding party, witnesses and any other individuals who are involved in the resolution process for an occurrence
- respecting the confidentiality of the information shared throughout the resolution process of an occurrence

Factors that contribute to workplace harassment and violence

There are a number of factors that can contribute to workplace harassment and violence. These factors can be divided into 5 general categories:

- client characteristics
- physical work environment
- work activity/culture
- job factors, and
- other external factors

Client characteristics

Working with clients that exhibit certain characteristics can put employees at greater risk of harassment and violence. This can include working with clients, and their relatives, who may lash out at the closest person due to:

- being angry and frustrated with the system
- having a history of violence
- a mental health condition, emotional disorder, or a head injury
- racist, sexist, homophobic, transphobic, ableist or otherwise discriminatory attitudes and behaviors
- being under the influence of drugs or alcohol

Physical work environment

Certain work environments and workplace designs can result in additional risks that may lead to harassment and violence. These can include:

- working alone, in small numbers or in isolated or low-traffic areas (for example, isolated reception area, washrooms, storage areas, utility rooms)
- working in community-based settings (for example, home visitors)
- having a mobile workplace
- working in a poorly designed client area, such as a cramped room or a room that has poor visibility of clients
- working in an overcrowded environment
- working in an environment with high noise levels

Work activity/culture

- working with the public
- handling money, prescription medication or items of significant value
- working with volatile persons (for example, criminal justice system employees who work with inmates)
- working on premises where alcohol is served

- working in an environment that tolerates or promotes racist, sexist, homophobic, ableist, or otherwise discriminatory attitudes and behaviours
- working during periods of intense organizational change (for example, strikes, privatization, restructuring, downsizing)
- working in the same workplace with an (ex) partner who is abusive

Job factors

Aspects specific to a job, such as mental and physical demands of the job, can result in additional hazards that may lead to harassment and violence. This can include:

- lack of control over how work is done
- excessive workload
- unreasonable or tight deadlines leading to high stress
- confusing, conflicting or unclear job or roles
- ambiguous or complicated reporting structures
- lack of job security

Other external factors

Other external factors that can result in harassment and violence include:

- Family violence or domestic violence, such as a family member or (ex) partner:
    - threatening an employee or co-workers either verbally or over the phone or email
    - stalking the employee
    - verbally abusing the employee or co-workers
    - destroying the employee or organization's property
    - physically harming the employee or co-workers
    - using work time or workplace resources to monitor or attempt to control the actions of an (ex) partner

Harassment and Violence Prevention Training

C/TFN will provide all of its employees with a 1-day harassment and violence training course. This course will cover:

- elements of the workplace harassment and violence prevention policy
- the relationship between workplace harassment and violence and the prohibited grounds of discrimination under the *Canadian Human Rights Act*
- how to recognize, minimize and prevent workplace harassment and violence

All new employees will receive training within 3 months after the day on which their employment begins. Further, all employees will receive this training again at least once every 3 years.

The following groups will receive training on their obligations in relation to harassment and violence at least once every 3 years:

- supervisors
- managers
- directors,
- health and safety representatives, and
- designated recipient and members of the HVP Unit

Outline of the resolution process – Refer to 1-535 WORKPLACE CONFLICT RESOLUTION POLICY

Below is a summary of the resolution process. It includes how a principal party, or witness, can submit a notice of an occurrence. Refer to policy *1-535, WORKPLACE CONFLICT RESOLUTION POLICY* for detailed instructions.

Notice of an occurrence

You are encouraged to notify the designated recipient or HVP Unit if:

- you are an employee who is experiencing or have experienced harassment and violence in the workplace, or
- you are an individual (employees or non-employees) who witnessed an occurrence of harassment and violence in the workplace

The DR or HVP Unit will ask the employee or individual to fill out a form, in which they provide the following information:

- the name of the principal party and the responding party (if known)
- the date of the occurrence
- a detailed description of the occurrence

If an employee or individual is not able to provide this information in written form, they may provide this information to the DR or HVP Unit verbally. The DR or HVP Unit will then transcribe the information for them on the form.

Please note that, in order to proceed with the resolution process, it is mandatory to provide the name or identity of the principal party who was involved in the occurrence. If you do not provide the name or identity of the principal party, the occurrence will not be further reviewed.

C/TFN cannot reveal the identities of the parties involved in the resolution process for an occurrence to either the policy committee or workplace committee without the consent of the parties. However, the identities of the parties may be revealed to each other as part of the resolution process.

Negotiated resolution
Negotiated resolution is a form of informal resolution where the principal party meets with the employer or designated recipient to:

- discuss the occurrence
- clarify what was submitted in the notice of occurrence, and
- attempt to reach resolution

During negotiated resolution, the DR or HVP Unit will ask the principal party to meet, either in person or by phone, with a member from the DR/HVP Unit. This meeting is for an initial discussion regarding the occurrence. During this discussion, the member of the DR/HVP Unit and the principal party will review the notice of occurrence that they received against the definition of harassment and violence in the Code. Together, they will try to determine whether the occurrence meets the definition. If both, DR/ HVP Unit and the principal party agree that the occurrence does not meet the definition, then they will deem the occurrence as resolved. If the member of the DR/HVP Unit and the principal party do not agree as to whether the occurrence meets the definition, and the principal party wishes to continue with the resolution process, then the principal party has the option of either:

- continuing with negotiated resolution, or
- pursuing conciliation and/or an investigation

If the principal party wishes to continue with negotiated resolution, they must inform the DR/HVP Unit of this decision. The DR/HVP Unit will schedule a series of meetings with the principal party. At the meetings, where applicable, the responding party will discuss the occurrence and attempt to achieve resolution. The responding party does not have to be informed of the principal party's notice of occurrence or be involved at this stage of the resolution process. This is only if the principal party does not wish for them to be notified or involved. The DR/HVP Unit can arrange for any of the following meetings:

- meetings with only the principal party and a member from DR/HVP Unit
- meetings with the principal party, responding party and a member from the HVP Unit
- meetings between the principal party and a member from HVP Unit with concurrent but separate meetings between the responding party and a member from the HVP Unit

Conciliation
A principal party and responding party may engage in conciliation at any time during the resolution process. However, conciliation can only proceed if both the principal party and the responding party agree to engage in conciliation. They must also agree on the person who will facilitate the conciliation. However, conciliation can only proceed if an investigator has not provided their final investigation report.

The principal party and responding party are required to inform the DR/HVP Unit of their desire to participate in conciliation. The DR/HVP Unit will then facilitate discussion around the selection of a conciliator who is agreeable to both parties. The DR/HVP Unit will also schedule time for both parties to meet with the conciliator.

Investigation

The principal party may request an investigation at any time during the resolution process. If the principal party wishes to proceed with an investigation, they must inform the DR/HVP Unit. The DR/HVP Unit will then:

- provide notice of an investigation to the principal and responding party, and
- select an investigator from the list that has been jointly developed with the policy committee

The selected investigator will investigate the occurrence and provide C/TFN a report outlining:

- a general description of the occurrence
- their conclusion, and
- their recommendation to eliminate or minimize the risk of a similar occurrence

C/TFN will then provide a copy of this report to the principal party, responding party and the workplace committee.

The report will not reveal, directly or indirectly, the identity of the persons who were involved in the occurrence or the resolution process for the occurrence.

C/TFN and the Workplace Health and Safety Committee will then meet to determine which of the recommendations in the investigator's report are to be implemented. C/TFN will implement those recommendations within 1 year of receiving the notice of occurrence.

C/TFN may take into consideration the findings in an investigator's report when applying disciplinary measures. However, disciplinary measures will also depend on the findings from a separate administrative investigation that C/TFN will conduct in some circumstances.

C/TFN cannot use the findings in an investigator's report for any of the following purposes:

- replenishment of sick leave
- granting of any additional paid or unpaid leave
- monetary remuneration for damages

However, the section "Recourse avenues" in this policy describes other recourse methods an employee can pursue.

Representation
At any time during the resolution process, an employee may be accompanied or represented by a:

- friend
- partner
- colleague, or
- person of their choosing

Protection Against Reprisal

Parties involved in an occurrence are prohibited from seeking retaliation. If you experience any retaliatory action or threat of retaliatory action from the responding party, witnesses, management, or other people within or outside the organization, please inform the DR/ HVP Unit immediately.

Workplace Risk Assessment

The DR/HVP Unit and the Workplace Health and Safety Committee/Officer will conduct a risk assessment of the work environment to identify any issues related to potential violence and harassment that may impact the operation and will institute measures to control any identified risks to employee safety. This information will be provided to Human Resources.

The risk assessment may include review of records and reports i.e. security reports, employee incident reports, staff perception surveys, health and safety inspection reports, first aid records or other related records. Specific areas that may contribute to risk of violence and harassment include contact with public, exchange of money, entrances and exits, working alone or at night, etc.
If necessary, they will update the workplace assessment if an employee submits a notice of an occurrence and the resolution process cannot proceed for any of the following reasons:

- the principal party chooses to end the resolution process at any point during the resolution process but the occurrence is not resolved
- the responding party is not an employee or the employer (for example, the responding party is a member of the public, a client, or an (ex)partner or family member)

The purpose of the review and update of the workplace assessment is to:

- determine what happened, taking into account the circumstances of the occurrence
- determine whether all risk factors have been appropriately identified

- develop new preventive measures, if needed, to mitigate the risk of a similar occurrence

For more information, consult the sample workplace harassment and violence risk assessment tool.

Notification of Workers at Risk

If a manager is aware that an individual can be expected to encounter a person with a history of violent behaviour, and the risk of workplace violence by that person is likely to expose the individual to physical injury, or an actual incident of workplace violence or harassment has occurred, or an incident of workplace violence or harassment is reasonably expected to occur, C/TFN shall take the following steps to ensure the safety of all individuals:

- Human Resources will advise the individuals who are at risk and coordinate a review of current procedures to minimize risk.
- Information about the source of workplace violence and harassment will be provided to the individuals who are at risk and their managers.
- Appropriate steps will be taken to protect individuals.

C/TFN will limit its disclosure of personal information to what is necessary to protect individuals from physical injury.

Safe-work Procedures

Safe-work procedures are in place and further being developed as needed. C/TFN will inform and instruct individuals about the risks of workplace violence and harassment. Safe work procedures on workplace violence and harassment prevention include:

- Use of security access cards to enter the premises.
- Individuals in the field do not generally work alone. While in practice there is a minimum of two members on inspection teams, C/TFN recognizes that there may be circumstances where due to scheduling constraints, this may not be possible.
- Familiarization with physical security arrangements put in place by the building manager, if applicable.
- Receptionist at C/TFN offices to call through to the person, or their designate, visitor requests. Guests are met by a C/TFN staff member in the lobby and accompanied through the facility.

Special Circumstances

Should an employee have a legal court order (e.g. restraining order or no-contact order) against another individual, the employee is encouraged to notify their supervisor and to supply a copy of that order to Human Resources.

This will likely be required in instances where the employee feels the aggressor may attempt to contact the employee at C/TFN, in direct violation of the court order. Such information shall be kept confidential.

If any visitor to the C/TFN workplace is seen with a weapon (or is known to possess one), makes a verbal threat or assault against an employee or another individual, employee witnesses are required to immediately contact the police, emergency response services, their immediate supervisor, and Human Resources.

Seeking Immediate Assistance

Canada's Criminal Code deals with matters such as violent acts, threats and behaviors such as stalking. The police should be contacted immediately when an act of violence has occurred in the workplace or when someone in the workplace is threatened with violence. If an employee feels threatened by a co-worker, volunteer, contractor, student, vendor, visitor or client / customer then an immediate call to 911 is required.

The Right to Refuse Unsafe Work

Any C/TFN employee can refuse to work if they have a reasonable belief that one or more of the following situations exist:

- Machinery, equipment or tools required in the performance of job duties present a safety hazard and their use may cause an injury to the worker or those nearby.
- The working conditions are unsafe, and may cause an injury to the worker or those nearby.
- The workplace conditions or machinery, equipment or tools represent a violation of the Canada's Occupational Health and Safety Act regulations and represent a physical danger the health and safety of the worker or those nearby.
- The worker has a reasonable expectation that the work would place them in danger of physical violence.

Recommendation to Get Medical Help

Individuals who have been the victim of workplace violence will be:

- Encouraged to get medical help
- Given the opportunity to be examined by a physician
- Provided with transportation if required

Counselling

Individuals and their families may have access to crisis counselling.

Benefits

An individual who experiences workplace harassment or violence will keep their existing benefits coverage while under treatment or counselling, subject to the terms of the plan.

Workplace Safety and Workers Compensation Board (WCB)

If an individual experiences workplace harassment or violence that necessitates medical care or results in the employee not being able to earn full wages, both C/TFN and the individual must file a report of injury with the WCB where applicable.

Emergency Procedures

If a harassment and violence occurrence poses an immediate danger to the health and safety of an employee, or if there is a threat of such an occurrence, call 911 for emergency services (police, fire and ambulance). Employees can also contact the Health and Safety Officer at 867-821-4251 ext. 8302.

Below is a summary of the emergency procedures that C/TFN must implement in various types of situations.

Violence in the workplace
If you witness or experience violence at work:

- remove yourself from the situation if you can
- inform your manager or seek help from a co-worker immediately
- if your manager is the perpetrator, notify another manager in the line of authority
- if your physical security or well-being is threatened, press your panic button and if possible call 911
- contact the Health and Safety Officer as soon as you are able to do so

If you are dealing with a violent person:

- stay calm
- try to calm the other person or diffuse the situation (if you can)
- avoid saying or doing anything that could aggravate the situation
- avoid eye contact or sudden movements that can be perceived as threatening
- respect the person’s personal space
- continue the conversation with the person only if the person calms down
- tell the person that you understand the reason for their anger
- if the behavior persists, end the conversation

- politely notify the person that you will leave the work area or ask them to do so
- notify your manager or seek help from a co-worker immediately (use the panic button if necessary)
- if the person refuses to leave the premises and the situation escalates call 911 and contact the Health and Safety Officer

Active shooter

If you witness an incident involving an active shooter outside the building:

- stay out of sight (away from windows) and warn colleagues, clients and visitors
- leave the area at risk
- when safe to do so, call 911, the Health and Safety Officer and other building occupants
- if you cannot evacuate the building safely, lock outside doors and close the blinds and curtains
- wait for instructions from first responders

If you witness an incident involving an active shooter inside the building:

- stay calm
- if you can do so safely, leave the area immediately
- warn others, as many as possible, without attracting the attention of the assailant
- if you can do so safely, call 911 and notify the Health and Safety Officer and other building occupants
- lock the doors or barricade yourself in a room using furniture
- block the windows, close the office blinds and curtains
- if the workspace has no door, hide under your desk or where you cannot be seen
- if you are in a washroom, remain there, if safe to do so
- silence your cellphone, turn off radios and computers
- if you cannot escape, remain silent and hide until first responders arrive
- wait for instructions from first responders

Bomb threat

If you are made aware of a bomb threat by telephone:

- listen to the caller calmly and do not interrupt them
- try to get as much information as possible, such as:
    - when the bomb is supposed to explode
    - where the bomb is located
    - description of the device
    - reason for the call or motivation for the threat
    - telephone number on the display screen (if possible)
- remember any details you can about the caller, such as:
    - approximate age
    - gender
    - accent

    - level of nervousness
    - any background noise
- call 911 and inform your manager and the Health and Safety Officer
- remain available to provide information to first responders

If you are made aware of a bomb threat by e-mail:

- save the email (or letter)
- send it immediately to the Health and Safety Officer

If a bomb alert is activated (for example, over intercom):

- visually inspect your immediate work area including:
    - wastepaper baskets
    - storage areas
    - dislodged suspended ceiling panels
    - furniture that has been moved
    - closets
- inform your manager of the results of your search
- if you find a suspicious package, do not touch it and inform the Health and Safety Officer immediately
- do not evacuate the building until the security services authorize you to do so

Privacy protection

C/TFN is committed to the protection of the privacy of the persons involved in an occurrence. As such, the Health and Safety Officer and the Health and Safety Committee are not permitted any involvement in the resolution process of an occurrence, unless they are a member of the HVP Unit or the DR. Only trained staff in, DR and HVP Unit, will engage in the resolution process with the principal party and responding party. Further, we will not permit an investigator to disclose in any report it produces and distributes the identity of any of the persons involved in an occurrence or the resolution process for an occurrence. This includes the principal party, responding party, witnesses and any other individuals interviewed by the investigator.

Recourse avenues

Employees can pursue multiple recourse avenues for their occurrence. This includes:

- pursuing recourse under the *Canadian Human Rights Act* with the Canadian Human Rights Commission, or
- pursuing recourse under the *Criminal Code*

Support measures

Employees can access a list of medical, psychological or other support services available within the community at the Health and Safety Office. Supports and resources related to family violence are available at Ending Violence Canada - Support Services.

Notices submitted in bad faith

Notices of harassment and violence that are identified throughout the resolution process as having been made in bad faith may be subject to disciplinary action.

Complaints related to employer non-compliance with the Code or Regulations

In accordance with section 127.1 of the Code or Regulations, if you, as an employee believe that there has been a contravention of the Code as it relates to an occurrence of harassment and violence, you may make either a verbal or a written complaint to your supervisor or the HR Director or Health and Safety Officer.

Definitions

The following definitions apply to this policy:

- **Designated recipient** means the work unit that has been designated by C/TFN, to whom a notice of an occurrence may be submitted
- **HVP Unit** is the same as the designated recipient with additional members
- **Occurrence** means an occurrence of harassment and violence in the workplace
- **Principal party** means an employee or employer who is the object of an occurrence
- **Responding party** means the person who is alleged to have been responsible for the occurrence in a notice of an occurrence provided to the designated recipient
- **Witness** means a person who witnessed an occurrence of harassment and violence or is informed of an occurrence by the principal party or responding party
- **Workplace** means any place where an employee is engaged in work for the employee's employer as per 122(1) of the Code

TRANSPIRY/
REVIEW DATE Annually or as required.

Effective Date	March 22, 2012	Revised	Jan 17, 2019
Authorized By	Executive Council		Dec 11, 2025

1-535 WORKPLACE CONFLICT RESOLUTION POLICY

SCOPE All employees.

PURPOSE To provide a procedure for employees to bring forward challenges in their work practises, policy interpretations, disciplinary actions, workplace conflicts, and harassment or discrimination in the workplace.

POLICY In accordance with 1-530 Workplace Harassment Prevention Policy, GC/TFN is committed to creating a safe work environment free from harassment and discrimination and built upon C/TFN virtues and values:

- Selflessness
- Honour
- Respect
- Courage
- Integrity
- Knowledge
- Compassion
- Honesty

PROCEDURE

Definition of Terms

Violence and Harassment:

Part II Canada Labour Code defines violence and harassment as “any action, conduct or comment, including of a sexual nature that can reasonably be expected to cause offence, humiliation, or physical or psychological injury or illness to an employee, including any prescribed action, conduct, or comment.” This also includes any negative behaviours based on the prohibited grounds of discrimination identified in the Canadian Human Rights Act.

The Designated Representative (DR)

The federal Canada Occupational Health and Safety Regulations requires employers to appoint a person or work unit as a “designated party” and who will be the person or group that receives and investigates complaints of harassment or violence in the workplace.

Supervisors can still receive a complaint, but due to the complexity of the conflict resolution process and the potential for mistakes to be made, supervisors will then route the report to the DR as soon as possible.

The DR must be trained on how to receive and handle complaints before they are assigned, with additional training every three years.

Other key terms:

- “Occurrence”: An occurrence of harassment and violence in the workplace;
- “Principal Party”: The worker or employer who is the object of an occurrence, the alleged victim;
- “Responding Party”: the person who is alleged to be responsible for the occurrence, the accused, in notice of the occurrence

Sources of Violence and Harassment:

The regulations for all occurrences of violence and harassment are divided into two categories: internal violence - those that occur between two employees of organization; and external violence – those that occur between an employee and someone that is not an employee, such as a client, customer, contractor, citizen, or intimate partner of an employee.

The Resolution Process

The process of resolving “occurrences” unfolds in stages. At any point during the process, the principal party (PP) can end the process by notifying the employer or designated representative (DR) of their intention to do so. The process can also end via negotiation or conciliation as outlined in the following stages.

STAGE 1: Notice of Occurrence Received

The process begins when the PP or a witness gives the employer or DR a written or oral workplace harassment and violence incident report, also known as a “notice of occurrence” that lists:

- The name of the PP and RP, if known;
- The date of the occurrence; and
- A detailed description of the occurrence.

Witnesses, but not PPs, can provide a notice of the occurrence anonymously. Notice of occurrence cannot be provided if: (a) the RP is neither the employer nor a worker; (b) exposure to harassment and violence is a normal condition of the PP’s work; (c) the employer has measures in place to address that workplace harassment and violence.

STAGE 2: Initial Review of Notice of Occurrence

Whoever receives the notice of occurrence, whether the employer or DR, must initially review it. After initial review, the occurrence may be considered resolved if the notice of occurrence doesn't list the PP's name or other information making it possible to determine the PP's identity.

The supervisor/manager or designated recipient will:

- Review the Notice of Occurrence form to ensure that all information is correct and complete;
- Assess the urgency of the situation and take appropriate action if there are any immediate risks to the health and safety of an employee; and
- Send acknowledgment of the Notice of Occurrence to the employee and inform the Workplace Harassment and Violence Prevention (WHVP) Centre of Expertise within seven calendar days for tracking purposes.

STAGE 3: Employer or DR Notifies the Parties of Occurrence

Once a notice of occurrence is provided, the employer or DR who receives it must determine if it is an internal or external violence occurrence and contact and notify the parties.

Conflict Resolution Process for Internal Violence:

PP: The employer or DR has 7 days to notify the PP:

- That the notice of occurrence has been received;
- Where the notice is given by a witness, that h/she has been named or identified as the PP in a notice of occurrence provided by a witness;
- Of how to access C/TFN Workplace Harassment and Violence Prevention Policy;
- Of each step in the Conflict Resolution Policy process; and
- Of the PP's right to be represented during the resolution process.

Witness: If a witness provides the notice, the employer or CR has 7 days to contact the witness to notify him/her that the notice has been received, providing the witness isn't anonymous.

RP: The employer or DR who receives the notice, must during the first occasion it contacts the RP regarding the occurrence, notify him/her:

- That he/she has been named or identified as the RP in a

notice of occurrence;
- Of how to access C/TFN Workplace Harassment and Violence Prevention Policy;
- Of each step in the Conflict Resolution Policy process; and
- Of the RP's right to be represented during the resolution process.

Conflict Resolution Process for External Violence:

For reports of external violence, C/TFN must provide a de-identified copy of the report to the Workplace Health and Safety Committee (WHSC) who will then review the risk assessment to determine if the existing risk assessment and control measures are adequate.

There is no requirement for a formal investigation, though if the reported conduct was severe, C/TFN will follow-up with the WHSC to ensure all relevant information gets to them to help prevent future incidents.

STAGE 4: Resolution Options

Negotiate Resolution:

Starting no later than 45 days after a notice of occurrence is provided, the employer or DR and, if contacted, RP, must make every 'reasonable effort' to resolve it by negotiation.

Work with the relevant supervisor/manager or the DR to determine if the occurrence meets the definition of Harassment and Violence. If it doesn't, the occurrence will be deemed resolved. If it does, the resolution process may continue.

- This process may include meetings with:
  - PP and their supervisor/manager;
  - PP and their supervisor/manager and the RP;
  - PP and the DR and supervisor/manager; or
  - PP, the designated recipient, supervisor/manager and the responding party.
- The PP, their supervisor/manager and the RP, if applicable, must make every reasonable effort to resolve an occurrence during the negotiated resolution process; and
- The meetings are an opportunity for the PP to have an informal, collaborative and positive discussion with the employer. The PP will be asked to discuss the occurrence as well as the resolution they are seeking. Resolutions are tangible and reasonable measures that can be put into place to resolve and help prevent further occurrences.

Conciliation Resolution:

- If you are unable to negotiate a resolution agreement, conciliation is another option;
- You may proceed with the conciliation process if the PP and the RP mutually agree to engage in conciliation and both agree on who will facilitate it.
- Mediation and alternate dispute resolutions are integral methods of the conciliation process. Conciliation can be carried out parallel to a prevention investigation.

Prevention Investigation:

- All parties involved must make every reasonable effort to resolve an occurrence before the matter is referred for investigation;
- The prevention investigation will focus on the root cause of the occurrence in the workplace. The outcome of the prevention investigation cannot be used for any remedial or disciplinary measures;
- A qualified investigator will be provided with all relevant information;
- The PP, their supervisor/manager and the members of the Workplace Health and Safety Committee will receive a final report. The report will not reveal, directly or indirectly, the identity of those involved in the occurrence; and
- The prevention recommendations set out in the investigation report will be jointly revised with the Workplace Health and Safety Committee and those retained shall be implemented by the employer.

The Prevention Investigation Process:

- **Notice of Investigation**: the employer or DR must inform the PP and RP of the prevention investigation due to unresolved negotiations and conciliation.

- **Investigator's Report**: the investigator provides their report to the employer or the DR that includes:
  - A general description of the occurrence;
  - The result of the findings, including those related to the circumstances that contributed to the occurrence; and
  - Any recommendations to eliminate or minimize the risk of a similar occurrence.
  - The report must not reveal, directly or indirectly the identity of the person(s) involved in the occurrence or resolution process.
  - The employer or DR provides the investigator's report to the PP, RP and WHSC.

- **Implementation of Recommendations:** the employer and the WHSC must jointly determine which of the recommendations set out in the report are to be implemented.
    - Do the employer and WHSC agree with the recommendations?
        - YES: inform the PP and the RP of which prevention measures will be implemented and by when. Recommendations must be implemented within one year of the receipt of the notice of occurrence.
        - NO: in the event of a disagreement, the employer's decision prevails. The decision and justification must be documented.

Notice of Occurrence Resolved:

The resolution process is completed when:

- A resolution has been achieved through jointly determination and conciliation;
- The employer implements recommendations contained in an investigation report; and
- A workplace assessment is updated as deemed required

The resolution process must be completed within one year of the notice of occurrence. A PP and the RP, if involved, may decide to stop the process at any time. Once the notice of occurrence is resolved, please inform the PP using the "File Closure Letter". The employer must inform the Workplace Harassment and Violence Prevention (WHVP) Centre of Expertise within seven calendar days for tracking purposes.

TRANSPIRY/
REVIEW DATE Annually or as required.

Effective Date April 1st, 2009 Revised Jan 17th, 2019

Authorized By Executive Council

1-540 COLD WEATHER

SCOPE All employees and appointed Clan Representatives.

PURPOSE To establish standard work schedules for weather below minus thirty-two Celsius (-32c). If you don't feel safe travelling to work.

POLICY All employees are expected to physically be at work from 8:30am to 12:00 noon and from 1:00pm to 4:30pm on days when the weather drops below minus forty Celsius (-32).

On days where the temperature is too cold to work safely (-32) outside, employee's whose primary work is outside will be tasked with other related indoor duties by their Manager upon approval of the Department Director/Supervisors.

Employees who cannot make it to work or do not feel safe due to the weather must call in as per policy1-780 [Leave Without Pay] and will receive Leave Without Pay or must use time accrued (Vacation or Comp).

TRANSPIRY/
REVIEW DATE Annually or as required.

Effective Date	July 20th, 2010	Revised	December 18th, 2014
Authorized By	Executive Council		

1-550 INTERIM FIREARMS POLICY

SCOPE

All permanent full-time employees.

PURPOSE

To provide employees with an opportunity of obtaining additional training and education to increase their on-the-job competence and to prepare for career advancement.

POLICY

No employee will be in the possession of, carry, or use a firearm in the field unless direct approval has been given by the Director or Manager, and the employee complies with all relevant territorial and federal laws

All employees carrying or using firearms must have completed the CFSC (Canadian Firearms Safety Course) and must possess a valid PAL (Possession and Acquisition License) formally known as an FAC (Firearms Acquisition Certificate).

All firearms must be stored unloaded with trigger lock and kept in an approved storage unit, with access restricted to qualified C/TFN personnel.

The use of firearms should be considered a 'last resort' as a method of protection against wildlife attacks.

All wildlife shootings must be reported immediately to the closest Yukon Government Conservation Officer. An incident report must be filed as soon as possible with management Board. Employees will be required to prove to C/TFN and Yukon Government officials the shooting was necessary.

Unnecessary shootings could result in employees being charged and/or dismissed.

TRANSPIRY/
REVIEW DATE

Annually or as required.

Effective Date November 8th, 2012 Revised

Authorized By Executive Council

1-555 Pets in the Office

SCOPE All C/TFN employees and all GC/TFN offices.

PURPOSE To ensure all C/TFN employees, visitors and their children (particularly those with allergies and/or a fear of dogs) have a safe environment to conduct C/TFN business and to mitigate injury, property damage and/or any other liability to the GC/TFN.

POLICY Pets, (including but not limited to; dogs & cats) shall not be permitted in GC/TFN office buildings. The exception being;

- certified service animals (e.g. seeing-eye dogs, police dogs)

In accordance with the recognized C/TFN Policy Development Process and 1-520 Health and Safety Policy, the C/TFN recognizes its responsibility to ensure a safe working environment for all C/TFN employees while working within C/TFN offices.

Employees who choose to ignore approved policy will be subject to disciplinary action as outlined in the Progressive Discipline Policy, section 1-405 of the Personnel Policy.

TRANSPIRY/
REVIEW DATE Annually or as required.

EMPLOYEE BENEFITS

Effective Date July 13th, 2009 Revised Jan 17th, 2019

Authorized By Executive Council

1-605 BENEFIT EXEMPTION PERIOD

SCOPE All C/TFN employees.

PURPOSE To outline when employees are entitled to GC/TFN paid benefits.

POLICY During the first three (3) months of employment with GC/TFN, employees are not eligible to access paid benefits.

Any permanent employee who completes their first three (3) months at C/TFN shall be eligible for these benefits.

Casual, Auxiliary and term employees are not entitled to the above listed benefits. However, if a casual or auxiliary employee becomes a permanent employee, through the current Hiring Process, [section 1-210] and has accrued four hundred fifty-five (455) hours of employment with C/TFN over the past twelve (12) months, they will be entitled to the benefits outlined in this policy immediately upon beginning the permanent position.

Entitlement to these benefits is completely separate from an employee's probationary period. As such, an employee who is promoted or transferred after three (3) months of employment shall still be entitled to these benefits, despite changing positions although they may be on probation.

TRANSPIRY/
REVIEW DATE Annually or as required.

Effective Date April 1st, 2009 Revised

Authorized By Executive Council

1-612 STATUTORY BENEFITS

SCOPE All employees and Khà Shâde Héni (Chief/Deputy).

PURPOSE To insure for loss of wage due to injury or death during working hours.

POLICY WORKERS COMPENSATION

The GC/TFN pays one-hundred percent (100%) of Workers Compensation premiums.

TRANSPIRY/
REVIEW DATE As required.

Effective Date April 1st, 2009 Revised Jan 17th, 2019

Authorized By Executive Council

1-614 STATUTORY BENEFITS EMPLOYEE/EMPLOYER SHARED

SCOPE All employees and Khà Shâde Héni (Chief/Deputy).

PURPOSE To provide employees with an income after retirement or upon disability and to insure for loss of wage due to unemployment.

POLICY CANADA PENSION PLAN (CPP)

Employees between eighteen (18) and sixty-nine (69). At the age of seventy (70) years of age are required to participate in the Canada Pension Plan. Employee premiums and GC/TFN contributions are based on CPP regulations.

EMPLOYMENT INSURANCE (EI)

Employees are required to participate in the Canada Employment Insurance Plan. Employee premiums and GC/TFN contributions are based on EI regulations.

TRANSPIRY/
REVIEW DATE As required and as per CPP and EI regulations.

Effective Date April 1st, 2009 Revised Jan 17th, 2019

Authorized By Executive Council

1-616 NORTHERN BENEFITS OPTION PLAN

SCOPE

All regular full-time employees, appointed Clan Representatives and Khà Shâde Héni (Chief/Deputy).

PURPOSE

To allow employees the advantage of a tax-free benefit offered by the Government of Canada.

POLICY

Under tax law, employees can claim the cost of up to two trips per year for each member of their household as an income tax deduction if there is an amount for this benefit on their T4. The cost of the trip is limited to the equivalent cost of the lowest return airfare to Edmonton or Vancouver available at the time of the trip.

This amount is included in the employee's gross salary. Finance must let each employee know that they have the option to have this amount appear on their T-4.

TRANSPIRY/
REVIEW DATE

Annually or as required by changes to federal legislation.

Effective Date April 1st, 2009 Revised June 22, 2022

Authorized By Executive Council

1-630 FUEL STIPEND

PURPOSE

This policy aims to ensure that the GC/TFN can recruit and retain the best possible employees by improving the benefits available to all permanent and term employees and directors.

OBJECTIVE

This policy aims to offset the additional cost of working in Carcross for employees living in Whitehorse and outlying communities.

SCOPE

All permanent and term employees whose primary residence is located at least twenty-five (25) kilometres from Carcross.

POLICY

Employees eligible for this stipend will receive one twenty sixth (1/26th) of the annual amount, minus applicable taxes, on each pay cheque.

The fuel stipend for full-time permanent and term employees who live in Whitehorse, Marsh Lake, or surrounding areas shall be limited to a maximum of $4680/year or $180/per pay period.

The fuel stipend for full-time and term employees who live in Tagish, Annie Lake, Robinson, or surrounding areas shall be limited to a maximum of $2340/year or $90 per pay period.

Permanent and term, part-time employees earn the fuel stipend in proportion to the stipulated hours of employment. For example, employees working on a half-time basis will earn the fuel stipend at the rate of 50% of the annual stipend.

The fuel stipend is considered to be a taxable benefit by Revenue Canada. The Finance Department will ensure that additional taxes are deducted accordingly.

TRANSPIRY/REVIEW DATE Annually or as required.

Effective Date April 1st, 2009 Revised Jan 17th, 2019

Authorized By Executive Council

1-640 EXTENDED MEDICAL/DENTAL BENEFITS

SCOPE

All permanent full-time or permanent part-time employees and Khà Shâde Héni.

PURPOSE

To provide for group medical, dental and life insurance benefits coverage for eligible C/TFN employees.

ELIGIBILITY

To be eligible for benefits coverage, employees must:

a) be employed on an indeterminate basis in a permanent part-time or full-time or permanent seasonal position;
b) regularly work 20 or more hours per week; and
c) have completed a three-month waiting period.

POLICY

The following group benefits are available to eligible employees and their eligible dependants according to the terms of the plans:

- Life insurance and employee accidental death and dismemberment benefit;
- Long term disability benefits; and
- Dental and extended health benefits.

Benefits are provided through an insured benefit plan in accordance with the formal plan documents. Any issues with respect to entitlement or payment of benefits will be governed by the terms of the plan documents.

Coverage for extended health and dental benefits ends when an employee turns 70. Coverage for long term disability ends four months before and employee turns 65.

C/TFN may revise the employee medical/dental benefits package at its discretion.

C/TFN will continue to pay its portion of the extended health benefits for an employee who is on approved leave without pay for up to 4 months. If an employee is on leave without pay beyond four

months it is the responsibility of the employee and at the employee's discretion to pay for any and all premiums or payments in order to maintain these benefits for the remainder of his/her leave. After 4 months of leave without pay C/TFN will discontinue the employee's extended benefits if no arrangements have been made to continue with the employee paying for the benefits. Employee must pay long term Disability premiums for entire period of leave or make a repayment agreement.

TRANSPIRY/ REVIEW DATE	Annually, as the coverage changes or as required.

Effective Date April 1, 2009 Revised Jan 17, 2019

Authorized By Executive Council

1-650 PROFESSIONAL FEES

SCOPE

All permanent full-time and part-time employees, including permanent full-time employees on probation.

PURPOSE

Several professions require membership to organizations in order to use a title, for example lawyers, accountants, engineers, etc. To recognize and support employees who have professional designations related to their position at C/TFN.

POLICY

Employees who have a professional designation directly related to their position at C/TFN may qualify to have C/TFN pay for the professional association fee if:

- The association is national or international, and
- Membership in the organization is required in order to use the professional designation (i.e. bar association for lawyers), or
- Membership in the organization is required in order to practice a trade directly related to the employee's position with C/TFN.

Professional fees can be paid for or recovered by permanent full-time employees on probation providing they agree to sign a C/TFN repayment agreement with C/TFN Finance Department. Should their employment end with C/TFN within one (1) year of their date of hire, all training and professional fees will be recouped by C/TFN from the employee as outlined in the repayment agreement.

A maximum of $2000 per fiscal year expended on professional fees for each employee.

TRANSPIRY/
REVIEW DATE

Annually or as required.

EMPLOYEE LEAVE

Effective Date April 1, 2009 Revised Jan 17th, 2019

Authorized By Executive Council

1-710 VACATION LEAVE

SCOPE All employees and Khà Shâde Héni (Chief/Deputy).

PURPOSE To provide rest, relaxation and personal pursuit opportunities.

POLICY Employees earn, but may not take, vacation leave during their probationary period.

Vacation leave may only be taken when authorized and must be requested in writing using the appropriate form. Employees must request their vacation leave as far in advance as possible and on the designated form to be forwarded to the respective Director or Supervisor for approval.

Every reasonable effort will be made to allow an employee his/her leave at the time requested. However, the granting of leave is at the discretion of the employee's supervisor. This is essential so any leave may be scheduled in an orderly fashion to avoid disruption of work-flow.

Where possible, Directors and Managers will not be granted vacation leave at the same time.

Directors will not be granted vacation leave during the period two weeks before the end of the fiscal year and two weeks after the start of the new fiscal year.

Directors and Finance Staff will not request vacation leave and will make every effort to be in the office during a one week period when auditors are on site to perform audit procedures, where possible. The Finance Department will advise Directors of the dates of the on-site auditor visit as soon as the dates are confirmed by the auditors

VACATION LEAVE CREDITS

Permanent employees and Khà Shâde Héni (Chief/Deputy) earn vacation leave credits on the basis of continuous employment with the GC/TFN.

For full-time employees, vacation leave entitlement is one and one-half (1.5) days per month during the first five (5) years of continuous employment and, in the sixth (6th) and subsequent years, two (2) days per month.

Permanent part-time and seasonal employees earn vacation leave credits in proportion to the stipulated hours of employment. For example, employees working on a half- time basis will earn leave credits at the rate of three-quarters (.75) of a day per month of continuous employment.

Casual employees earn vacation pay at six percent (6%).
Accruals of vacation leave will be suspended during leaves without pay of 30 days or more and resume upon return to active employment.

Employees may, in accordance with 1-870 Pay Advances, request a pay advance for the lesser of one (1) pay period or the number of days for which vacation leave has been approved.

Earned Vacation may be paid out in either daily or hourly increments.

Vacation days will carry from year to year.

TRANSPIRY/
REVIEW DATE Annually or as required.

Effective Date April 1, 2009 Revised Jan 17th, 2019

Authorized By Executive Council

1-720 HEALTH LEAVE

SCOPE All permanent employees and Khà Shâde Héni (Chief/Deputy).

PURPOSE To ensure C/TFN employees are healthy - mentally, spiritually, emotionally and physically.

POLICY Permanent employees earn health leave credits on the basis of continuous employment with the GC/TFN. Employees earn, but may not take Health leave during their probation period.

Permanent full-time employees earn health leave credits at the rate of one and one-quarter (1.25) days per month. Accruals of sick leave will be suspended during leaves without pay of 30 days or more.

Permanent part-time and permanent seasonal employees earn credits in proportion to the stipulated hours of employment.

Health leave credits earned, but not used, are carried forward into subsequent years. Unused Health Leave credits are not paid out.

LEAVE ENTITLEMENTS

Leave entitlement is established by:

- Notification of illness or injury to the Director and/or supervisor at least during the first two (2) hours of the first (1st) day of absence.
- On return to duty, application for health leave on the designated form.
- When absent for a period of three (3) days or longer, the submission of a documentation of inability to work (medical note) may be requested.
- Before returning to duty following an absence in excess of three (3) days, the submission of documentation of ability to

return to work, may be requested.

Health leave may be used to attend to medical issues for the employee or their dependants.

The GC/TFN may, at any time, request documentation for an absence of less than three (3) days as a condition for granting health leave.

Health leave is granted only to the extent of credits earned.

Employees, producing a doctor's slip, who have three (3) months of continuous employment with the GC/TFN, but who do not have enough health credits earned, must be allowed up to twelve (12) weeks leave without pay.

If an employee becomes ill for a period of three (3) days or more during his/her scheduled vacation leave, an adjustment may be made to his/her vacation credits upon discussion with your Director/Supervisor.

The Human Resource Manager shall assist GC/TFN employees who have used all their health leave credits apply to other agencies for benefits (ie: EI benefits, Long term health leave group insurance, etc.)

TRANSPIRY/
REVIEW DATE Annually or as required.

Effective Date April 1, 2009 Revised Jun 18th, 2026

Authorized By Executive Council

1-730 PERSONAL LEAVE

PURPOSE To provide employees with leave to address personal and family responsibilities in accordance with applicable legislation.

SCOPE This policy applies to all employees, as well as Khà Shâde Héni (Chief and Deputy).

POLICY **Statutory Personal Leave Entitlement**

In accordance with section 206.6 of the Canada Labour Code:

- Every employee is entitled to up to five (5) days of paid Personal Leave per calendar year.
- This entitlement is available from the commencement of employment (no accrual required).
- After three (3) consecutive months of continuous employment, employees are entitled to utilize this leave as paid.

Permitted Uses of Personal Leave

Personal Leave may be taken for the following reasons:

- Carrying out responsibilities related to the health or care of family members;
- Carrying out responsibilities related to the education of family members under 18 years of age;
- Addressing any urgent matter concerning the employee or their family members;
- Attending a citizenship ceremony;
- Any other reason prescribed by regulation.

Personal Leave may also be approved for comparable reasons where consistent with the above, including family emergencies, cultural or traditional practices, or compassionate circumstances.

Administration of Leave

- Leave should be requested in advance where possible using the designated form.
- Supervisors may request reasonable information to support the request.

- Approval will consider:
  - The nature of the request
  - Operational requirements
  - Available staffing levels

Personal Leave will not be reasonably denied.

No Accrual or Repayment

Personal Leave:
- Does not accrue;
- Cannot be advanced or overdrawn; and
- Will not create a repayment obligation upon resignation or termination.

Employees will not be required to repay any portion of Personal Leave used.

No Cash Value / No Payout / No Carry Over

Personal Leave is a statutory entitlement to time away from work and is intended to be used only as leave.

Personal Leave:
- Must be taken as time off and cannot be converted to pay or any other form of compensation;
- Is not accrued, vested, or earned as wages;
- Will not be paid out, either during employment or upon separation from employment; and
- Does not carry over from one calendar year to the next.

Unused Personal Leave will expire at the end of each calendar year.

Employees have no entitlement to payment in lieu of Personal Leave under any circumstances.

Interaction with Other Leave

- Personal Leave is distinct from and separate from other leave entitlements (e.g., sick leave, vacation, bereavement, maternity/parental leave).
- Employees are expected to use the most appropriate leave type based on the nature of the absence.

REVIEW This policy will be reviewed annually or as required to ensure continued legislative compliance.

Effective Date April 1, 2009 Revised March 16th, 2023

Authorized By Executive Council

1-731 BEREAVEMENT LEAVE

MISSION To offer the GC/TFN employees the flexibility to deal with the passing of family members into the spirit world, without causing harm to the daily operation of the government of C/TFN.

OBJECTIVE To provide bereavement leave, in the form of paid leave from work, in cases and circumstances agreed to be necessary by employee and employer.

SCOPE All C/TFN employees and Khà Shâde Héni (Chief/Deputy).

POLICY Five (5) days of paid bereavement leave will be granted to employees to provide them the flexibility to deal with the passing of their Immediate family: "Immediate family" shall mean spouse, common-law or same-sex partner, father, mother, step-mother, step-father, brother, sister, step-brother, step-sister, son, daughter, step-son, step-daughter, mother-in-law, father-in-law, son-in-law or daughter-in-law, aunts/uncles, grandchildren, nieces/nephews, or any relative of the employee who resides permanently with the employee or with whom the employee permanently resides..

Bereavement Leave will not apply to weekends, holidays or vacation days unless the employee is scheduled to work those days. For example, if a loved one passes away on a Friday, and the employee is not scheduled to work again until Monday, bereavement leave may be taken Monday, Tuesday and Wednesday. Bereavement Leave can also be arranged to be taken at a later time closer to the time of the funeral if appropriate.

In the event the employee requires more time, the employer will provide an additional 5 unpaid days, unless the employee has accruals they can use.

OUTCOMES	Employees will receive adequate time to grieve as outlined in the Federal Labour Standards. All C/TFN departments will remain staffed and operational during regular work hours.
TRANSPIRY/ REVIEW DATE	Annually or as required.

Effective Date April 5th, 2018 Revised

Authorized By Executive Council

1-732 OFFICE CLOSURE- Passing of a Citizen

MISSION To offer the GC/TFN employees the flexibility to deal with the passing of a C/TFN Citizen into the spirit world. G/C/TFN offices will be closed for a half day upon receiving information of the passing of a Citizen. To show our respect in a time of community sadness.

OBJECTIVE To provide bereavement leave, in the form of paid leave from work, in cases and circumstances agreed to be necessary by employee and employer.

SCOPE All C/TFN employees and Khà Shâde Héni (Chief/Deputy).

POLICY Upon hearing of a loss of a C/TFN Citizen, Khà Shâde Héni will direct that GC/TFN offices will be closed for a half day.

TRANSPIRY/
REVIEW DATE Annually or as required.

Effective Date March 19th, 2020 Revised

Authorized By Executive Council

1-733 OFFICE CLOSURE – EMERGENCY

SCOPE

All employees, appointed Clan Representatives, Board and Committee members, Khà Shâde Héni (Chief/Deputy) and Executive Council.

PURPOSE

To define how the Government of Carcross/Tagish First Nation will function in a reduced capacity when regular operations during an emergency (such as a natural disaster, wildfire or public health emergency) would pose a danger to Citizens, staff and others living in C/TFN Traditional Territory for a period not exceeding 45 days (an Emergency Closure). This policy will set out the principles by which a decision to order an Emergency Closure is made and to ensure that such decisions are done in a clear, orderly and coordinated manner.

POLICY

The GC/TFN will order an Emergency Closure when regular operations would pose a danger to Citizens, staff and others living in C/TFN Traditional Territory and/or jeopardize critical GC/TFN infrastructure. An Emergency Closure may apply to part or all of GC/TFN's operations. An Emergency Closure is a drastic measure and will only be as broad in scope and long in duration as necessary to avoid consequences for Citizens.

The decision to order an Emergency Closure must be informed by widely respected information or obvious activities (such as wildfire). Where appropriate, GC/TFN will coordinate the Emergency Closure with other governments/agencies. Only the Executive Council can decide to order an Emergency Closure and such a decision will only be effective when made formally by an Executive Council and recorded in an Executive Council meeting decision document.

In each instance, an Emergency Closure will include the time the closure begins and duration of closing. If the duration of the closure is unknown, the order for Emergency Closure will set out the time that the closure will be re-evaluated and the method that notice of further information will be provided (ie. Social media, email, website).

EFFECT OF AN EMERGENCY CLOSURE

When an Emergency Closure is ordered, the following apply for the duration of the Emergency Closure:

GC/TFN buildings and infrastructure that is generally available to employees, Citizens and/or the public will be closed and securely locked;

GC/TFN meetings, ceremonies and other events will be deemed cancelled or rescheduled to a later date; Programs and services which have not been deemed Essential Services will be suspended; and,

GC/TFN employees not deemed Essential Services will not be required to attend their regular place of work.

ESSENTIAL SERVICES

Essential Services are those provided by the GC/TFN that are necessary for the First Nation to ensure the health and safety of Citizens and employees and to secure the continued safety and operation of critical GC/TFN infrastructure. The Management Board will maintain a list of Essential Services and employees deemed necessary to operate these services. Essential Services may include, but are not limited to water delivery, sewer pump outs, building maintenance, social assistance payments and medical transportation. During an Emergency Closure, all Essential Services will be kept in operation.

Depending on the emergency prompting an Emergency Closure, GC/TFN may order that employees conducting Essential Services follow special protocols or procedures that would not otherwise be required in the course of their job but reasonably necessary given the emergency (for example: wearing respiratory masks in the event of a public health emergency).

An employee who is not deemed necessary to deliver Essential Services and/or is not able to work remotely may be requested to do duties they are qualified to do that are necessary during the Emergency Closure (ie. a cook may be asked to assist with disinfecting GC/TFN buildings during a public health emergency). Such a request must be approved by Management Board and conveyed in writing by the employee's supervisor. Any alternative duties will only be for the duration of the Emergency Closure and will not be deemed to be a change in job function.

REMOTE WORKING

In the event that the Emergency Closure lasts or is expected to last longer than

two days, it is expected that all employees who can work remotely do so. Every employee will be informed in writing by letter or by email whether they are expected to work remotely during an Emergency Closure.

An employee who is expected to work remotely will be responsible to respond to work emails and calls during their regular working hours and must submit timesheets to their supervisor as normally required. An employee's supervisor may request additional reporting or communication on work activities while working remotely which the employee is required to provide.

An employee who is expected work remotely during an Emergency Closure but is not responsive to their supervisor, other employees, Citizens or third parties they would normally interact with may be subject to discipline at the discretion of their supervisor.

EMPLOYEE REMUNERATION

All employees who are scheduled to work during the time of the Emergency Closure will be paid for that time unless the employee is expected to work remotely but declines to do so.

An employee who is expected to work remotely but declines to do so during an Emergency Closure will be deemed to be on leave without pay for the duration of the Emergency Closure.

An employee who is not deemed necessary to deliver Essential Services and/or is not able to work remotely but has been requested to do alternative duties during the Emergency Closure may refuse to do so. However, if such an employee refuses to perform alternative duties during the Emergency Closure, they will not continue to be paid and will be deemed to be on unpaid leave.

Casual employees will only be entitled to be paid for shifts that were scheduled prior to the Emergency Closure or those deemed necessary to conduct Essential Services.

Board and Committee Members will not be entitled to any per diems for meetings cancelled during the Emergency Closure. However, Board and Committee Members will receive regular per diems for meetings held in alternative locations or by phone/video conference if duly convened as a required emergency meeting.

Any employee who is on unpaid leave or was not scheduled to work during the Emergency Closure will not be paid for time during the Emergency Closure.

TRANSPIRY/ REVIEW DATE Annually or as required

Effective Date April 1, 2009 Revised Jan 17th, 2019

Authorized By Executive Council

1-735 TRAINING AND DEVELOPMENT LEAVE

SCOPE

All permanent employees including permanent employees on probation.

PURPOSE

To provide employees with an opportunity of obtaining additional training and education to increase their on-the-job competence and to prepare for career advancement.

POLICY

The GC/TFN will do everything practical and reasonable to support and encourage the training and development of its employees. Training plans should be on the performance evaluation forms.

Training can be paid for or recovered by permanent full-time employees on probation providing they agree to sign a C/TFN repayment agreement with C/TFN Finance Department. Should their employment end with C/TFN within one (1) year of their date of hire, all training will be recouped by C/TFN from the employee as outlined in the repayment agreement.

ASSISTANCE AVAILABLE

For full-time certificates, programs and training workshops of less than thirteen (13) weeks duration:

- With a Director's recommendation and Management Board approval, an employee may be entitled to receive his/her full salary and/or travel while attending certificate, program and training workshops.

For educational leave in excess of thirteen (13) weeks:

- If related to the employee's position or career progressive/advancement plans, leave without pay may be granted by Management Board and entitles the employee to return to his/her position. **Alternatively, an employee may be entitled to receive full salary while attending the course**.
- Where Management Board approves educational leave during normal working hours, up to 10% percent of normal working hours, or one half (½) day per week, upon

application by the employee, authorizes continuation of a full salary or payment of other education related costs.

- Employees enrolled in courses will be provided with time for study in the office. Approval for this time must be received from the employee's department Director.
- If funding external to C/TFN is secured to cover or replace the wage costs associated with training in excess of 13 weeks, the employee may be eligible to receive their salary up to a maximum of 26 weeks total, provided GC/TFN monies are used to cover only 13 weeks of salary.

Courses taken for personal interest are not eligible for time off and/or reimbursement. If an employee requests to take time off for a course of personal interest only, the cost of tuition, travel, and/or related expenses will not be paid. Leave without pay may be requested and will only be granted by Management Board, in accordance with section [1-780 Leave Without Pay].

Employees, who do not complete the agreed upon the term of his/her education, will be required to pay back, in full, any salary or assistance granted to him/her.

An employee who resigns before completing the return service commitment shall be required to pay back the assistance granted to him or her, pro rated on the basis of the length of the return service commitment.

Should an employee resign or retire due to ill health during a period of educational leave or the period designated as fulfilling the requirement of the returned service commitment, the employee will not be required to repay the financial assistance granted to him or her provided a physician's statement in writing is supplied to the GC/TFN, with the approval of Management Board.

Any employee who receives Training and Development leave ~~must~~ may be requested to write a report for their Director on the training they received.

Only C/TFN Citizen employees who are on unpaid Training and Development Leave are eligible to receive post-secondary education living allowances through the C/TFN Post-Secondary Education support program.

No leave applied for under this policy shall exceed one year.

TRANSPIRY/REVIEW DATE Annually or as required.

Effective Date	April 1, 2009	Revised	
Authorized By	Executive Council		Nov 3rd, 2022

1-740 TIME OFF TO VOTE

SCOPE	All employees and Khà Shâde Héni (Chief/Deputy).
PURPOSE	To provide time off to vote for employees who are eligible to vote and to encourage employees to fulfil their civic responsibilities. Civic elections include: Education Board, First Nation Education Board, General Elections, Bi-Elections, federal, territorial, municipal, or First Nation elections.
POLICY	The GC/TFN will close their offices, on civic election days, four (4) hours before the polls close.
TRANSPIRY/ REVIEW DATE	Annually or as required.

Effective Date April 1, 2009 Revised Jan 17th, 2019

Authorized By Executive Council

1-745 COURT LEAVE

SCOPE All employees and Khà Shâde Héni (Chief/Deputy).

PURPOSE To encourage and allow employees to fulfil their civic responsibilities.

POLICY Leave with pay will be given to every employee, other than an employee on suspension, who is required to serve on a jury or who is subpoenaed to attend as a witness in proceedings held:

- Under the authority of a Court of Justice.
- Before a Court, Judge, Justice, Magistrate or Coroner.
- By a person, or body of persons, authorized by law to make an inquiry and compel the attendance of witnesses to appear before it.

Leave with pay will not be granted to an employee who receives any other financial compensation and/or Jury stipend from Yukon Courts unless:

- the employee agrees to sign over the stipend to the C/TFN financial department, to be reimbursed back into the employee's home department pool.

Pay will not be granted for voluntary court appearances such as acting in the capacity of a character witness.

Employees who are required in court for personal reasons, either as plaintiff or defendant, will receive leave without pay or must use accrued time (vacation or comp).

TRANSPIRY/
REVIEW DATE Annually or as required.

Effective Date April 1, 2009 Revised August 19th, 2021

Authorized By Executive Council

1-750 STATUTORY HOLIDAYS

SCOPE All employees and Khà Shâde Héni (Chief/Deputy).

PURPOSE To define the statutory holidays.

POLICY The GC/TFN observes the following thirteen (15) statutory holidays:

New Year's Day (January 1)	
Heritage Day	(last Friday in February)
Good Friday (Friday before Easter)	
Easter Monday	(Monday after Easter)
Victoria Day	(Monday closest to May 24)
Aboriginal Solidarity Day	(June 21)
Canada Day	(July 1)
Dakh Ka Day	(July 28)
Discovery Day	(Monday closest to Aug 17)
Labour Day	(1st Monday in September)
Truth and Reconciliation	(September 30th)
Thanksgiving Day	(2nd Monday in October)
Remembrance Day	(November 11)
Christmas Day	(December 25)
Boxing Day	(December 26)

In addition, traditional First Nation ceremonial days may be observed at the discretion of Khà Shâde Héni (Chief/Deputy) and Council.

To be entitled to statutory holiday pay an employee must have:

- been employed at least thirty (30) calendar days before the holiday occurs
- worked or been approved for paid leave (special, health, vacation, comp or education) the day immediately before and immediately after the statutory holiday

When a statutory holiday falls within a period of approved vacation leave, no leave credit is required for that day.

Statutory holiday pay for eligible employees who work less than full time shall be determined on a prorated basis.

Statutory holiday pay is based on a seven-hour workday. No employee will be entitled to more than seven hours of pay for a Statutory Holiday on which they have not worked.

When a statutory holiday falls on a weekend, the GC/TFN will observe the holiday according to local practice.

TRANSPIRY/
REVIEW DATE Annually or as required.

Effective Date April 1, 2009 Revised December 18, 2014

Authorized By Executive Council

1-755 INJURY-ON-DUTY LEAVE

SCOPE All permanent employees and Khà Shâde Héni (Chief/Deputy).

PURPOSE To maintain salary levels during periods of injury.

POLICY Injury-On-Duty Leave is leave with pay for up to 2 weeks for eligible employees or who are accidentally injured on the job or who are ill as a result of the nature of their work. This leave is restricted to circumstances in which the Workers' Compensation Health & Safety Board (WCHSB) assesses the claim as job related and the employee remits to the employer any compensation received from WCHSB. Prior to activating the Injury-On-Duty Leave with C/TFN the claimant must sign a C/TFN repayment agreement in order to receive the wage/salary maintenance.

An employee will be granted injury-on-duty if WCHSB has determined that you are unable to perform your duties due to personal injury accidentally received in the performance of work duties; or if you are suffering from an illness resulting from the nature of your work duties.

If you have been granted sick leave with pay, and injury-on-duty leave is subsequently approved for the same period, it shall be considered, for the purpose of sick leave credit records, that you were not granted sick leave.

When an employee has been granted this leave, he/she will continue to earn all benefits while absent due to work-related illness or injury claim, subject to a successful workers compensation claim.

If you receive injury-on-duty leave with pay, you must pay your employer any amount you received for any loss of wages in settlement of any claim.

TRANSPIRY/
REVIEW DATE Annually or as required.

Effective Date April 1, 2009 Revised Jan 17th, 2019

Authorized By Executive Council

1-765 CHRISTMAS BREAK

SCOPE All permanent full-time, permanent part-time, permanent seasonal employees and appointed Clan representatives.

PURPOSE To recognize the importance of this family holiday.

POLICY Employees will be granted paid leave at Christmas after completion of their probationary period.

The exact dates for the Christmas Break will coincide with the holidays as taken by the Ghùch Tlâ Community School to maximize GC/TFN employee's and their childrens' time together.

Permanent part-time employees will be compensated at a prorated rate according to their scheduled hours of work over the Christmas Break.

Auxiliaries and other C/TFN employees not eligible for the C/TFN Christmas Break may qualify for a Christmas bonus, pending Management Board approval (if budget allows).

TRANSPIRY/
REVIEW DATE Annually or as required.

Effective Date April 1, 2009 Revised Jan 17, 2019

Authorized By Executive Council

1-770 TREATMENT LEAVE

SCOPE

All permanent employees.

PURPOSE

To provide employees with an opportunity to improve their personal lives and professional careers through treatment and healing.

POLICY

Subject to approval by Management Board, employees are eligible for:

- A one-time leave for treatment after completion of their probationary period and performance evaluation.
- A refresher leave for treatment one (1) year after the initial treatment.

Employees on leave for treatment are eligible for their regular wages up to a maximum of eight (8) weeks, paid on regular biweekly GC/TFN paydays and upon prior verification of treatment attendance by the respective treatment facility.

For greater certainty, under no circumstances will the GC/TFN advance to the employee all or part of the wages for the time of his/her treatment.

TRANSPIRY/
REVIEW DATE

Annually or as required.

Effective Date April 1, 2009 Revised Jan 17th, 2019

Authorized By Executive Council

1-780 LEAVE WITHOUT PAY

SCOPE All permanent employees, Khà Shâde Héni (Chief/Deputy) and appointed Clan Representatives.

PURPOSE To define the leave without pay guidelines.

POLICY Benefit accruals such as vacation, health leave, or holiday benefits will be suspended during leaves without pay over 30 days and resume upon return to active employment.

All requests for Leave without Pay must be made in writing to the employee's Director and immediate Supervisor.

Approval of leave without pay over 30 days will be made by Management Board.

Leaves for reasons other than described below may be granted at the discretion of Management Board.

Employees' anniversary dates will be adjusted by the length of the leave without pay if the leave is over four (4) months.

EXTENDED HEALTH LEAVE

- Eligible for this benefit after three (3) months of service.
- The GC/TFN provides medical leaves of absence without pay to eligible employees who are temporarily unable to work due to a medical disability. For purposes of this policy, medical disabilities include major surgery and stress leave.
- Leave of up to a maximum of four (4) months may be granted.
- Employees who sustain work-related injuries are eligible for a medical leave of absence for the period of disability in accordance with all applicable laws covering occupational disabilities.
- C/TFN will continue to pay its portion of the extended health benefits up to a maximum of 4 months with the condition being the employee continues to pay their portion of the extended health benefits fee for the duration of their leave up to a

maximum of 4 months. The employee must pay their entire portion prior to their leave in one lump sum or provide post-dated cheques for the amount due biweekly. If the employee returns prior to their expected return date, the employee will be refunded the difference or cheques will returned. Repayment agreement may be put in place to accommodate the employee.

a) After 4 months of leave, C/TFN will no longer pay benefit fees on behalf of the employee on extended health leave and benefits will end. However, if the employee wishes to retain extended health benefits while on extended health leave beyond 4 months, they may do so if they pay the full amount each month for the duration of their leave either in one lump sum, or with post-dated cheques. Arrangements must be made prior to the first four-month period lapses or if a payment is missed for any reason (cheque bounces), the benefit will cease immediately and will not be retroactive.

- A physician's statement must be provided verifying the medical disability and its beginning and expected ending dates. Any changes in this information must be promptly reported to the GC/TFN.
- Employees returning from extended medical leave must provide a physician's verification of their fitness to return to work.

TRAINING AND DEVELOPMENT LEAVE

- Requests for educational leave must take into consideration the consistencies between the employee's personal goals and the goals of the GC/TFN.
- Cannot exceed five (5) years.
- C/TFN cannot pay extended health benefit fees on behalf of the employee while on training and development leave over 26 weeks and benefits will end when the leave commences. However, if the employee wishes to retain extended health benefits while on training and development leave, they may do so if they pay the full amount each month for the duration of their leave either in one lump sum, or with post-dated cheques. Arrangements must be made prior to commencement of the leave or if a payment is missed for any reason (cheque bounces), the benefit will cease immediately and will not be retroactive.

TRANSPIRY/
REVIEW DATE

Annually or as required and in conjunction with any changes to federal legislation.

Effective Date January 5th, 2023 Revised

Authorized By Executive Council

1-784 LEAVE RELATED TO DEATH OR DISSAPPEARANCE OF A CHILD (unpaid)

SCOPE All permanent employees

PURPOSE To allow employees leave if needed

POLICY If you are an employee whose child is under 26 years of age and has disappeared or died as a result of a probable crime under the *Criminal Code*, you are eligible to take up to:

- 104 weeks of leave in the case of a missing child, starting on the day the disappearance occurs, and
- 104 weeks of leave if the child has died, starting on the day the death occurs

To take this leave, you must be a person who, in law:

- is a parent of the child
- has custody of the child or, in Quebec, parental authority over the child
- is the guardian of the child or, in Quebec, the tutor or curator to the person of the child
- is a person who has *decision-making responsibility*, as defined in the *Divorce Act*, in respect of the child, or
- is the person with whom the child is placed for the purposes of adoption under the laws governing adoption in the province in which the person resides

You are not eligible for this leave if:

- the child was 26 years of age or older at the time of the crime and it is probable, considering the circumstances, that the child was a party to the crime, or
- you are charged with the crime

The Code does not provide for paid leave related to death or disappearance of a child.

You may however, be entitled to financial assistance from the Federal Income Support for Parents of Murdered of Missing Children grant. Get informed about the Benefit for Parents of Young Victims of Crime.

Access to the leave – Death of a child

In order for you to qualify for this 104-week leave, it will be necessary to establish that the child has died, and that death was the result of a probable crime. Although this normally requires finding the child's body, there may be cases where the child's death and the criminal nature of that death are clear, despite the inability to find or identify the child's remains.

Period when leave may be taken

Death of a child

This leave starts on the day the child is found deceased and ends 104 weeks after that day (assuming that the death was the result of a probable crime). If a child is found to have died as a result of a probable crime more than 104 weeks after the child's disappearance (after the employee's entitlement to the leave, related to the disappearance, has ended), you are entitled to the 104 weeks leave relating to the death of a child.

However, if the child's body is found after they already establish the death and you have taken a leave related to the death of a child, you are not entitled to a new leave.

Disappearance of child

If a child who disappeared is found, then the leave of absence ends 14 days after the day on which the child is found. However, if the child is found during the 104-week period, the leave must end no later than the end of the 104-week period.

TRANSPIRY/REVIEW DATE Annually or as required.

Effective Date April 1, 2009 Revised Jan 17th, 2019

Authorized By Executive Council

1-785 MATERNITY/PARENTAL LEAVE &TOP-UP

MATERNITY LEAVE

Maternity leave is unpaid leave that allows employees time for pregnancy, childbirth, post-childbirth recuperation, adoption and childcare.

- After six (6) months of continuous service, an employee is entitled to maternity leave.
- An employee will be entitled to a leave of absence from employment of up to seventeen (17) weeks of unpaid leave for reasons related to the birth of a child, termination of a pregnancy, or health related problems associated with the pregnancy provided she requests the leave and supplies a doctor's certificate/documentation.
- A pregnant employee must notify the GC/TFN of their expected due date at least fifteen (15) weeks prior to the expected date of birth.
- A pregnant employee must submit, at least four (4) weeks before the day on which the employee intends to begin leave, a written request to their Director for the leave stating the day the employee intends to begin the leave.
- An expectant mother may commence maternity leave no earlier than eleven (11) weeks prior to the expected date of birth and end no later than seventeen (17) weeks after the birth of the child but not exceed a total of seventeen (17) weeks. Maternity Leave may be shorter than seventeen (17) weeks at the request of the employee and if the employer agrees to it.

    - At the commencement of her Maternity Leave, the employee will notify the GC/TFN of the date she anticipates her return to work. The employee must provide the GC/TFN with at least two (2) weeks' notice of her return to work date.
    - All notifications and applications for maternity leave must be in writing by both employee and employer.
    - Employees approved for EI maternity benefits are entitled to a supplement to EI benefits, paid by the GC/TFN, during the one (1) week waiting period as set out by the *Employment Insurance Act.*

PARENTAL LEAVE

Parental leave without pay is unpaid leave that allows an employee time to care for their newly born or adopted child.

- After six (6) months of continuous service.
- Natural or Adoptive parents qualify for Parental Leave
- An expectant parent must notify the GC/TFN at least fifteen (15) weeks prior to the commencement of parental leave. The employee must provide the GC/TFN with at least two (2) weeks' notice of their return to work date.
- Parental leave cannot exceed thirty-seven (37) weeks.
- All notifications and applications for parental leave must be in writing.
- At the option of the employee, Parental Leave of absence may be taken within the fifty-two-week period beginning on the day the child is born, or comes into the actual care of the employee. Or, in the case of an adoption, on the day the child comes into the actual care of the employee.

Maternity leave may be taken combined with Parental leave at the request of the employee but must not exceed a combined 52 weeks.

C/TFN cannot pay extended health benefit fees on behalf of the employee while on maternity and/or parental leave and benefits will end when the leave commences. However, if the employee wishes to retain extended health benefits while on maternity and/or parental leave, they may do so if they pay the full amount each month for the duration of their leave either in one lump sum, or with post-dated cheques. Arrangements must be made prior to commencement of the leave and/or if a payment is missed for any reason (cheque bounces), the benefit will cease immediately and will not be retroactive.

MATERNITY/PARENTAL TOP-UP

Maternity/parental top-up allowance is an optional employment benefit provided by the GC/TFN for C/TFN permanent Employees. It is the difference between federal Employment Insurance benefits and up to 93% of your current rate of pay, provided that you;

1. have completed, twelve (12) months of continuous employment before the commencement of maternity/parental leave without pay,

2. provide the employer (GC/TFN) Finance Department with proof that they have applied for and are in receipt of maternity or parental Employment Insurance benefits for the planned time away,

3. have a signed agreement with employer stating that they will return to work on the expiry date of maternity/parental leave, unless the return to work date is modified by the approval of another form of leave;

Employment Insurance may require a benefit waiting period between the time you apply for maternity/parental allowance with Employment Insurance and the time they process your first payment. If you are sharing parental leave and your partner has already served the benefit waiting period, there is no additional waiting period.

If you qualify for parental allowance and are required to serve the waiting period, we provide an allowance of 93% of your basic pay for this one week.

EXTENDED PARENTAL TOP-UP

EI can be paid for a maximum of 61 weeks and must be claimed within a 78-week period (18 months) after the week the child was born or placed for the purpose of adoption. The benefit rate is 33% of the claimant's average weekly insurable earnings up to a maximum amount. The two parents can share these 61 weeks of extended parental benefits. If extended benefits are chosen, GC/TFN top-up amounts will remain the same as regular 12 months leave with out pay.

ADDITIONAL INFORMATION

If you are in receipt of the top-up allowance, then resign at the end of your maternity and/ or parental leave, or fail to return, you'll be required to repay benefit premiums and any allowances you have received.

If you're not sure you will be returning to work after your leave, you may choose to defer or not apply for the maternity/parental allowance. You may defer your decision to receive the maternity/parental allowance only up until the expiration of the return to work repayment period.

TRANSPIRY/REVIEW DATE Annually or as required and in conjunction with any changes to federal legislation.

Effective Date January 5th, 2023 Revised

Authorized By Executive Council

1-786 COMPASSIONATE CARE LEAVE

SCOPE	All permanent employees
PURPOSE	Allow employees to take leave to look after their loved ones, family members
POLICY	Compassionate care leave may be shared by two or more employees of the same family working under federal jurisdiction, but the total amount of leave which may be taken by two or more employees in regard to the same family member is **27 weeks**, for instance 26 weeks EI compassionate care benefits plus the 1 week waiting period.
TRANSPIRY/ REVIEW DATE	Annually or as required and in conjunction with any changes to federal legislation.

Effective Date January 5th, 2023 Revised

Authorized By Executive Council

1-787 LEAVE FOR VICTIMS OF FAMILY VIOLENCE

SCOPE All permanent employees, Khà Shâde Héni (Chief/Deputy) and appointed Clan Representatives.

PURPOSE All employees.

POLICY Nationally, the government recently passed legislation allowing federally regulated workers who are survivors of such violence to take **10 days off**. The change, which includes time off for parents of children who are victims of family violence.

As an employee, you are entitled to up to 10 days of leave per calendar year if you are:

- victim of family violence, or
- the parent of a child who is a victim of family violence

This leave allows you to take up to 10 days of leave to engage in activities, such as:

- to seek medical attention for yourself or your child in respect of a physical or psychological injury or disability
- to obtain services from an organization which provides services to victims of family violence
- to obtain psychological or other professional counselling
- to relocate temporarily or permanently
- to seek legal or law enforcement assistance or to prepare for or participate in any civil or criminal legal proceeding, or
- to take any measure prescribed by regulation

You can take this leave in more than 1 period, however, your employer may require that each period be at least 1 day.

To take this leave, you shall provide your employer with written notice indicating the duration of your leave as soon as possible. If there is a change in the length of the leave, you must provide your employer with written notice. The employer may request, within 15 days of your return to work, that you provide supporting documents concerning the reasons for the leave. You must provide supporting documents if it is possible to obtain and provide them.

You are not eligible for this leave if you are accused of an infraction related to the act of family violence. You are also not eligible for this leave if the circumstances allow one to believe it is probable that you committed the act of violence.

TRANSPIRY/ REVIEW DATE	Annually or as required and in conjunction with any changes to federal legislation.

Effective Date December 19, 2013 Revised Jan 17th, 2019

Authorized By Executive Council

1-790 GC/TFN VOLUNTEER EMERGENCY SERVICE LEAVE

SCOPE

All GC/TFN permanent employee's appointed Clan Representatives.

PURPOSE

The GC/TFN appreciates the vital contribution that volunteers make to their local communities (Carcross, Tagish, Squanga and all C/TFN traditional territory, inclusive) and the vital roles volunteers play in contributing to the health and safety of those communities and Citizens living within the C/TFN Traditional Territory.

The GC/TFN acknowledges the importance and value of allowing staff, council and committee representatives the opportunity to fulfil civic emergency service volunteer duties (ambulance, fire-fighting services) and acknowledges the vital contribution that volunteering makes to their communities health and welfare.

The GC/TFN also recognizes and that volunteering for these services may require specialized annual/ongoing skill development training. The GC/TFN regards this as a positive step towards building essential teamwork as well as skills enhancement and benefits, personal life, professional life which impacts community health and welfare.

In accordance with objectives within the “Constitution of the Carcross/Tagish First Nation”, and upholding the values and virtues as accepted by the GC/TFN which are:

- Selflessness
- Honour
- Respect
- Courage
- Integrity
- Knowledge
- Compassion
- Honesty

POLICY

Leave of absence with pay will be granted to every employee, other than an employee on suspension, who has been called out on an emergency service call during regular GC/TFN office hours, for the duration of their regular office hour schedule (8:30am-4:30pm, M-F) from:

- Emergency Medical Services.
- Carcross Volunteer Fire Department.
- Tagish Volunteer Fire Department.

For further clarity, the employee will continue to receive their regular pay where their immediate attendance to the emergency service-related call is required, for the remainder of their regular work day schedule. Council and Committee Representatives who have been called out for an emergency service call during a regularly scheduled Council or Committee meeting will not be penalized for the call-out and receive their regular pay/honorarium for the scheduled meeting.

Leave of absence with pay will be given to every employee other than an employee on suspension, who is required to receive either one-time or continuing annual/on-going specialized training as required by the emergency service department in order to maintain their emergency service responder active status (IE: wilderness first aid).

For instances where a C/TFN employee is provided with paid training from any other source, over and above the costs of the training program itself, leave of absence without pay will apply.

Leave of absence without pay may be granted to an employee for non-emergency call-out related services at the discretion of the employee's supervising Director, the Executive Director and/or Management Board.

Leave of absence without pay may be granted to an employee for training considered beneficial but not compulsory to their volunteering position at the discretion of the supervising Director, the Executive Director and/or Management Board.

Any concerns regarding abuse of this policy by an employee will be addressed by the employee's Director, Executive

Director, Management Board, and/or Executive Council. The decision of the Executive Council is final and binding.

TRANSPIRY/ REVIEW DATE	Annually or as required.

TIMEKEEPING, HOURS AND PAY.

Effective Date April 1, 2009 Revised Jan 17. 2019

Authorized By Executive Council

1-810 HOURS OF WORK

SCOPE All employees and Khà Shâde Héni (Chief/Deputy).

PURPOSE To establish standard work schedules.

POLICY All permanent full-time employees will normally work a seven (7) hour day, Monday through Friday, for a total work week of thirty-five (35) hours. Normal work hours are from 8:30 am. to 12:00 noon, and from 1:00 pm. to 4:30 pm. Unless otherwise stated in a letter of offer or agreed upon jointly, employees will follow normal work hours.

Breaks are compensated by the shorter work week. Employees who wish to take breaks during the day may do so but must work an additional two and one half (2.5) hours per week.

Where it is essential that the duties of any position require to be performed during hours other than or in addition to those above, the GC/TFN will prescribe such hours and days of work as deemed necessary for employees in such positions.

Any variance from normal work hours must be approved by Management Board.

On-call employees will be entitled to three (3) hours of pay at their regular rate if they respond to a call outside of their scheduled hours of work. Employees scheduled to be on-call will also be entitled to three (3) hours of pay at their regular rate per day.

Employees required or requested to be at camp overnight, will be paid a maximum of 12 hours per day, depending on duties to be performed. Preapproval of overtime must be obtained.

TRANSPIRY/
REVIEW DATE Annually or as required.

Effective Date April 1, 2009 Revised Jan 17th. 2019

Authorized By Executive Council

1-820 ATTENDANCE

SCOPE	All employees, Khà Shâde Héni (Chief/Deputy) and appointed Clan Representatives.
PURPOSE	To ensure accurate and adequate pay.
POLICY	Employees must record their daily attendance on the appropriate time sheet, with descriptions. Employees must forward their time sheets to the respective Director/Supervisor one week prior to the respective payday. Employees who fail to record their attendance, or who fail to forward their time sheets as set out above, may be denied payment of salary for the work period incompletely recorded or not forwarded. For repeat offences an employee may be subject to disciplinary action up to discharge. On-call employees will be entitled to three (3) hours of pay at their regular rate if they respond to a call outside of their scheduled hours of work.
TRANSPIRY/ REVIEW DATE	Annually or as required.

Effective Date April 1, 2009 Revised Jan 17th, 2019

Authorized By Executive Council

1-830 REST AND MEAL PERIODS

SCOPE

All employees.

PURPOSE

To define the frequency, length, schedule and pay for rest and meal periods.

POLICY

MEAL PERIOD

All employees are provided with one (1) meal period of sixty (60) minutes each workday. Management Board will schedule meal periods to accommodate GC/TFN operating requirements. Employees will be relieved of all active responsibilities and restrictions during and will not be compensated for the length of time allotted to meal periods.

Employees may not, without clearance from their Director, or on a regular basis, exchange time allotted to meal periods for any other time during the work day, i.e. take time off in lieu of scheduled meal periods at the end of the work day.

Employees may not, without clearance from their Director, work through time allotted to scheduled meal periods and claim such time as overtime or compensation time.

At a minimum an employee must take a 30-minute meal period per day.

TRANSPIRY/
REVIEW DATE

Annually or as required.

Effective Date April 1, 2009 Revised

Authorized By Executive Council

1-840 PAYDAY

SCOPE	All employees, Khà Shâde Héni (Chief/Deputy).
PURPOSE	To standardize payday schedules.
POLICY	All employees will be paid biweekly on every other Friday. In the event that a regularly scheduled payday falls on a day off, employees will receive pay on the last day of work before the regularly scheduled payday.
TRANSPIRY/ REVIEW DATE	Annually or as required.

Effective Date April 1, 2009 Revised Jan 17th, 2019

Authorized By Executive Council

1-850 OVERTIME COMPENSATION

SCOPE

All permanent & temporary employees – excluding Management Board.

PURPOSE

To adequately compensate for time worked in addition to scheduled hours.

POLICY

All permanent full-time employees will normally work a seven (7) hour day, Monday through Friday, for a total work week of thirty-five (35) hours. Normal work hours are from 8:30 am. to 12:00 noon, and from 1:00 pm. to 4:30 pm. Unless otherwise stated in a letter of offer or agreed upon jointly, employees will follow normal work hours.

No overtime will be paid to employees for attending conferences, seminars, workshops, etc., in the course of their employment – this includes travel to conferences, seminars and workshops.

All overtime credits must be noted on the time sheet at the time they were accrued.

Employees will be credited only when overtime has been authorized in advance by the respective Director.

Directors will budget, authorize and approve overtime in advance of hours worked by employees. Overtime pre-approval forms must be adjusted to reflect the actual amount of overtime completed.

Employees will be credited for hours of overtime worked in excess of standard hours (8 hours per day, and 40 hours per week) at a rate of time and a half. Hours less than, shall be accrued at straight time.

Employees required to work on a designated paid statutory holiday will be credited for hours worked at the rate of time-and-one-half (1.5). This credit is in addition to the statutory holiday pay that would normally be paid to the employee. Overtime must always be

pre-approved by the employee's Director, before it is performed.

If, due to operational requirements, an employee is unable to take earned time off in lieu of overtime wages before ceasing employment with the GC/TFN the earned time off is converted to overtime wages and will be paid on the employee's last day of work (ie; a departing employee with 3 hours of credit for time off in lieu of overtime wages will receive 3 hours of pay).

From time to time overtime credits may be managed within the department by the Department Director, providing that it does NOT interfere with any existing program or service provided by GC/TFN.

Any concerns of abuse of this policy or wilful negligence will not be tolerated and will be brought before Management Board and/or Executive Council if required and dealt with in accordance to all GC/TFN Conduct and Disciplinary Policies.

TRANSPIRY/ REVIEW DATE	Annually or as required.

Effective Date April 1, 2009 Revised Jan 17th, 2019

Authorized By Executive Council

1-855 DIRECTOR COMPENSATION TIME

SCOPE

Directors, Executive Director and Khà Shâde Héni (Chief/Deputy).

PURPOSE

Directors, Executive Director and the Khà Shâde Héni(Chief/Deputy) will receive compensation time at a flat rate of one (1) day per month (7 hours). Compensation time will accrue at the end of each month.

They are compensated for overtime worked at a flat rate of one day per month.

However, Directors who are requested and pre-approved by Executive Director or Khà Shâde Héni to work after regular work hours or on weekends will receive compensation time off in lieu of time worked. If the work outside regular hours is not requested by Executive Director or Khà Shâde Héni, Directors will not receive compensation.

Accrual of compensation time and all leave shall be reported to the Executive Director or the Khà Shâde Héni.

TRANSPIRY/
REVIEW DATE

Annually or as required.

Effective Date April 1, 2009 Revised Jan 17th, 2019

Authorized By Executive Council

1-860 ACTING PAY

SCOPE All full-time employees, including Directors.

PURPOSE To recognize the increase of duties and responsibilities.

POLICY When a position is vacated on a temporary or interim basis, Management Board will have the option of appointing an existing employee to fill the position on an Acting basis until the position is filled in accordance with *1-210 Hiring Process.* This will be approved by way of a signed Management Board decision document.

Where employees are required to perform the duties of a position having a higher salary than the salary applicable to their present positions, and where the duties are performed on a continuous basis for a period of at least one (1) week, or five (5) working days, the employee will receive the salary of no less than the first increment of the wage scale for that position s/he acts in retroactively to the first (1st) day of such duties performed. The Director may recommend to the Management Board, based on the employee's level of experience and current salary, an appropriate salary increase when the first increment of the first level is less than employee's current wage in their current position. This approval will be in writing in the form of a decision document from Management Board.

When a manager level 2 is required to perform increased duties in addition to their regular duties in the absence of a Director for a period of at least (1) week, or five (5) or more working days, the manager level 2, will receive the salary no less than the first increment of the wage scale for that position s/he acts in retroactively to the first (1st) day of such duties performed. The Director may recommend to the Management Board, based on the manager’s level of experience, a salary increase equivalent to that of the current Director with written approval by Management Board in the form of a decision document.

Directors are required to appoint an acting Director if they are going to be absent from the office for a period longer than one week.
In emergency situations, Management Board has the responsibility to appoint an Acting Director for up to one (1) month. Any appointments of an Acting Director for more than one (1) month will be authorized by Executive Director and Khà Shâde Héni (Chief/Deputy).

All positions will be filled in accordance with *1-210 Hiring Process*

TRANSPIRY/ REVIEW DATE	Annually or as required.

Effective Date April 1, 2009 Revised Jan 17th, 2019

Authorized By Executive Council

1-870 PAY ADVANCES

SCOPE All employees and Khà Shâde Héni (Chief/Deputy).

PURPOSE To limit and define the practice of pay advances.

POLICY Pay advances will be granted by Management Board only in exceptional circumstances and cannot exceed the amount owed to the employee for time already worked.

All requests for pay advances must be made in writing outlining the reasons for the advance to the employee's Director.

Generally, pay (cash) advances will not be granted to an employee unless s/he has prepaid or cleared all outstanding accounts with C/TFN.

Where an employee has accumulated vacation and/or compensation time, the employee may have all accumulated vacation and/or compensation time paid out.

Requests for advance pay of earned vacation should be completed and approved at least two (2) weeks prior to the effective date of Vacation Leave.

TRANSPIRY/
REVIEW DATE Annually or as required.

Effective Date April 1, 2009 Revised Jan 17th, 2019

Authorized By Executive Council

1-875 PAY DEDUCTIONS

SCOPE All employees and Khà Shâde Héni (Chief/Deputy).

PURPOSE To inform employees of the range of deductions from their pay cheques and to allow employees to request additional deductions.

POLICY STATUTORY DEDUCTIONS

- The GC/TFN deducts federal and territorial income taxes from every employee's earnings.
- The GC/TFN deducts Employment Insurance (EI) and Canada Pension Plan (CPP) from every employee's earnings, up to and including the age of 69.
- The GC/TFN offers an Extended Health Benefits Plan which employees opt into.

VOLUNTARY DEDUCTIONS

- The GC/TFN will assist eligible employees if they require assistance with signing up to an existing RRSP or Tax-Free Savings Account (TFSA). Once the employee signs up, any future dealings will be between the employee and the or service provider. This RRSP or TFSA is optional.

MANDATORY DEDUCTIONS

- All permanent Employees are required to participate in C/TFN's Registered Pension Plan (RPP).

GARNISHEES

- The GC/TFN will honour any garnishee order placed against an employee's wages pursuant to the *Garnishee Act*.
- If the employee has an outstanding account with the GC/TFN, the GC/TFN may deduct from the employee's wages monies

owing. Prior to collecting by payroll deduction, the GC/TFN shall do its best to seek a mutually agreed upon repayment schedule with the employee. The GC/TFN shall consider the employee's quality of life when making decisions to garnish wages.

TRANSPIRY/
REVIEW DATE Annually or as required by law.

TERMINATIONS AND RESIGNATIONS

Effective Date April 1, 2009 Revised

Authorized By Executive Council

1-905 RESIGNATIONS

SCOPE All employees and Khà Shâde Héni (Chief/Deputy).

PURPOSE To minimize disruption in the workplace, permanent employees are expected to give advance notification of their intention to terminate employment with GC/TFN.

POLICY Employees shall provide notice of resignation to their respective Director. Directors shall provide written notice to the Executive Director/Khà Shâde Héni.

All permanent employees are required to provide no less than two (2) weeks' notice of resignation. Directors shall provide no less than four (4) weeks' notice.

Every notice of resignation shall be made in writing.

TRANSPIRY/
REVIEW DATE Annually or as required.

Effective Date April 1, 2009 Revised Jan 17th, 2019

Authorized By Executive Council

1-910 EMPLOYMENT TERMINATION/DISMISSAL

SCOPE All employees, including Directors.

PURPOSE To define the basis on which employment may be terminated.

POLICY Both the Carcross/Tagish First Nation and the employee have the right to end the employment relationship.

In all cases of termination of employment initiated by C/TFN, approval must be obtained by the appropriate management body.

The Management Board is accountable for termination decisions with respect to employees, other than Directors. The Executive Council is accountable for termination decisions with respect to Executive Director. Khà Shâde Héni (with support from Executive Council) and Executive Director are accountable for the termination decisions with respect to Directors.

The decision to terminate must be in writing in the form of a decision document and letter to the employee.

CAUSE Employment may be terminated for just cause without providing notice or pay-in-lieu or severance pay.

Examples of just cause include but are not limited to: 1-405 Progressive Discipline policy stage four “Dismissal”; 1-530 Workplace Anti-Violence and Harassment Prevention policy; unbecoming conduct; abandonment of position; dishonesty; theft; fraud; breach of confidentiality; unsatisfactory performance; use of drugs or alcohol at work; or insubordination.

PROBATIONARY EMPLOYEES

Employment of employees within the 3-month probationary period may be terminated without notice or pay-in-lieu of notice.

For employees who have had their probationary period extended up to an additional 3-month period, employment may be terminated by providing the employee with two weeks' notice or pay in lieu of notice or if greater, the minimum amount of notice or pay in lieu of notice required under the *Canada Labour Code*. See Policy 1-320 on Probationary Period.

PROCEDURE

Prior to an employee's last day of work with C/TFN, the immediate supervisor or department Director shall notify:

- Human Resources
- Payroll
- Infrastructure (Keys, FOB, phone, IT)

The Director or immediate supervisor must ensure that the departing employee returns any C/TFN property that may be in the possession of the employee.
All departing staff should attend an exit interview conducted by the Human Resources Manager.

TRANSPIRY/
REVIEW DATE

Annually or as required.

Effective Date April 1, 2009 Revised

Authorized By Executive Council

1-920 RETURN OF PROPERTY

SCOPE	All employees and Khà Shâde Héni (Chief/Deputy).
PURPOSE	To ensure all the GC/TFN property, materials and written information is duly cared for and promptly returned upon termination.
POLICY	Employees are responsible for all property, materials, or written information issued to them or in their possession or control. Employees must return all GC/TFN property immediately upon request or upon termination of employment. Where permitted by applicable laws, the GC/TFN may withhold from an employee's earnings or final pay cheque the costs of any items not returned when and as required. The GC/TFN may also take such other action deemed appropriate to recover or protect its property.
TRANSPIRY/ REVIEW DATE	Annually or as required.

Effective Date April 1, 2009 Revised Jan 17th, 2019

Authorized By Executive Council

1-930 EXIT INTERVIEWS

SCOPE All employees and Khà Shâde Héni (Chief/Deputy).

PURPOSE To solicit departing employees' overall impressions of the GC/TFN, to seek recommendations/suggestions for improvements, to verify the employee's reason for resigning, and to ensure that dismissed employees fully understand the reasons for their release.

POLICY All departing employees, whether through resignation or dismissal, should be offered an opportunity to participate in a confidential exit interview.

Exit interviews will be conducted by Human Resources.

The exit interview will be held immediately upon dismissal or of notification of resignation.

All recommendations and suggestions arising from exit interviews will be given full consideration and, where appropriate, acted upon.

Exit interviews for Directors will be conducted by the Executive Director/Khà Shâde Héni and Human Resources.

TRANSPIRY/
REVIEW DATE Annually or as required.

Effective Date April 1, 2009 Revised Jan 17th, 2019

Authorized By Executive Council

1-940 PAYMENT UPON TERMINATION

SCOPE

All employees and Khà Shâde Héni (Chief/Deputy).

PURPOSE

To ensure employees who are terminated or resign receive payment for all accrued benefits.

POLICY

All employees whose employment at GC/TFN has ended for any reason will receive pay in lieu of accrued benefits as listed as listed in this policy.

Arrangements will be made as soon as possible to ensure employees receive compensation for wages owed, unused vacation days, compensation time and overtime.

The department Director of the employee concerned will advise the Finance of the termination as soon as it is known.

The Finance Manager will verify and update the employee's exact number of vacation days earned but not taken.

Payment for wages and accruals will be made within the next bi-weekly pay period following termination.

Management may decide to provide pay in lieu of notice or a severance settlement if they believe the situation warrants one.

TRANSPIRY/
REVIEW DATE

Annually or as required.

Effective Date	April 1, 2009	Revised	Jan 17, 2019
Authorized By	Executive Council		April 9th, 2019

1-950 SEVERANCE

SCOPE

Khà Shâde Héni/Deputy, Executive Council Representatives, Management Board, Permanent Employees.

PURPOSE

To provide compensation to eligible persons outlined in the scope of this policy.

ELIGIBILITY

Severance pay is not the same as termination pay which is given in place of the required notice of termination of employment.

In addition to notice or payment in lieu of notice, an employee who has completed 12 months of continuous employment and whose employment is terminated without cause will be provided with severance pay according to the *Canada Labour Code.*

Severance is (one) 1 week per year and given for continuous employment and relates to the following:

- Resignation: Employees who resigns are eligible for Severance after 5 years completed.
- Retirement: Employees who retire are eligible for Severance.
- Death: An employee who passes away while still employed by the GC/TFN.

Appointed council representatives will receive severance pay at the rate of one (1) day of honorarium for each year of continuous service with the C/TFN since 2006 when we became self-governing.

Khà Shâde Héni and deputy, upon end of term, shall receive one week of pay for each year of service.

POLICY

A severance package may be provided to Clan appointed representatives provided they hold the following;

- (5) five or more years of continuous service at the time of resignation, or retirement.
- Elected Positions

TRANSPIRY/REVIEW Annually or as required.

PERSONNEL MANAGEMENT AND ADMINISTRATION

Effective Date April 1, 2009 Revised Jan 17th, 2019

Authorized By Executive Council

1-1010 PERSONNEL RECORDS

SCOPE All employees and Khà Shâde Héni (Chief/Deputy).

PURPOSE To maintain complete, accurate and current personnel records, and to preserve confidentiality of personnel information and define who has access to this information.

POLICY

PERSONNEL RECORDS MAINTENANCE

Finance & HR will be responsible for the maintenance of all personnel records.

PERSONNEL DATA CHANGES

Employees will promptly notify the GC/TFN of any changes in their personal data.

Finance and HR will ensure employees' mailing addresses, telephone numbers, number and names of dependants, individuals to be contacted in the event of an emergency, educational accomplishments, and other all such personnel data will be kept up to date.

ACCESS TO PERSONNEL RECORDS

An employee's personnel file is accessible to:

- Chief Financial Officer and payroll clerk. (only for salary and financial purposes)
- The employee's Director or Supervisor
- The employee.
- Human Resources.

GC/TFN employees and officials other than outlined above have access to a personnel file only with the express written permission of the respective employee.

Personnel files will be kept in locked storage at all times and documents are not to be removed from personnel files.

All employees are entitled to view their personnel file. Employees wishing to do so are required to submit a written request to review their file to their department Director. Employees requiring copies of documents from their personnel file must submit a written request to their department Director for approval.

Department Directors will submit the request to Human Resources and set up an appointment for the employee to review their file.

The employee's department Director and/or member of the Management Board or Human Resources must be present when employees are reviewing their file.

Access to the financial information file is limited to the employee, finance personnel, Director responsible and Human Resources.

TRANSPIRY/
REVIEW DATE Annually or as required.

Effective Date April 1, 2009 Revised Jan 17th, 2019

Authorized By Executive Council

1-1020 PERFORMANCE PLANNING AND REVIEW

SCOPE All GC/TFN Employees

PURPOSE The Carcross/Tagish First Nation performance evaluation planning and review process has been established to enable each Employee to receive regular feedback on his/her job performance. This process is also established to assist him/her to become more effective in their position and to inform Supervisors of their personal and career aspirations.

The purpose of this policy is to provide a framework to:

- establish goals and objectives for employee performance
- evaluate employee performance against established goals, objectives, expectations, work plans, priorities and identify future goals and developmental opportunities,
- identify and reinforce areas of high achievement and/or areas that require improvement,
- promote self-awareness, professional development and training,
- strengthen employee/supervisor relationships by providing a two-way dialogue concerning employee performance,
- determine whether or not employment will continue beyond the probationary period.

POLICY EMPLOYEES:
All Employees (other than Directors) shall participate in a Performance Planning and Review process on a regular basis, as directed by their supervisor:

- upon Commencement of employment and at the beginning of all review periods
- prior to the end of the probationary employment period.

- as required and/or as directed by the supervisor, or if requested by the employee.
- Annually within 30 days of their respective anniversary dates (where feasible).

Employees will participate actively in the planning and review and will have the opportunity to provide additional comments on the final document.

Performance pay increments will be recommended as appropriate, depending on the Employee's performance. Generally, one increment is recommended, however for exceptional performance a supervisor may recommend two or more increments, up to the maximum level for the position.

All recommended incremental increases must be approved by the Executive Director and/or Management Board.

DIRECTORS:
All Directors shall participate in a Performance Planning and Review process which will be carried out by the Executive Director, and reviewed and approved by the Khà Shâde Héni and a selected Executive Council representative:

- upon commencement of employment and at the beginning of all review periods
- prior to the end of the probationary employment period.
- as required and/or as directed by the supervisor, or requested by the employee.
- annually, during the month of April, for each Director.

EXECUTIVE DIRECTOR:
The Executive Director shall participate in a Performance Planning and review process, which will be carried out by the Khà Shâde Héni, and reviewed and approved by the Executive Council representative selected for this purpose.

PROCEDURES

C/TFN Human Resources shall maintain an up to date listing of completed and incomplete Performance Plans and Reviews and shall notify Supervisors four (4) weeks prior to dates.

Performance Plans and Reviews are to be completed during in–person meetings between the Employee and supervisor/Director on forms prescribed and provided by Human Resources.

The Employee and the Supervisor will, together, create a Development Plan to address any need for improved performance or for career development. The need for a Development Plan may be identified by either the employee or the Supervisor.

Directors may, at their discretion, choose to participate in any Performance Plan and Review meetings for their indirect reports.

Human Resources may also participate in and/or observe Performance Plan and review meetings at the request of the Employee, the Supervisor, or the Director.

The original completed Performance Plan and Review document, along with Appendix A – Performance Goals and Objectives, and Appendix B – Development Plan (optional) will be placed on the Employee's personnel file and copies will be given to the Supervisor for their records.

Failure to complete Performance Plans and Reviews in a timely manner may be subject to an appeal by the Employee.

Completion and timeliness of Employee Performance Plans and Reviews will be noted and considered an important Performance Goal for all Directors and the Executive Director.

TRANSPIRY/
REVIEW DATE Annually or as required

Effective Date April 1, 2009 Revised April 1, 2023.

Authorized By Executive Council

1-1030 WAGE SCALE

SCOPE All GC/TFN employees and Khà Shâde Héni and Deputy.

PURPOSE To provide consistency in wage scale classification and to outline the procedure for employee wage increases.

POLICY The GC/TFN will maintain a job classification model and wage scale.

Every position in the GC/TFN will be classified.

There will be a seven (7) step wage scale, with an increasing rate for each individual position.

Subject to a positive performance review and written approval from Management Board in a decision document format, an employee will move to the next higher level on the wage scale. Subject to an exceptional performance review, the supervisor may recommend to the Management Board two or more increments. Directors and Executive Directors will be eligible for a salary increase, based on a positive review by the Executive Director, Khà Shâde Héni and Executive Council representative identified for this purpose.

The wage scale shall be increased when a Cost of Living Adjustment (COLA) is approved by Management Board and reflected in the Operating Budget of GC/TFN.

GC/TFN will not be obligated to provide performance pay increases. Pay increases are dependent on budgetary constraints.

Wage Scale next page

Carcross/Tagish First Nation
Wage Scale 2023 - April 1st

	Annual Wages							Pay	Hourly Rate						
	1st Increment	2nd Increment	3rd Increment	4th Increment	5th Increment	6th Increment	7th Increment	Level	1st Increment	2nd Increment	3rd Increment	4th Increment	5th Increment	6th Increment	7th Increment
Second Term	$126,201.37	$132,259.04	$141,252.65	$155,095.41	-	-	-	19	$69.34	$72.67	$77.61	$85.22	-	-	-
First Term	$116,664.12	$122,264.00	$124,597.28	$128,097.21	-	-	-	18	$64.10	$67.18	$68.46	$70.38	-	-	-
Senior Management	$113,070.10	$118,497.47	$120,758.87	$124,150.97	$128,108.42	$131,951.68	$135,910.23	17	$62.13	$65.11	$66.35	$68.21	$70.39	$72.50	$74.68
	$105,646.33	$110,717.35	$112,830.28	$115,999.67	$119,697.29	$123,288.21	$126,986.86	16	$58.05	$60.83	$61.99	$63.74	$65.77	$67.74	$69.77
Managers level 2	$98,727.65	$103,466.58	$105,441.13	$108,402.96	$111,858.43	$115,214.18	$118,670.61	15	$54.25	$56.85	$57.93	$59.56	$61.46	$63.30	$65.20
	$92,270.95	$96,699.96	$98,545.38	$101,313.51	$104,542.99	$107,679.28	$110,909.66	14	$50.70	$53.13	$54.15	$55.67	$57.44	$59.16	$60.94
	$86,261.99	$90,402.57	$92,127.81	$94,715.67	$97,734.83	$100,666.88	$103,686.89	13	$47.40	$49.67	$50.62	$52.04	$53.70	$55.31	$56.97
	$80,653.62	$84,524.99	$86,138.07	$88,557.67	$91,380.55	$94,121.97	$96,945.63	12	$44.32	$46.44	$47.33	$48.66	$50.21	$51.72	$53.27
Managers level 1	$75,445.86	$79,067.26	$80,576.18	$82,839.56	$85,480.16	$88,044.57	$90,685.90	11	$41.45	$43.44	$44.27	$45.52	$46.97	$48.38	$49.83
	$70,591.57	$73,979.96	$75,391.80	$77,509.54	$79,980.25	$82,379.65	$84,851.04	10	$38.79	$40.65	$41.42	$42.59	$43.95	$45.26	$46.62
Coordinators, Supervisors, Assistant Managers, Tradespeople	$66,067.17	$69,238.40	$70,559.74	$72,541.76	$74,854.11	$77,099.73	$79,412.72	9	$36.30	$38.04	$38.77	$39.86	$41.13	$42.36	$43.63
	$61,849.12	$64,817.88	$66,054.86	$67,910.33	$70,075.05	$72,177.30	$74,342.62	8	$33.98	$35.61	$36.29	$37.31	$38.50	$39.66	$40.85
	$57,913.82	$60,693.69	$61,851.96	$63,589.38	$65,616.36	$67,584.85	$69,612.40	7	$31.82	$33.35	$33.98	$34.94	$36.05	$37.13	$38.25
	$54,237.78	$56,841.19	$57,925.94	$59,553.08	$61,451.40	$63,294.94	$65,193.79	6	$29.80	$31.23	$31.83	$32.72	$33.76	$34.78	$35.82
	$50,820.91	$53,260.31	$54,276.73	$55,801.36	$57,580.09	$59,307.49	$61,086.72	5	$27.92	$29.26	$29.82	$30.66	$31.64	$32.59	$33.56
Labourers, Assistants, Trainees	$47,639.70	$49,926.41	$50,879.20	$52,308.39	$53,975.78	$55,595.05	$57,262.91	4	$26.18	$27.43	$27.96	$28.74	$29.66	$30.55	$31.46
	$44,670.56	$46,814.74	$47,708.15	$49,048.27	$50,611.74	$52,130.09	$53,693.99	3	$24.54	$25.72	$26.21	$26.95	$27.81	$28.64	$29.50
	$41,889.93	$43,900.65	$44,738.45	$45,995.14	$47,461.29	$48,885.13	$50,351.68	2	$23.02	$24.12	$24.58	$25.27	$26.08	$26.86	$27.67
	$39,297.83	$41,184.13	$41,970.09	$43,149.02	$44,524.45	$45,860.18	$47,235.98	1	$21.59	$22.63	$23.06	$23.71	$24.46	$25.20	$25.95
Summer Students	31,309.19														
Transitional Employment								A	17.20	18.03	18.37	18.89	19.49	20.08	20.68

TRANSPIRY/
REVIEW DATE Annually or as required.

Effective Date April 1, 2009 Revised Jan 17, 2019

Authorized By Executive Council

1-1040 JOB DESCRIPTIONS

SCOPE GC/TFN employees.

PURPOSE To provide employees and their supervisors written duties that should be expected within the position, and to provide certainty about what is reasonably expected of an employee on a regular basis.

To provide a procedure for the revision of existing job descriptions.

POLICY Job descriptions are used by Directors as a management tool for the following reasons:

- Organization of work unit
- Delegation of responsibility and accountability
- Performance evaluation
- Training and planning
- Selection and retention of personnel
- Employee orientation
- Employee remuneration

Job descriptions can be created or amended when new positions are needed or existing positions are reviewed during annual evaluations, with the respective staff member. Directors draft job descriptions and may request input and/or assistance from senior managers and the Human Resources Administrator. Directors may also wish to consult with the appropriate staff members or outside entities who provide similar programs and services.

Directors will bring newly created or amended job descriptions before Management Board for consultation/amending and final approval. Any changes to a job description must be presented to and approved by Management Board, and will be recorded in the form of a decision document.

Any changes required to a Director's or Executive Director job description must be in consultation and approved by Khà Shâde Héni and representative Executive Council and Executive Director.

Job descriptions will be prepared for each position. Job descriptions will be consistent with annual work plans. Job descriptions will not be changed without direct input from the staff member currently working in that position.

Employees who feel their job description is out of date or has inaccuracies should discuss the matter with their supervisor during their annual evaluation.

Any suggested revisions of job descriptions will be presented by the Director responsible to Management Board for their review and/or approval.

Under no circumstances will job descriptions be revised and/or approved by only one GC/TFN staff member in isolation.

PROCEDURE

Upon accepting a new position, all employees must sign and date a copy of their job description to indicate that they understand the duties and responsibilities of their position.

Job descriptions will be reviewed by the employee, respective Director, and Human Resources as part of the annual performance evaluation, in accordance with *1-1020 Performance Evaluations*. Minor revisions to the job description that do not affect the duties and responsibilities of the employee can be made during this process with the consent of the employee, respective Director, and Human Resources.

Any addition or removal of duties must be agreed upon by the respective Director and Human Resources and then approved by Management Board.

Changes in job descriptions must be signed and dated by the employee prior to the new job description becoming effective.

The Human Resources Administrator will keep an electronic copy of all job descriptions on file and in the employee's personnel records.

TRANSPIRY/REVIEW DATE Annually or as required.

GC/TFN PERSONNEL POLICY Section 1

Effective Date April 1, 2009 Revised Jan 17th, 2019

Authorized By Executive Council

1-1050 Career Advancement

SCOPE All positions.

PURPOSE To advance employees' careers with C/TFN.

POLICY Eligible after 2 years of employment with GC/TFN and/or exceptional performance reviews. Actively pursuing education and training opportunities geared towards advancement or required of the position.

An agreement from Management Board and current supervisor. Make Acting opportunities available to staff interested in advancing their career with C/TFN. Participate in Management Board's Development training program (if applicable). Should be noted in employees training plan.

Interested staff members should be considered for advancement prior to the vacant position being advertised.

The program will strive to ensure each employee develops to his/her full potential through the successful performance of employment responsibilities and the development and completion of a personalized training program.

The program will ensure maximum employee participation and input while ensuring it is consistent with achieving the goals and objectives of the GC/TFN.

TRANSPIRY/
REVIEW DATE Annually or as required.

Effective Date April 1, 2009 Revised Jan 17th, 2019

Authorized By Executive Council

1-1060 DEATH OF AN EMPLOYEE

SCOPE All employees and Khà Shâde Héni (Chief/Deputy).

PURPOSE To provide assistance to the family of the deceased employee.

POLICY If the deceased employee was covered under the benefit insurance policy, the local agent for the insurance company will be notified immediately. The agent will do all that is required to ensure benefits due under the policy are paid to the family of the deceased employee as soon as possible.

A cheque for any salary and vacation pay due to the deceased employee, at the date of his/her death, will be issued to the estate of the deceased employee immediately.

Any outstanding claims for medical/dental/optical benefits of the deceased employee will be processed immediately.

Assistance will be given to the widow(er) or other dependants in claiming survivor benefits under the Canada Pension Plan.

TRANSPIRY/
REVIEW DATE Annually or as required.

Effective Date March 9, 2011 Revised March 05, 2020

Authorized By Executive Council

1-1080 CELLULAR PHONE POLICY

SCOPE C/TFN employees, Khà Shâde Héni (Chief/Deputy), and Executive Council members.

PURPOSE To provide employees with access to cell phones, satellite phones, and radio phones in order to improve the safety of employees, the communication between employees, and provide the tools necessary for all employees to complete their duties to the best of their ability.

This policy will provide guidelines for the purchase, use, and payment of cell phones, satellite phones, and radio phones for employees of the Carcross/Tagish First Nation.

ELIGIBILITY Cell phones, satellite phones, and radio phones will only be provided for those employees when necessary to conduct the duties of their job. This will include employees who are:

a. often away from their office during office hours

b. required to be available outside of regular office hours

c. working in potentially hazardous environments or situations.

PHONE ALLOCATION If it is deemed necessary for an employee to have a cell phone, they will have two options:

a. They can choose to use their personal phone and receive a phone credit of $35 on each pay cheque. If the employee chooses this option, C/TFN will not be responsible for the purchase, maintenance, or repair of the employee's personal phone in any circumstance. Usage of the employee's personal phone will not be monitored by C/TFN.

b. They can be allocated a C/TFN phone to use for business purposes. If an employee is allocated a C/TFN phone, the purchase and usage guidelines in this policy will apply.

An employee will indicate their choice to their supervisor.

PURCHASE

Cell phones provided to employees and/or Executive Council members will be purchased and owned by the Carcross/Tagish First Nation.

PLANS

If an employee is allocated a C/TFN phone, baseline cell phone equipment and the most economical usage plan that meets employee business needs will be chosen.

PAYMENT

If an employee is allocated a C/TFN phone, all costs associated with the cellular telephone service associated with business needs will be the responsibility of C/TFN. Such costs include but are not limited to: purchase of equipment; service initiation; monthly fees; per-minute cost of calls in excess of calling plan; roaming fees; maintenance and repair of equipment and programming, if applicable.

Personal usage charges are billed back to the employee as per personal use. If an employee chooses to use their personal phone for business use, all costs associated with the phone service will be the responsibility of the employee.

REPLACEMENT

The responsibility of replacement of lost, stolen, or damaged C/TFN equipment will fall upon the individual that the C/TFN phone is assigned to.

If the damage to the phone is a result of theft, vandalism, or other circumstances beyond the employee's control, the replacement or repair will be the responsibility of C/TFN.

USAGE

When a C/TFN phone is provided to an employee, it is to be used primarily for business use.

PERSONAL USE

While at work, employees are expected to exercise the same discretion in using personal cell phones as they use with office phones. Excessive personal calls during the workday, regardless of the phone used, can interfere with employee productivity contribute to increase costs to the GC/TFN.

Phone service may be used for personal reasons in the event of an emergency.

Bills will be reviewed by the relevant Director and/or Khà Shâde Héni. If any personal calls are used on the cell phone assigned to the individual, they will be charged accordingly.

Payment will be made to C/TFN's Department of Infrastructure.

UNSAFE WORK CONDITIONS

Phones, both personal and C/TFN issued, should not be used in unsafe work situations. In accordance with the Yukon Motor Vehicles Act, employees will not use cell phones or other electronic devices while operating a motor vehicle.

APPLICABLE LEGISLATION

All phone usage will be subject to any applicable territorial or federal legislation, including the *Motor Vehicle Act.*

As of April 1, 2011, this act bans operating hand-held electronic devices used for talking, texting, or emailing. Hands-free operation is permitted.

TERMINATION

The user's department Director and or Khà Shâde Héni is responsible for terminating the cell phone privilege when the individual's employment with C/TFN has ceased, and/or the employee has knowingly misused the privilege.

OUTCOMES

Employees will have access to phone communication in order to conduct their job duties.
Employees will remain safe.
Costs will be minimized.

INDICATORS

Employee feedback
Phone bill payments

TRANSPIRY/ REVIEW DATE

Annually or as required.

Effective Date December 18, 2014 Revised March 05, 2020

Authorized By Executive Council

1-1085 Power Outages/Heat/Water and Sewer

PURPOSE

To provide staff and/or representatives with operational guidelines in the event of a power outage and to include if the building has no heat/water and sewer.

SCOPE

All GC/TFN employees, On-duty Clan representatives, Directors, and Khà Shâde Héni.

POLICY

Whether a power outage is caused by a natural disaster, man-made events, unforeseen circumstances or planned maintenance, there will be times in the course of GC/TFN's daily business when power may be disrupted. This may have an impact on how we conduct our daily programs and services. This includes no heat/water and sewer to a building.

Power outages and other building issues that includes heat/water and sewer can be caused by a number of different reasons and each will have unique considerations. Accordingly, each power outage will be assessed by Management Board members present and will be managed reasonably and accordingly to circumstance.

When a power outage takes place or heat/water and sewer issues during the regular work hours, the Executive Director and Directors will be in charge of managing their department staff. When any given Director and/or the Executive Director is absent the Manager left in charge of their Department will act in their place. In the absence of Management Board, Directors and/or the Executive Director, the Power Outage Policy will apply.

PROCEDURES

Once an outage or no heat/water or sewer issues exceeds two (2) hours and there has been no indication otherwise that it will be returning within the following two (2) hours, employees may be dismissed for the day with pay for up to 3 hours, as per labour code.

During instances where GC/TFN has been notified of a planned power outage by the local power company, prior to leaving offices, all employees will ensure any electrical office

equipment generally utilized during the day is turned OFF.

TRANSPIRY/ REVIEW DATE	Annually or as required.

Effective Date December 18, 2014 Revised Jan 17th, 2019

Authorized By Executive Council

1-1090 WHISTLEBLOWER POLICY

SCOPE: All Carcross/Tagish First Nation employees, appointed council, committee, team members, volunteers including all other stakeholders conducting business on behalf of the Carcross/Tagish First Nation.

PURPOSE: The Carcross/Tagish First Nation is committed to conducting business at all levels at the highest ethical standards. We strive to achieve this by conducting our business with maximum integrity and by operating in full compliance with all applicable laws, policies, and regulations. As such, the purpose of this policy is to encourage and provide individuals with a means to raise legitimate concerns and complaints in good faith to the appropriate body without fear of and with protection from organizational reprisal.

POLICY: This policy covers instances where an employee, committee, team, council member, Director, volunteer or other stakeholder has evidence of activity ("Reportable Activity") by any associated representative, employee, committee, team, council member, Director, volunteer or other stakeholder or retained consultant (including external auditors) that to his/her knowledge constitutes by definition:

- Accounting, auditing, or other financial reporting of a fraudulent nature or misrepresenting program budgets;
- Violations of Carcross/Tagish First Nation, Federal or Provincial laws that could result in fines or civil damages payable by the C/TFN, or that could otherwise significantly harm the C/TFN's reputation or public image;
- Conducting any form of unethical conduct (ie: "side deals", "under the table" dealings, "kickbacks") in violation of any C/TFN Government policies, including, but not limited to the Code of Ethics, and including the law of general application;
- Danger to the health, safety, or wellbeing of employees, volunteers and/or the general public;
- Gross mismanagement – A deliberate act or omission demonstrating wilful disregard for the management of

C/TFN's resources;

- Material misrepresentation in disclosures made by or on behalf of the Carcross/Tagish First Nation;
- Fraud – intentional deception for personal or self-serving gain.

Complaints that are not made in good faith will be viewed as a serious offense and will be subject to disciplinary action including but not limited to legal action, discharge in the case of employees, and/or the severing of the relationship with volunteers, suppliers, or other stakeholders indefinitely. The Carcross/Tagish First Nation does not condone any employee, committee, team, council member, Director, volunteer or other stakeholder to harass, retaliate or discriminate against those other employees, volunteers and stakeholders, committee, team, council member, Director, volunteer or other stakeholder (the Complainant) who, in good faith, report a Reportable Activity.

Retaliation in any form will not be tolerated and should be reported in writing to your Department Director, or Executive Director. Anyone requesting assistance with drafting a complaint may make that known as well. This procedural assistance will not be denied.

Any violation of this Policy may subject the violator to disciplinary action, which may include, in appropriate circumstances, termination of employment or legal action as appropriate to our personnel policy manual.

PROCEDURES: A complainant may submit a completed C/TFN Request for Fairness Review form (Appendix A) in writing to the Executive Director, Department Director, Management Board or Governance Manager. If technical assistance is needed to complete the forms, the complainant may make this request known at that time.

Complaints should include all relevant information with regard to the complaint including but not limited to:

- time and place of incident;
- names of individuals involved;
- infraction or nature of questionable conduct;
- all other relevant details as can be provided.

Once completed and submitted to the appropriate body, all cases will be reviewed by Management Board and if

required, Executive Council and/or General Council.

TRANSPIRY/ REVIEW DATE	Annually or as required.

Effective Date December 18, 2014 Revised

Authorized By Executive Council

1-1100 POLICY OVERRIDE MANAGEMENT

SCOPE: All Carcross/Tagish First Nation employees, Executive Director/Directors, Appointed Council, Committee/Team Board/Members, volunteers including all other stakeholders conducting business on behalf of the Carcross/Tagish First Nation.

PURPOSE: This policy provides for procedures to be undertaken any time a Department Director, Supervisor, Council, Board or Committee and those as described in the scope of this policy, request or directs that established C/TFN Government policies or procedures be disregarded or when an exception to established policy be considered.

It is the responsibility of everyone, as outlined in the scope of this policy to follow established C/TFN Government policies and procedures at all times. The Carcross Tagish First Nation recognizes that occasionally extenuating circumstances may arise where policies and procedures cannot be fully adhered to. Additionally, this policy will also identify when improper override management procedures have not be taken. Improper execution of policy override management will subject anyone to action as outlined in [section 1-405], Progressive Discipline Policy.

POLICY: For clarity, there may be instances where extenuating circumstances may require policies to be occasionally overridden. Therefore, C/TFN Board/Team/Council/Committee have the authority, under extenuating circumstances, to manage and override the policies in which they are responsible for creating provided that this is done by consensus of the appropriate team and with consideration to all the facts presented.

Not every instance in which a policy is overridden or where an exception to policy is needed will constitute a breach of the Code of Conduct and Ethics. However, in order to ensure that any decision to depart from established C/TFN policy and procedure is not inconsistent with the Code of Conduct and Ethics, any person (as described in the Scope), who directs another employee to disregard

or depart from established C/TFN policy, procedure or internal controls, may report the matter directly to any member of Management Board, and/or the Executive Council when required.

All instances of override will be logged, stored on file by Management Board and reported on to Executive Council at their next scheduled council meeting.

Any disciplinary action, will be managed by Management Board and/or Executive Council when required, in accordance to [section 1-405], Progressive Discipline Policy.

Examples of inappropriate management override include but not be limited to:

- A manager or supervisor requests that a payment be made to a vendor without adequate supporting documentation.
- A manager requests that purchases be made despite the fact that appropriate authorization has not been obtained.
- A senior Finance Manager requests that a significant journal entry is made or not made without basis for his or her decisions or with inadequate documentation.
- Significant information technology changes are made with out appropriate approval, or by bypassing the appropriate change management process.
- A manager hires an employee without obtaining appropriate Senior Management authorizations.

PROCEDURES: Any employee who is directed by a manager or supervisor to depart from C/TFN policy and believes that direction might constitute a violation of the Code of Conduct and Ethics or has concerns about C/TFN's accounting, internal controls and/or auditing matters, should report the matter directly to their Department Director. In instances where it is inappropriate to report the matter to their Director, the matter should be reported directly to the Executive Director and any member of Executive Council, as a possible violation of the Code of Conduct and Ethics.

TRANSPIRY/
REVIEW DATE Annually or as required.

AMENDMENT LOG SHEET
PERSONNEL POLICY

Any amendment to this Policy Manual shall be recorded and authorized on this Amendment Log Sheet.

Date	Policy	Change	Explanation
April 1, 2009	Entire Policy Manual	Passed as amended	
June 3, 2009	1-630 Fuel Stipend	Amended	Stipend paid on each cheque as opposed to an account at Montana.
	1-710 Vacation Leave	Amended	Carry over allowance
	1-735 Training and Development Leave	Amended	Cant take living allowances while employed with C/TFN.
	2-0341 Travel Regulations	Amended	Travel to conferences and work related events counted as straight time not overtime.
	1-765 Christmas Break	Amended	Define who is eligible for the paid break.
July 13, 2009	1-310 Employee Categories	Amended	Major overhaul of employment categories.
	1-320 Probationary Period	Amended	Separated benefits from the probationary period
	1-605 Benefit Exemption Period	Passed	Define which employees are eligible for paid benefits when
	1-750 Statutory Holidays	Amended	Define hours of pay on stats and who is eligible
	1-765 Professional Fees	Passed	C/TFN will pay professional fees for qualified employees.
December 16, 2009	1-730 Special Leave	Amended	Other leave credits must be used before going into “debt” with Special Leave
July 13, 2010	1-735 Training and Development Leave	Amended	Salary can get paid for longer than 13 weeks if specific external funding is secured
July 20, 2010	1-550 Interim Firearms Policy	Passed	Outlines the use of firearms by authorized C/TFN employees.
	2-0320 Honorarium	Amended	Base rate $150/day. Eligible staff may receive $150/day to off set lost

			wages.
October 20, 2010	1-730 Special Leave	Amended	Expanded eligibility.
December 1, 2010	1-630 Fuel Stipend	Amended	Expanded eligibility to part-time employees.
March 9, 2011	1-1080 Cell Phone Policy	Passed	Outlines the use of cell phones by authorized C/TFN employees
March 9, 2011	1-855 Compensation Time	Amended	Limits director's use of comp time
June 30, 2011	1-1030 Wage Scale	Amended	Amended to provide consistency in pay increases.
January 20, 2012	1-425 Behaviour During Elections	Passed	Outlines permitted employee behaviour during elections.
March 7, 2012	1-530 Workplace Harassment Prevention	Amended	Expands prohibited grounds of discrimination and outlined procedure for responding to harassment
March 22, 2012	1-535 Workplace Conflict Resolution	Passed	New policy to clarify procedure for dealing with workplace conflict
April 18, 2012	1-710 Vacation Leave	Amended	Changed to ensure directors and managers don't take vacation leave at the same time, and to require Directors to not take Vacation Leave around fiscal year end or audit field work.
May 8, 2012	1-1040 Job Descriptions	Amended	Added requirement for any changes to JD to be approved by MB. Also added procedures.
July 5, 2012	1-070 Policy Development Protocol	Passed	New Policy to clarify procedures when creating and amending policies.
July 5, 2012	1-860 Acting Positions	Amended	Expanded to clarify process for filling vacant positions including Directors.
2012-11-07	1-450 Fairness Process	Amended	To clarify process internally – removed fairness 'registrar'
2012-11-07	1-530 Harassment Policy	Amended	To include harassment by staff and Citizens

2012-11-07	1-745 Court Leave	Amended	To Include process for submission of daily honorarium from the courts
2012-11-07	1-555 Pet Policy	Passed	To not allow pets in the C/TFN Government buildings

2013-12-19	1-790 Emergency Service Volunteer Leave	Passed	To allow C/TFN Government Employee's, Council and Committee members volunteer leave for emergencies.
2014-01-16	1-265 Temporary Employment Crew Contracts	Passed	To allow for qualified Citizens an opportunity to move towards financial independence from TFA.

2014-07-22	1-850 Overtime Compensation	Amended	Agreed to allow temporary staff to accrue comp time for time worked in addition to scheduled hours.
2014-08-21	1-735 Training/Development Leave	Amended	Remove one year min requirement and agree to open training opportunities to perm full-time employee's on probation providing C/TFN repayment agreement is in place.

2014-12-18	1-040 Safekeeping of the Policy Manual	Removed	Maintained copy is kept in the policy analyst office and on the C/TFN common drives.
2014-12-18	1-070 Policy Development Process	Amended	Definition defined, policies will be discussed amongst staff but consensus not required to move forward at this level.
2014-12-18	1-110 Management Board	Amended	Quorum defined. 3 out of 5 Directors required for Quorum. Decisions require consensus Terminology
2014-12-18	1-120 Drug Testing Policy	Removed	Legalities around drug testing policy not enforceable without legislation. Recommend to remove for review later date.
2014-12-18	1-130 Hiring Team	Amended	MB will approve hiring team assembled and receive for review recommendations for hire.
2014-12-18	1-210 Hiring Process	Amended	Formerly Staffing Process, process created for consistency, certainty and

			transparency. Eligibility list of candidates created, avail for limited period of time.
2014-12-18	1-217 Transfers	Amended	Transfers only considered if health at risk and Dr prescribed.
2014-12-18	1-240 Employee Reference Checks	Amended	Min of two required for all applicants.
2014-12-18	1-250 Hiring of Relatives	Removed	Moved to, and amalgamated with 1-440 Conflict of Interest.
2014-12-18	1-260 Temp Positions and Assignments	Amended	Clarified work period include both 13 weeks and/or 255 hours where beneficial.
2014-12-18	1-265 Temp Employee Crew Terms	Amended	Current case plans added to qualification considerations.
2014-12-18	1-310 Employment Categories 1-710 Vacation Leave	Amended	4 class of employee's defined. Perm, Casual, Aux and Directors. Aux and Casual employees receive increase from 4% to 6% in lieu of paid vacation, sick and special leave.
2014-12-18	1-320 Probationary Period	Amended	Probationary periods may be excepted by MB if conditions in policy are met.
2014-12-18	1-405 Progressive Discipline	Amended	Intent remains same, rewritten steps for clarity. Suspension process outlined, dismissal guidelines outlined.
2014-12-18	1-406 Director Discipline	New	Established guidelines and process to manage Director conduct.
2014-12-18	1-410 Substance Abuse	Amended	Definition clarification, direction outlined to manage non-compliant employees to get help.
2014-12-18	1-440 Conflict of Interest	Amended	Scope expanded. Purpose explained. Old Hiring Relatives policy incorporated into Conflict of Interest Policy. Q&A Checklist new, and disclosure declaration form created.
2014-12-18	1-450 Conduct and Fairness	Amended	Conduct added to policy to clarify what is acceptable conduct and what is not acceptable conduct when working or volunteering on behalf of C/TFN.

2014-12-18	1-530 Workplace Harassment Prevention	Amended	Minor wording edits, no intent changed or altered.
2014-12-18	1-535 Workplace Conflict Resolution	Amended	EC to issue decision document stating stance instead of a resolution.

2014-12-18	1-540 Cold Weather	Amended	Unsafe working temp change from -40 c to -32 c.
2014-12-18	1-550 Interim Firearms	Amended	Updated third party safety certification bodies.
2014-12-18	1-610 Index of Employee Benefits	Amended	Bereavement added.
2014-12-18	1-616 Northern Benefits Option Plan	Amended	Scope altered to reflect actual users. Boards/Teams/Committees added.
2014-12-18	1-620 RRSP Contribution	Removed	Benefits changed when sunlife coverage initiated, no longer RRSP avail.
2014-12-18	1-630 Fuel Stipend	Amended	Ceiling limit established, when reached must be presented to EC for decision.
2014-12-18	1-710 Vacation Leave	Amended	Earned Vacation may be payed out in either daily or hourly increments.
2014-12-18	1-720 Health Leave	Amended	To be taken in hourly increments.
2014-12-18	1-731 Bereavement Leave	New	Provide paid leave for permanent employees.
2014-12-18	1-735 Training and Development Leave	Amended	Personal interest courses not related to job not eligible for training and developmental leave assistance.

2014-12-18	1-755 Injury-on-duty	Amended	Previously unclear of what can be provided. Pending approval from WCB paid leave may be issued for up to 2 weeks while wcb claim processed.
2014-12-18	1-765 Christmas Break	Amended	Dates set coincide with Ghuch Tla Community School.

2014-12-18	1-780 Leave Without Pay/ Maternity Leave	Amended	Length of time determined/reflects Canada Labour Code mins.
2015-04-01	1-785 Mat/Par Top-Up	New	Top up to mat/parental EI claim to 75% of wage.
2014-12-18	1-810 Hours of Work	Amended	On call-out minimums from 4 – 3 hrs for call outs less than 3hrs.
2014-12-18	1-820 Attendance	Amended	On call-out minimums from 4 – 3 hrs for call outs less than 3hrs.
2014-12-18	1-850 Overtime Compensation	Amended	OT must be submitted on time sheet during period which accrued. OT begins after 8hrs/day or 40hrs/week. Less than straight time. OT may be managed from within Dept w/ Director approval.EC manage abuse.
2014-12-18	1-860 Acting Pay	Amended	Acting pay guidelines established.
2014-12-18	1-875 Pay Deductions	Amended	TD RRSP avail to employees, not mandatory.
2014-12-18	1-950 Severance Package	New	Guidelines around severance established.
2014-12-18	1-1020 Performance Evaluations Agreements	Amended	Purpose, criteria and procedures established for both employees and Directors.

2014-12-18	1-1040 Job Descriptions	Amended	When need for job descriptions and when and how to make adjustments to existing job descriptions.
2014-12-18	1-1085 Power Outages	New	Guidelines for managing operations for outages.
2014-12-18	1-1090 Whistleblower	New	Guidelines for operating standards and means to raise legitimate concerns over questionable conduct.
2014-12-18	1-1090 Policy Override Management	New	Established procedures for times when consideration/exceptions may need to be made to established policy.
2014-12-18	1-110 Management Board	Amended	Senior Government Official title changed to Executive Director.
2015-05-12	1-405 Progressive Discipline	Amended	Clarified wording. Any employee (excluding Directors) dismissal must be approved by Management Board.

2015-11-18	1-130 (Clan) Hiring Team	Amended	Structure expanded to include Clan Hiring Team appointees.
2015-11-18	1-135 Administration Hiring Team	New	Structure established to hire non-permanent employees.
2015-11-18	1-210 Hiring Process	Amended	Includes Clan reps into resume screening and interview process.
2015-11-18	1-320 Probationary Period	Amended	Probationary period clarified in policy where previously unclear. Identifies what happens when anniversary dates pass without proper assessments.
2015-11-18	1-405 Progressive Discipline	Amended	Identifies policy must be uniformly applied with consistency. Informal and formal corrective measures outlined.
2015-11-18	1-406 Director Discipline	Amended	Directors will be disciplined by EC using 1-405 Progressive Discipline, same as staff. Suspensions may be with or without pay.
2015-11-18	1-640 Extended Health Benefits	Amended	Eligibility requirements identified and what can/cannot be covered.
2015-11-18	1-780Leave without pay.	Amended	When eligible, how long C/TFN will continue to pay extended health benefit fees, how employees can maintain coverage if on leaves.
2015-11-18	1-855 Director Compensation Time	Amended	Added Director to title, defined how earned, when must be used, how to accrue it. Not to be paid out.
2015-11-18	1-910 Terminations	Amended	Changed terminology, identified just cause, dismissal processes and severance provisions to employees and contractors.
2015-11-18	1-950 Severance	Amended	Scope clarified to include EC reps. When severance is initiated in accordance with federal labor codes.
2016-07-7	1-130 Clan Hiring Team	Amended	Change quorum from 4 to 3
2017-01-17	1-260 temporary positions and assignments	Amended/ typo	Change Two Hundred and Fifty Five to Four Hundred and Fifty five
2016-08-16	1-215 Recruitment	Amended	Change to say: All permanent positions shall be advertised worldwide
2015-12-17	1-770 treatment leave	Amended	Change from 6 weeks to 8 weeks
2016-10-20	1-850 Overtime Compensation	Amended	Added to state: Overtime pre-approval forms must be adjusted to reflect the actual amount

			of overtime completed.
2016-04-16	1-525 Scent free policy	new	Due to health concerns arising from exposure to scented products, perfumes, sage, sweet grass, bleach etc. To provide a scent free environment for all employees and visitors.
2016-09-08	1-440 Conflict of Interest	Amended	Remove first cousins
2016-11-17	1-1020 Performance Evaluation	Amended	To rename 1-1020 to Performance Planning and Review. Changes were made to this policy to reflect this name change.
2017-06-23	1-525 Scent free policy	Amended	To include Boards, Teams and Committees.
2017-07-20	1-110 Management Board	Amended	Under membership: to the Executive Director, the Chief Financial Officer, the Director of each Department, or their Acting Director. Amend "Hiring and dismissing employees." Under appeals: add in Ombudsman person.
2017-07-20	1-130 Clan Hiring Team	Amended	Changed 1-130 Clan hiring team to "Screening and Assessment Board". Sets out the process and changes to the whole policy.
2017-07-20	1-135 Administrative HIRING TEAM	Amended	Change 1-135 from Administrative Hiring Team to Administrative Hiring Boards. Changes to whole policy.
2017-07-20	1-210 HIRING PROCESS	Amended	Changes to the whole policy.
2017-07-20	1-215 RECRUITMENT	Taken out	Not needed anymore due to the new hiring process.
2017-07-20	1-217 TRANSFER	Amended	Change name to 1-217 MEDICAL ACCOMIDATION.
2017-07-20	1-220 PREFERENTAIL HIRE	Amended	Change Associate member to Associate Citizen
2017-07-20	1-230 EMPLOYMENT APPLICATIONS	Taken out	Whole policy taken out, its already included in the new clan hiring process
2017-07-20	1-240 EMPLOYMENT REFERENCE CHECKS	Taken out	Whole policy taken out, its already included in the new clan hiring process
2017-07-20	1-270 OFFER OF EMPLOYMENT	Amended	All offers of employment must be signed off by the department director and/or the Kha Shade Heni. Changed to and/or Executive Director. Last Paragraph under policy taken out: unsuccessful interviewed Candidates won't be contacted.

2017-11-17	1-310 EMPOLYMENT CATEGORIES	Amended	Add to the Category of Permanent Seasonal, to allow for security/benefits.
2018-01-18	1-531 WORKPLACE VIOLENCE PREVENTION POLICY	NEW	This policy applies in the "work place" which is defined in the Canada Labour Code, Part II to mean "any place where an employee is engaged in work for the employee's employer."
2018-04-05	1-732 OFFICE CLOSURE – PASSING OF A CITIZEN	NEW	G/C/TFN offices will be closed for a half day upon receiving information of the passing of a Citizen. To show our respect in a time of community sadness.
July 19th, 2018	1-1030 Wage Scale	Amended	The changes include a $2/hr increase for all employees and the scale expands from 5 increments to 7
Jan 17, 2019	1-110 MANAGEMENT BOARD	Amended	**Under Quorum:** was changed to 4 out of 6 board members. **Under Appeals**: Fairness Coordinator or HR manager was added and Ombudsman Person taken out. Third sentence: Fairness Coordinator replaced Ombudsman person. Fourth & sixth sentence: Kha Shade Heni replaced Ombudsman person. Last sentence: "Legislation" was taken out before Policy Analyst.
	1-130 CLAN SCREENING AND ASSESSMENT BOARDS	Amended	**Under Purpose**: Was reworded for more clarity. Change recruit permanent employees from 6 months to over a year. **Under Policy**: potential employment roles was replaced with "Vacancies" **Under Membership**: B) Change from 6 to 3 hiring team representatives for a Clan Hiring Team. C) "Screening Board" replaced Clan. For Assessment Board under C) necessary was added to appropriate. **Under Meetings**: First paragraph, last sentence was taken out for more clarity. Second Paragraph: (meeting the requirements of the federal and territorial legislation) was added. **Under Confidentiality**: "If there is a breach of Confidentiality, the GC/TFN will make recommendation to the Clan to have person removed, as per the Code of Ethics for Boards, Teams, Councils and Committees." Was added.
	1-135 ADMINISTRATIVE HIRING BOARDS	Amended	**Under Purpose**: to include 13 week hires and to fill vacancies with the most qualified candidates, with the preference of hiring C/TFN Citizens. Last sentence was taken out for more **Under Policy** First two sentences were deleted and change to: It is C/TFN's policy to acquire candidates with the experience, skills, qualifications and abilities necessary to fulfil vacancies. Administrative Hiring Boards will carry out this process using the general Hiring Process set out in section 1-210, the exception being, no Clan Hiring Team members shall be required for either Screening or Assessment Boards. **Under Membership:** First Bullet **"**Manager" was added to Administrator and "designated by the Chief Financial Officer" was deleted. Second Bullet: "responsible for the position" was added and "by the Director" was deleted. Third bullet: "Necessary" was added to appropriate.
	1-210 HIRING PROCESS	Amended	**Under Purpose**: add in Relevant Legislation. **Under Procedures**: fourth sentence was taken out, about posting. Under the first sets of bullets: "Associate Citizen, indigenous ancestry and Completion of C/TFN Peacemaking Training" were added in. Second sets of bullets in the first one: "or technical and assignments" were added. "At the very minimum" was replaced with "Three (3) for reference checks. Eligibility lists changed from 6 months to one year. Unsuccessful candidates will be informed by "letter immediately" replaced with "by email or phone call. Conditions of appointment was added to with: Criminal Back ground checks and TB tests for Daycare workers Conditions for Employment, drivers license was added.

	1-217 MEDICAL ACCOMMODATION	Amended	To accommodate "(where Possible)" was added.
	1-220 PREFERENTIAL HIRE	Amended	Last bullet taken out: "Individuals with disabilities will be considered for employment on the basis of knowledge, skills, abilities and personal suitability for a particular job. Individuals with disabilities that do not interfere with job performance will not be disqualified."
Jan 17th, 2019	1-260 TEMPORARY POSITIONS AND ASSIGNMENTS	Amended	**Under Policy:** Temporary positions: may be renewed or extended 'as needed up to a year and may be terminated at any time." Was added.
	1-265 ~~TEMPORARY~~ TRANSITIONAL EMPLOYMENT CREW TERMS	Amended	**Under policy**: First sentence deleted and replaced with- "Transitional Employment (TE) is a program delivered through Capacity in partnership with Health and Wellness (H&W) to respond to Citizens on TFA who are ready to address personal and professional barriers for self-sufficiency." "TE program participants are identified either through H&W case management or by the individuals themselves upon request." "A list of potential candidates is created by H&W and shared with Capacity. A selection process will follow with potential candidates, Capacity and H&W." "The scope of work for each participant will be determined by the interest of the individual and/or departmental priorities." The "Manager or the Transitional Employment Crew" replaced with "Director of Capacity Development" Two sentences were deleted for clarity of this policy.
Jan 17th, 2019	1-270 OFFER OF EMPLOYMENT	Amended	**Under scope**: taken out "permanent". **Under Purpose**: "possible new employees" were added.
	1-280 Volunteer Policy	New	New policy
	1-310 Employment Categories	Amended	**Under policy**: Duration or employment was changed to Indeterminate for any permanent employees. Transitional employment crew was added to Auxiliary and their duration of 8 months and work up to 35 hours per week. Under Permanent Employees: second paragraph "group benefit pension" replaced Sunlife.
	1-320 Probation Period	Amended	**Under policy**: a second sentence was added "Directors probation is 6 months, but are able to access benefits/accruals at 3 months." Third sentence: "In exceptional circumstances", "but employees are able to access benefits/accruals at 3 months" was added. Fourth sentence: Executive Council is replaced with "Executive Director or Khà Shâde Héni. Sixth sentence: "Supervisor" was added to Director, as well as "Khà Shâde Héni, Executive Director and one representation of". Eighty sentence: Executive Council was taken out and replaced with ""Khà Shâde Héni, Executive Director". 3 month changed to 6 months for Directors probationary period. Tenth sentence: Executive Council was replaced with "Executive Director". Eleventh sentence was added to after 3-month "(or 6 months in case of a director)."
	1-405 PROGRESSIVE DISCIPLINE POLICY	Amended	**Under Policy:** the second sentence was taken out: "this includes how Executive Council administers discipline to Directors (see policy 1-406 Director Discipline for details)." The **bold** indicates what was added in the 3-4 sentences: The Executive Council has the authority and responsibility for the discipline and dismissal of the **Executive** Director. **The Khà Shâde Héni and the Executive Director have the authority and responsibility for discipline and dismissal of Directors.** **Under Investigation**: Executive Council is replaced with "Executive Director/Khà Shâde Héni. **Under stage one –**Verbal Warning: The verbal warning and written Warning will remain on file, changed from one year to "3 years." **Under stage two**- same change as stage one, kept on file for "3

			years”. **Under Dismissal**: 5 or the bullets taken out and replaced with: “workplace anti-violence and Harassment Prevention Policy, conviction of a serious criminal code offence, code of ethics, Finance Act and Conflict of Interest Policy.” Last paragraph “Documentation was taken out for it was already clarified.
	1-406 DIRECTOR DISCIPLINE	Amended	Executive council was replaced with Executive Director and The Khà Shâde Héni in 3 different areas.
Jan 17th, 2019	1-420 PUNCTUALITY AND UNAUTHORIZED LEAVE	Amended	**Under policy**, Unauthorized absence: work replaced duty. Unauthorized absences replace failure to do so. Second sentence: When an Employee fails to notify/” or have contact (direct interaction) with Supervisor or” (was added). Under other: this sentence is more clarified and Unauthorized leaves disqualify the employee for any entitlements.
	1-425 Behaviour During Elections	Amended	**Under Scope**: Executive Council members and GC/TFN team members was replaced with “Appointed Clan representatives.” **Under Policy**, third sentence was deleted: “This includes staff time, office supplies, Office equipment, and any other C/TFN resources”.
	1-430 Confidentiality	Amended	**Under scope**: appointed clan Representatives was added. **Under policy**: Throughout this policy “contractors, contracts were taken out. Where “A breach of this policy my result in: termination” was added.
	1-450 ~~Conduct and~~ Fairness Process (Fairness Coordinator)	Amended	**Under Scope**: “Appointed Clan representatives” were added. **Under policy** the first two sentences were taken out: “This policy relates to any conduct, actions or decisions of C/TFN departments that affect employees and Citizens whose actions may impact on one another.” Fifth sentence was taken out: “It is the responsibility of all staff to use their training, experience and other skills they may acquired to actively de-escalate conflict, resolve misunderstandings and strive to create healthy relationships in the community.” **Under Procedure** the first paragraph taken out: “At all times when acting on behalf of the G/CTFN as an employee or volunteer, it is required that all staff/volunteer, it is required that all staff/volunteers act with an appropriate and professional demeanor, in any and all situations when providing service to Citizens, as outlined in the employee code of conduct. It is expected that Citizens acting as Volunteers on behalf of G/CTFN when acting from any position or authority while assisting with the execution of any program or service provided by the GC/TFN, also conduct themselves with an appropriate and professional demeanor. “
	1-510 Fire Safety	Amended	**Under Policy**: the second sentence was added to with: and annual inspections and extinguishers. Third sentence: “Professionally” was added. Last sentence “or the Health and Safety Committee” was added.
	1-520 Health and Safety Policy	Amended	**Under policy**, third sentence with a “minimum of” was added.
	1-525 Scent Free Work Policy	Amended	**Under Scope**: Boards, Teams and Committee members were replaced with appointed Clan Representatives. **Under Policy**: “Smudging will be allowed after work hours. Smudging in common areas will require notice to all staff in the effected building. Progressive Disciplinary action will be taken if this policy is not followed.” Was added.
	1-530 Workplace Harassment Prevention Policy	Taken out	Was all deleted and replaced with a new Policy: 1-530 workplace Anti-Violence and Harassment Prevention Policy.
	1-530 workplace Anti-Violence and Harassment Prevention Policy.	New	
	1-535 Workplace Conflict Resolution	Amended	**Under Procedure** step 2: Executive Director is replaced with Fairness Coordinator in two different sentences.

	Policy		
	1-540 Cold Weather	Amended	**Under Scope**: Executive Council replaced with appointed Clan Representatives. **Under Purpose**: "If you don't feel safe travelling to work" was added. **Under Policy**: second sentence-"Supervisors" was added to Department Directors. Third sentence- Employees who cannot make it to work " or don't feel safe" was added to.
	1-605 Benefit exemption period	Amended	**Under Policy**: access "certain C/TFN" paid benefits was taken out as well as three bullets: "C/TFN Sunlife Pension plan, paid special leave and Extended Health Benefits." Third sentence- "and term" was added to: employees are not entitled to benefits.
	1-610 index of Employee Benefits	Taken out	Just a duplication of employee benefits.
	1-614 Statutory Benefits Employee/Employer shared.	Amended	**Under policy,** first sentence: sixty nine (69) replaced sixty-five and "At the age of seventy (70)" was added. Under Employment Insurance (EI), first sentence: "under the age of sixty-five (65) was taken out.
	1-616 Northern Benefits option Plan	Amended	**Under Scope**: C/TFN Councils, Boards, Committee was replace with "Appointed Clan representatives". **Under Policy**, first paragraph was taken out and replaced with a clearer explanation. Last sentence was added to: finance must let each employee know that they have the option to have this amount on their T-4.
	1-630 fuel Stipend	Amended	**Under Scope**: second sentence taken out- "The annual budget for the fuel stipend will be capped at $30,000. Once the stipend has been depleted for that year; Consultation with Executive Council will ensue." **Under policy**, the first sentence was amended to take out: "until the stipend fund is depleted." The second, third and fourth sentence was amended to take out: "or until the annual stipend budget has been depleted."
	1-640 Extended ~~Health and Welfare~~ Medical/Dental Benefits	Amended	The heading of this policy was changed to 1-640 Extended Medical/Dental Benefits. **Under Scope**: "and Khà Shâde Héni" was added. **Under Eligibility** A) "or permanent seasonal" was added. **Under Policy**, 3rd paragraph was taken out and replaced with a better clarification: "coverage for extended health and dental benefits ends when and employee turns 70. Coverage for long term disability ends four months before and employee turns 65." Health and Welfare was replaced with medical/dental. Last paragraph: 3 months was changed to 4 months. Last sentence was added to: "Employee must pay long term Disability premiums for entire period of leave or make a repayment agreement."
	1-650 Professional fees	Amended	**Under policy**, last sentence: An increase from $1000 to $2000.
Jan 17, 2019	1-710 Vacation Leave	Amended	**Under Policy**: Added in after Director "or Supervisor" for approval. 6 paragraphs down "and Finance Staff" was added after Directors. Under Vacation Leave Credits, 3rd paragraph down "and Seasonal" was added after Permanent Part-time. Casual employees earn 6% vacation pay not 4%. Accruals of vacation leave will be suspended during leaves without pay "of 30 days or more" (was added in). Last 4 paragraphs was deleted and replaced with: Vacation days will carry from "year to year".
	1-720 Health Leave	Amended	**Under policy,** second sentence was added: "Employees earn, but may not take Health Leave during their probation period." Fourth sentence was added: "Accruals of sick leave will be suspended during leaves without pay of 30 days or more". Fifth sentence: "and permanent seasonal" was added after Permanent part-time. Sixth sentence: "Health leave credits was amended to carry forward

			to next subsequent years and shall be used in hourly increments" was taken out. Under leave entitlements: first bullet was added "and/or supervisor after Director. In the 3rd bullet was added at the end: "(medical note) may be requested." Under Leave Entitlements, first bullet: "and/or supervisor" was added. Third bullet was added to at the end: '(medical note) may be requested."
	1-730 Special Leave	Amended	**Under mission**: part time and seasonal employees were added, as well as "family issues and appointments." The last sentence was removed, didn't need to be there. **Under Policy**: Approval of Director/"supervisor" was added and "Employee may earn, but not use during their probation period." Fourth sentence: Director's/"Supervisors" was added. Sixth sentence was deleted: "Permanent full-time, and part-time employees are eligible for Special Leave credits." Ninth sentence was added to: "be carried over into the next fiscal year." Tenth sentence was added to: "but not to exceed the annual limit. Leave credits will not be accrued during leaves without pay for 30 days or more." **Indicators** were taken out. (didn't need to be there)
	1-731 Bereavement Leave	Amended	**Under Mission**: "Full time" employees were taken out **Under Scope: "**permanent" and "not on probation" were taken out**.** **Under Policy**: now employees can also bereave for their spouses father/mother, children, brothers/sisters. Grandparents, aunties/Uncles and nieces/nephews.
	1-735 Training and Development Leave	Amended	**Under Policy**: second sentence was added "Training plans should be on the performance evaluation forms". Third & fourth sentence: "and Professional fee's taken out". **Under Assistance Available**, second bullet: "or career progressive/advancement plans" was added and "Upon demonstration of successful completion to the education taken" taken out. "Alternatively, an employee may be entitled to receive full salary while attending the course." was added. **Second bullet** was added: "Where Management Board approves educational leave during normal working hours up to 10% of normal working hours, or one half (1/2) day per week, upon application by the employee, authorizes continuation of a full salary or payment of other education related costs." **Third bullet** was added: "Employees enrolled in courses will be provided with time for study in the office. Approval for this time must be received from the employee's department director." Under Employees, who don't complete "and may be denied the entitlement to return to his/her employment position with GC/TFN." Was taken out. Instead or "Must" replaced with " may be requested to" write a report. Clarification that only "C/TFN Citizens" employees may access C/TFN post-secondary Education support program.
	1-745 Court Leave	Amended	**Under Policy,** where Leave "of absence" was taken out.
	1-750 Statutory Holidays	Amended	**Under Policy** was added: "Yukon Heritage Day is not observed as a holiday and we have added Dahk Kha Day in lieu of this".
	1-760 Continuing Education Leave	Taken out	This policy was taken out, except two paragraphs were moved to 1-735 Training and Development Leave.
	1-765 Christmas Break	Amended	**Under Scope**: Permanent Seasonal and appointed Clan representatives were added. **Under policy**: The second sentence was taken out: " this leave does not have to be earned and will not exceed seven (7) days." 2nd Paragraph part of the first sentence was taken out: " will be recommended yearly by Management Board and approved by Executive Council. Furthermore, the exact dates" Last Paragraph was added: "pending Management Board approval"

Jan 17th, 2019	1-770 Treatment Leave	Amended	**Under Scope**: "Full time and Council Clan" was removed. **Under Policy**, second bullet was taken out: "it the employee maintained sobriety between treatments." Last Paragraph was taken out: "The GC/TFN is under no obligation to pay for the actual or other related treatment costs unless it has the appropriate budgets in place."
	1-780 Leave Without Pay	Amended	**Under Scope**: Executive Council was replaced with "appointed Clan representatives." **Under policy**, first sentence was added to: Leaves without pay "over 30 days" was added. Third sentence: Approval of leave without pay "over 30 days" was added. **Under Extended Health Leave**, under the 5th bullet, last sentenced was added to: Repayment agreement may be put in place to accommodate the employee." 7th bullet, Employees returning from "extended" was added. **Under Training and Development Leave**, first bullet personal "goals" was added. Third bullet removed: "In accordance with the Training and Development Policy 1-735." Fourth Bullet, first sentence: development leave "over 26 weeks" was added to. Maternity Leave, Parental Leave, Extensions or Interruption paragraphs were taken out (its not leave without pay) and was added to 1-785 Maternity/Parental Leave & top-up.
Jan 17th, 2019	1-785 Maternity/Parental Leave & Top-Up	Amended	"Leave &" was added to Maternity/Parental Leave & top-up. From 1-780 Leave Without Pay the section of Maternity Leave and Parental Leave was added this policy. **Maternity/Parental top-up**, under 3. A section was taken out: "Following his/her return to work, as described in section (c) in Service Canada's EI Maternity and/or Parental Benefits Annex 3 form. The employee will work for a period equal to the period the employee was in receipt of the maternity/parental allowance in addition to period of time referred to in section (C). Example: if receive a top-up allowance of 6 months, you must return to work for at least 6 months." Top-Up allowance changed form 75% to 93%. **Extended Parental Top-Up paragraph** was added. Under Additional Information: paragraphs were edited and deleted to bring my Clarity to this policy.
	1-790 GC/TFN Volunteer Emergency Service Leave	Amended	**Under Scope**: Executive Council, Committee was replaced with "appointed Clan"
	1-810 Hours Of Work	Amended	2 sentences was added to the end of this policy: "Employees scheduled to be on-call will also be entitled to three (3) hours of pay at their regular rate per day. Employees required or requested to be at camp overnight, will be paid a maximum of 12 hours per day, depending on duties to be performed. Preapproval of overtime must be obtained."
	1-820 Attendance	Amended	**Under Scope**: Executive Council was replaced with "appointed Clan Representatives. **Under Policy**: time sheets that need to be in, was changed from 3 days of respective pay day to one week prior.
	1-830 Rest and Meal Periods	Amended	**Under Policy** last sentence was added: "At a minimum an employee must take a 30 minute meal period per day."
	1-850 Overtime Compensation	Amended	**Under policy** the following were removed: (any period of 24 consecutive hours), (the period between midnight on Saturday and midnight on the Saturday that immediately follows), "Employees working overtime will be credited off in lieu of overtime pay." "Earned overtime credits are exchanged for time off in lieu of overtime wages and must be taken within the fiscal year of being earned." "Unused overtime credits at fiscal year end will be paid out at the end of each calendar year."
	1-855 Director Compensation Time	Amended	**Under Policy**: "Directors do not receive overtime pay" was removed. "Directors need to request pre-approved by the Executive Director or Khà Shâde Héni, Executive Council" was removed. Sentences that were taken out are: "Directors may carry accrued compensation time beyond one month with a plan approved by the

			Executive Council to use the accrued time within 6 months. Unless otherwise determined by Executive Council, compensation time accrued by Directors and not taken within one month of the accrual date will be lost. There will be no pay in lieu of compensation time."
	1-860 Acting Pay	Amended	**Under Policy,** 3rd paragraph: Executive Council was replaced twice with Management board. Fourth paragraph: Executive council was replaced with Executive Council was replaced with "Executive Director and Khà Shâde Héni (Chief/Deputy).
	1-870 Pay Advances	Amended	**Under policy**: The fourth sentence was amend/removed to bring more clarity: "and has approval in advance from his/her Director for a scheduled leave from work", "up to the number of days of scheduled leave,", "on the payday immediately preceding the scheduled leave."
	1-875 Pay Deductions	Amended	**Under policy**: Second bullet- Canada Pension Plan is deducted up to and including the age of 69. Was added. **Under Voluntary Deductions**: or tax free Savings Account (TFSA) was added. TD Bank was removed twice and replaced once with "or service provider. **Under Mandatory Deductions**: All permanent Employees are required to participate in C/TFN's Registered Pension Plan (FPP). Under Garnishes, second bullet: The first garnishee was replaced with "payroll deduction".
Jan 17th, 2019	1-905 Resignations	Amended	**Under Policy**; Executive Council was removed and replaced with Executive Director//Khà Shâde Héni.
	1-910 Employment Termination/Dismissal	Amended	**Under Policy**, third paragraph down was added: "Khà Shâde Héni (with support from Executive Council) and Executive Director are accountable for the termination decisions with respect to Directors." Fourth sentence down, a part was deleted for more clarity: The decision to terminate "employment by the Management Board or Executive Council" (was removed). **Under Cause** was added: 1-405 Progressive Discipline policy stage four "Dismissal"; 1-530 Workplace Anti-Violence and Harassment Prevention policy. **Term Contracts and Post-Probationary Employees sections** was removed. **Under Procedure**: The administrator was removed from first bullets, 3rd and 4th bullet was removed and replaced with: Infrastructure (Keys, FOB, phone, IT).
	1-930 Exit Interviews	Amended	**Under Policy** with the first sentence "should" replaced "will". Second sentence: Manager and Hiring Board Members were removed. Last sentence: Executive Council was removed and replaced with Executive Director Khà Shâde Héni.
	1-950 Severance	Amended	**Under Scope**: Deputy was added. **Under Eligibility**: Severance be available to Council representatives back to 2006, when GC/TFN became self-governing. Khà Shâde Héni and deputy, upon end of term, shall receive one week of pay for each year of service. **Under Policy**: an extra bullet was added for Elected Positions.
	1-1010 Personnel Records	Amended	**Under Policy**: First sentence & third, The Finance Director was replaced with Finance & HR. **Access to personnel records**: or Supervisor was added to the second bullet. Fourth bullet, Manager and Administrator was taken out. "Employees reporting copies of documents from their personnel file must submit a written request to their department Director for approval." (was added). "Or Human Resources" was added when an employee is reviewing their file. A paragraph was taken out, for it was redundant and a duplication from above paragraphs.
	1-1020 Performance Planning and Review	Amended	**Under policy**, Employees: fourth bullet was added to: "with in 30 days of their respective anniversary dates (where feasible)" and replaced: during the month of October. **Under Directors**: "Khà Shâde Héni and a selected" Executive Council "representative" was added. **Under Executive Director**: "Representative selected for this purpose." was added to the end of the first paragraph.

	1-1030 Wage Scale	Amended	**Under Scope** was added, with "All G/CTFN employees and Khà Shâde Héni and Deputy." **Under Policy**: Wage scale changed from a 5 step to a 7 step. Exceptional was replaced with positive. "Subject to an exceptional performance review, the supervisor may recommend to the Management Board two or more increments. Directors and Executive Directors will be eligible for a salary increase, based on a positive review by the Executive Director, Khà Shâde Héni and Executive Council representative identified for this purpose." Was added.
	1-1040 Job Descriptions	Amended	**Under Scope**: All Positions was replaced with GC/TFN employees. **Under Policy**, Job descriptions: "with respective staff member" was added. Any changes requiring to a director's "or Executive Director" was added and a Decision document was deleted. "Job descriptions will not be changed without direct input from the staff member currently working in that position." Was added. A couple of sentences were removed for more clarity.
Jan 17th, 2019	1-1050 Employee Development was changed to 1-1050 Career Advancement	Amended	**Under Purpose**: To develop employees' potential an increase their performance was replaced with "To advance employees' career with C/TFN. **Under policy**: Employee Development program and The program will commence with the first day of an individual's employment with GC/TFN. (was deleted) and replaced with: Eligible after 2 years of employment with GC/TFN and/or exceptional performance reviews. Actively pursuing education and training opportunities geared towards advancement or required of the position. An agreement from Management Board and current supervisor. Make Acting opportunities available to staff interested in advancing their career with C/TFN. Participate in Managements Board's Development training program (if applicable). Should be noted in employees training plan. Interested staff members should be considered for advancement prior to the vacant position being advertised.
	1-1060 Death of an Employee	Amended	**Under policy**: "if require, financial counselling will be offered to the family or the deceased employee and in compliance with GC/TFN." Was taken out.
	1-1070 Planning Priorities	Taken out	This whole policy was taken out. The priority process is set with Executive and Khà Shâde Héni.
	1-1080 Cellular Phone Policy	Amended	**Under Scope**: "All permanent" was taken out. **Under Payment**, first paragraph, first sentence was added to with: Associated with Business needs" Second paragraph was added to at the beginning with: Personal usage charges are billed back to the employee as per personal use. **Under Personal Use**, last sentence "contribute to" replaced as was as.
Jan 17th, 2019	1-1090 Whistle blowers policy	Amended	**Under Policy**, first bullet was added to with "a fraudulent nature". Third bullet: "Conduct and" was taken out.
April 9th, 2019	1-950 SEVERANCE	Amended	**Severance** is (one) 1 week per year and given for continuous employment and relates to the following: **Resignation**: Employees who resigns are eligible for Severance after 5 years completed. **Retirement**: Employees who resigns are eligible for severance. **Death**: An employee who passes away while still employed by the GC/TFN.
March 5th, 2020	1-1080 Cell Phone	Amended	Personal rates changed from $25 to $35. In UNSAFE WORK CONDITIONS was added to: In accordance with the Yukon Motor vehicles Act, employees will not use cell phones or other electronic devices while operating a motor vehicle.
March 05th. 2020	1-1085 Power Outages	Amended	1-1085 Power Outages/Heat/Water and Sewer Heat/Water and sewer added to that entire policy. Employees may be dismissed for the day with pay for up to 3 hours, as per Labour code.

March 19th, 2020	1-733 OFFICE CLOSURE – EMERGENCY	New	Emergency Office Closer.
April 22, 2020	1-521 Telework Policy	New	Working from Home
July 16, 2020	1-1030 Wage Scale	Amended	Effective April 1st, wage scale change
August 6th, 2020	1-405 PROGRESSIVE DISCIPLINE POLICY	Amended	Clearer definition of "who's" authority and responsibility for discipline and dismissal of Directors and employees. Under PROCEDURE, Investigation was added, where it defines how an investigation against allegations will take place was added. Other amendments throughout this policy was added for more clarity and related Policies were added.
August 6th, 2020	1-406 DIRECTOR DISCIPLINE	Amended	Executive Director was replaced with Senior Director of Operations. Executive Council has the responsibility to hire and dismiss directors. Senior Director of Operations will supervise Directors along with the support of Executive Council and the Haa Shaa du Hen. Last paragraph was amended for clarity before terminating a Director.
August 6th, 2020	1-110 MANAGEMENT BOARD	Amended	Senior Director of Operations was added and replaced the Executive Director. QUORUM- changed from 4 out of 6 to 5 out of 8 Board Members
August 19th, 2021	1-750 STATUTORY HOLIDAYS	Amended	Truth and Reconciliation (September 30th) Holiday and Heritage Day (last Friday in Feb) was added.
June 9th, 2022	1-262 APPOINTMENTS WITHOUT COMPETITION – LATERAL TRANSFERS, DEMOTIONS, PROMOTIONS	NEW	It allows an internal process for staff to transfer to another position if they are interested, instead of the job being posted.
June 22, 2022	1-630 Fuel Stipend	Amended	Term employees was added as well as an increase to the amount they get for traveling to work. Increase from $2400 to $4680 if they live in Whitehorse or Marsh lake. If they live in Tagish, Annie Lake or Robinson, the rate was increased from $1200 per year to $2340/year
Nov 3rd, 2022	1-740 TIME OFF TO VOTE	Amended	Amended to include other Civic responsibilities for voting including: Education Board, First Nation's Education Board, General Elections and Bi-Elections.
Jan 5th, 2023	1-784 Leave Related to Death or Disappearance of a Child (unpaid)	New	Leave for up to 104 weeks related to the death or disappearance of a child.
Jan 5th, 2023	1-786 Compassionate Care Leave	New	To allow leave for employees to look after loved ones and or Family members.
Jan 5th, 2023	1-787 Leave for Victims of Family Violence	New	Allow employees leave up to 10 days for victims of family violence.
Jan 5th, 2023	1-731 Bereavement Leave	Amended	Leave amended from 3 days to 10 days.
March 16th, 2023	1-731 Bereavement Leave	Amended	Leave amended from 10 days to 5 days. Also to include aunts/uncles, nieces/nephews and grandchildren.
April 1st, 2023	1-1030 WAGE SCALE	Amended	Passed by GC, wage scale was increased by 6%, effective April 1st. COLA (Cost of Living Adjustment).
Dec 11th, 2025	1-265 Transitional Employment Crew Terms	Amended	MB removed from approving TE participants to TE Program. CD Director will confirm participants to HR.
Dec 11, 2025	1-530 Workplace Violence & Harassment Prevention Policy	Replaced	Minor title change from: Workplace Anti-violence & Harassment Prevention to Workplace Violence & Harassment Prevention. Major policy overhaul to bring in line with Canada Labour Code Standards, Federal Occupational Health & Safety Regulations.

Dec 11, 2025	1-535 Workplace Conflict Resolution Policy	Replaced	Major policy overhaul of Workplace Conflict Resolution Policy. A comprehensive policy revision was done to update terms and definitions, aligning conflict resolution processes with current standards and guidelines.
June 18, 2026	1-730 Special Leave	Replaced	Entire Special Leave Policy replaced with Personal Leave Policy

Effective Date Revised

Authorized By _____ _____

APPENDIX A EMPLOYEE CODE OF ETHICS

As an employee of the Government of the Carcross/Tagish First Nation (GC/TFN), I will become familiar with and abide by the GC/TFN Policy and Procedures at all times.

In compliance with this Code of Ethics I will:

1. Carry out the duties and responsibilities of my position conscientiously, loyally and honestly.

2. In my actions and words, promote and uphold the integrity and dignity of the GC/TFN and its services and programs.

3. In the performance of my duties and responsibilities, be prompt, courteous, and temperate toward fellow employees, C/TFN Citizens, and the general public.

4. Use my initiative to find ways and means of performing my work more efficiently, effectively and economically.

5. Develop a positive attitude in dealing with fellow employees, C/TFN Citizens, the Chief/ Deputy (Khà Shâde Héni) and Council, the Elders and Justice Councils, and the Assembly.

6. Follow instructions attentively, be cooperative with my supervisors and fellow employees, and work as a team member with other employees.

7. Dedicate my hours of employment solely on my job duties and responsibilities.

8. Within my sphere of responsibilities, recommend changes to policy, procedures or priorities when I believe that such changes will help to meet the goals and objectives of my program or the GC/TFN.

9. While on duty, conduct myself in a manner that will bring credit to my program and the GC/TFN.

10. Show respect for the authority and jurisdiction of the GC/TFN, the Chief/Deputy (Khà Shâde Héni) and Council, and all other branches of its government.

11. Continually strive toward self-improvement and professional development through self-evaluation, literature, upgrading and training.

12. Arrive at work punctually each day unless there is a valid reason for lateness or absence, in which case, before or at the start of the working day, I will contact my supervisor or Director and provide a valid reason for my lateness or absence and an indication of when I expect to arrive at or return to work

13. Attend all meetings, workshops, conferences, etc., assigned to me as an official delegate of the GC/TFN and formally report to my supervisor, Director or the Chief/ Deputy (Khà Shâde Héni) and Council, on the proceedings and results.

14. Release official and/or confidential information acquired during my work only when the release of such information has been authorized by the supervisor or the Chief/Deputy (Khà Shâde Héni) and Council.

15. Use equipment, property, or supplies which are owned by the GC/TFN for authorized purposes only, use such equipment with care, and report any maintenance required to an appropriate senior staff member.

16. Refuse any fees, gifts, other tangibles or preferential treatment offered to me in reward for duties and responsibilities performed by virtue of my position except where such tangibles or treatment benefits the GC/TFN as a whole.

17. Not publicly criticize employees, or the policies of the Chief/Deputy (Khà Shâde Héni), Councils, Assembly or individual programs but, whenever I feel changes are necessary and acceptable, provide constructive criticism and suggestions through proper channels, and seek to make the workplace as harmonious as possible.

18. Attempt to communicate openly with fellow employees and settle internal differences in a constructive manner.

As an employee of the GC/TFN, I understand my relationship with the Chief/Deputy (Khà Shâde Héni) and Council to be as follows:

19. The Chief/Deputy (Khà Shâde Héni) and Council may request my attendance at Council meetings as required.

20. If I wish to address the Chief/Deputy (Khà Shâde Héni) and Council on matters not related to my job, I must take time off work to do so.

CONFLICT OF INTEREST

21. If my employment position and my private interests constitute a conflict of interest, I

will declare this to the Chief/Deputy (Khà Shâde Héni) and Council who will direct in which manner the conflict of interest may be resolved.

OATH OF SECRECY

22. In recognition of the compensation and other rights provided to me as an employee of the GCTFN, **I NOW SOLEMNLY DECLARE** that I will preserve and maintain the confidentiality and secrecy of all the business dealings, affairs, records and information available or otherwise known to me in the course of my past, present and future work with the GC/TFN.

23. Specifically, I will not at any time, or under any circumstances, or in any manner, make known to any non-eligible person, persons, or organizations, the information and transactions of the GC/TFN relating to my work or otherwise known to me except as authorized by the Chief/Deputy (Khà Shâde Héni) and Council. Further, I will abide by this Oath of Secrecy while employed by the GC/TFN and after leaving its service.

DISCIPLINARY ACTION

24. For situations requiring disciplinary actions, procedures will follow Policy 1-405 Progressive Discipline of the GC/TFN Personnel Policy, as follows:

I acknowledge that I have been shown and read CTFN's Policy and Procedures Manual.

I have read, understand, and will abide by this Code of Ethics.

Signed on the _____ day of _____ 20___

_____ _____

Employee Director or Khà Shâde Héni