

**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

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## 1-010 SCOPE AND PURPOSE OF THE POLICY MANUAL

THE POLICIES IN THIS MANUAL will be in force as authorized by the Khà Shâde Hêni (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 Hêni (Chief/Deputy).

THE POLICIES IN THIS MANUAL set out what employees, the Khà Shâde Hêni (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 Hêni (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 \_\_\_\_\_

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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 Hêni (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 \_\_\_\_\_

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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.

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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.



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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 employees 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.

Effective Date April 1, 2009

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Authorized By Executive Council

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## 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 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 workplan 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

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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 Khà Shâde Héni (The Chief), or his/her Executive Council alternate
- the Executive Director, the Director of each Department, or their Acting Director

MEETINGS The Board will meet at least once every week.

CHAIR The Khà Shâde Héni (The Chief) or, in his/her absence, the or his/her designate will chair the meetings of the Board.

QUORUM Exists when three(3) out of the five(5) 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 form the quorum.

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

(continued)

## 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.

(continued)

## Management Board (continued)

- 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 Hiring Board in compliance with Personnel Policy 1-130.
- 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 without consulting with or advising the respective member.

MINUTES	<p>The Board will record and make available minutes of all its meetings including motions, decisions and recommendations.</p> <p>In cases where the Board discusses personnel or other confidential matters, discussions will be held in-camera.</p>
REPORTING	<p>The Board will report to the Executive Council and General Council as required.</p> <p>The Board will report to Executive Council at least once every month and during scheduled Council meetings.</p>
APPEALS	<p>The appeal body for the Board will be the Executive Council.</p> <p>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 Boards decision.</p> <p>Executive Council will hear and review appeals with the appellant and, if clarification is required, consult with the Board, and at the earliest scheduled Executive Council meeting.</p> <p>In cases of appeals, Executive Council will retain the right to make the final decision.</p> <p>In cases of appeals regarding personnel and confidential matters, appeal hearings will be held in-camera.</p> <p>Decisions made by Executive Council that contradict an existing policy must be forwarded, with proposed amendments to the policy within ten(10) working days to the Legislation/Policy Analyst.</p>
TRANSPIRY/ REVIEW DATE	<p>Annually or as required.</p>



## GC/TFN PERSONNEL POLICY

## Section 1

Effective Date April 1, 2009

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Authorized By Executive Council

### 1-130 CLAN HIRING TEAM

**SCOPE** C/TFN staff and clan representatives who make up this Team.

**PURPOSE** To recruit permanent full-time and part-time C/TFN employees excluding Directors, in a fair, equitable and open manner and to ensure the engagement of candidates for employment who understand and will meet the overall mission, goals and objectives of C/TFN and where possible to balance the recruitment of the best qualified candidate with the preference for hiring C/TFN citizens.

**POLICY** It is C/TFN's policy to acquire candidates with experience, skills, qualifications and aptitudes necessary to fulfil potential employment roles. This hiring team 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. This team will carry through the Hiring Process, section 1-210.

**MEMBERSHIP** The Clan Hiring Team will be created on an ad-hoc basis, and will be composed of:

For Screening of Applications:

A) At least 2 Staff representatives:

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

B) Six Clan Representatives, quorum is minimum of four.

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 Clan Hiring Board.

For interviews:

- A) At least 2 Staff representatives:
  - 1. The Human Resources Manager/Assistant, 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. The Screening Hiring Team will select no more than two clan members who were present at the screening of applications to continue on with the rest of the hiring process.
- C) Any other individuals deemed appropriate by the Clan Hiring Team.

For greater certainty, all members of the Clan Hiring Team who are part of the interview process must have been involved in the screening portion of the hiring process as well.

#### MEETINGS

The Clan Hiring Team will meet as required, and will be arranged by HR. The Chair for each Clan Hiring Team will normally be the HR Administrator/Manager, but may be selected at the screening meeting by decision of the Hiring Team.

The Clan Hiring Team will establish its own Terms of Reference and will at all times adhere to 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 Hiring Team. If consensus is not attainable, a simple majority vote of the Clan Hiring Team will prevail. The Hiring Team will then forward their recommendation to Management Board for further authorization.

#### CONFLICT OF INTEREST

Conflict of interest will be handled according to Conflict of Interest policy, Section 1-440.

#### 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, especially personal information of applicants, in the strictest confidence, and cannot be shared outside of a formal meeting of the Clan Hiring Team.

TRANSPIRY/REVIEW DATE      Annually or as required.

**GC/TFN PERSONNEL POLICY**

**Section 1**

Effective Date Nov 19, 2015 Revised  
Authorized By Executive Council \_\_\_\_\_

1-135 ADMIN HIRING TEAM

- SCOPE** C/TFN staff who make up the Admin Hiring Team.
- PURPOSE** To recruit non-permanent, temporary, auxiliary, casual employees, in a fair, equitable and open manner and to ensure the engagement of candidates for employment who understand and will meet the overall mission, goals and objectives of C/TFN and where possible to balance the recruitment of the best qualified candidate with the preference for hiring C/TFN citizens.
- POLICY** It is C/TFN's policy to acquire candidates with experience, skills, qualifications and aptitudes necessary to fulfil potential employment roles. This team will carry through this process using the general Hiring Process set out in, section 1-210, the exception being, no clan hiring requirements shall be required for either this screening or interview process.
- MEMBERSHIP** The membership of the Admin Hiring Team will consist of no less than three individuals:
- The Human Resource Administrator and/or representative, designated by the Finance Department Director.
  - The Director, or a representative designated by the Director, responsible for the position posted.
  - The Supervisor, or a representative designated by the Supervisor, responsible for the position posted.
  - Any other individuals as deemed appropriate by the Team, if required.
- MEETINGS** The Team will meet as required.
- AUTHORITY** All candidates will be required to meet the consensus approval of the Admin Hiring Team prior to hire. If consensus cannot be reached, fifty-one percent of the members on Team present will pass the decision. The Admin Hiring Team will then forward their recommendation to Management Board for review and authorization.
- TRANSPIRY/REVIEW DATE** Annually or as required.

## **STAFFING PRACTICES**

Effective Date April 1, 2009

Revised Nov 19<sup>th</sup>, 2015

Authorized By Executive Council

## 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 “Hiring Process” policy is to:

- abide by our accepted values and virtues, and remain compliant with existing policies,
- 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,
- 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 Hiring Team, section 1-130
- Administration Hiring Team, section 1-135
- Hiring Process, section 1-210
- Recruitment, section 1-215
- Preferential Hire, section 1-220
- Employment Applications, section 1-230
- Reference Checks, section 1-240
- 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, a request to hire form will be presented by the Director/Executive Director to the Management Board and or/Executive Council for review if necessary.

Once Management Board has signed off on the request to fill a vacant position, the job posting will go out for competition within 5 days and be posted for a minimum of 5 business days or longer if required.

Executive Council has mandated that every job vacancy with the exception of temporary 13 week hires and temporary employment worker's must go out for regular competition. There will be no internal postings within the Government as was once practised in the past. However job postings may be posted internally within the C/TFN community, and externally after 10 days if required.

Only the job(s) on the posting may be filled from the posted competition.

Extended job postings may be posted for an additional three(3) weeks as required if recommended by HR Administrator upon approval of Management Board.

The appropriate hiring body, see policy 1-130 (Clan Hiring Team) and 1-135 (Administration Hiring Team), which is determined based on the employment status of the vacant position and the scope of the respective team, will screen all submitted resumes and together prepare a short-list of candidates to interview in accordance with all C/TFN staffing policies.

With respect to permanent full-time and part-time vacancies, the Clan Hiring Team(section 1-130) will be responsible for conducting the hiring process, and the composition of the Team will change throughout the hiring process in accordance with section 1-130.

With respect to all other employment categories, excepting casual temporary positions, the Administration Hiring Team will be responsible for conducting the hiring process.

The HR Manager/Administrator will coordinate the two Clan Representative for each ad-hoc Hiring Team on rotating basis. Should a Clan appointee be unavailable or unreachable, their alternate will be contacted. Should that alternate be unavailable or unreachable, the next available Clan appointee will be contacted,

For great certainty, the Clan Representative must be available for the complete job competition, from screening to interviews in order to take part on a Hiring Team.

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

Screening takes place to review applicants who will be short-listed for interview. Screening will take place at a meeting of the responsible Hiring Team, and will be based on education, experience and overall background. Other considerations will include but not be limited to: longevity in previous positions, reasons for leaving positions and gaps in employment.

The objective in our 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;
- highest level of education completed; or equivalent experience;
- additional education designations possessed;
- professional or on the job experience;
- previous work histories;
- C/TFN traditional experiences or non-traditional experiences including cultural knowledge, skills, abilities to perform target position;
- gaps in employment;
- will travel to office be an issue(all weather conditions); and
- spelling and grammatical errors in the resume, application or CV.

Screening will be based on an established scoring system of qualifications to determine the best qualified candidates for interviews

The responsible Hiring Team will review the final scoring and determine if each candidate is:

1. Qualified;
2. Possibly Qualified; and
3. Not Qualified.

The C/TFN citizen preferential hire, see policy 1-220, will apply for all job postings.

Once it has been determined via the screening process who has the appropriate background and qualifications for interviews, those unsuccessful applicants who are C/TFN citizens will be notified in writing and offered a post-interview with HR.



The Human Resource Manager or Administrator is responsible for arranging interviews for short-listed candidates.

Interview questions and answers will be provided to the Hiring Team at the Screening Meeting. All candidates will be asked the same series of questions and will be given a score for each answer by each member of the Hiring Team. Unless there are extenuating circumstances, the candidate with the highest score from the entire Hiring Team at the end of the interview process shall be deemed the successful candidate.

Scoring will be based on how the candidate answers the questions and will be final.

All candidates, prior to being offered any position must supply a list of appropriate references(min 2), if not already included with their resume submission. The Hiring Team will ask all candidates interviewed if C/TFN can contact any or all prior employers listed within their resume to provide a reference.

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 six month eligibility list will be created on the date of the interviews from the successful list of candidates based on their interview scores.

If a successful candidate declines the offer, the next highest scoring applicant may be offered the position or a new competition posting may also be created.

Once a letter of offer has been accepted by a successful candidate, all remaining unsuccessful candidates will be informed by letter immediately.

Criminal record checks and TB tests will be mandatory for all employees who will be working in direct contact with minor's(Teachers, administration staff, support staff, custodial staff), as appropriate.

Criminal Records checks for Directors are mandatory.

In the event that the successful candidate declines the job offered or resigns within thirty (30) days, the position may be offered to the second choice, or a new competition posting may also be created. However this decision would be made on a

case-by-case basis and would require the approval of the department Director and respective Hiring Team, and Management Board.

TRANSPIRY/REVIEW DATE      Annually or as required.

## GC/TFN PERSONNEL POLICY

## Section 1

Effective Date April 1, 2009 Revised

Authorized By Executive Council

### 1-215 RECRUITMENT

SCOPE All posted positions.

PURPOSE To hire staff that meet GC/TFN selection criteria of relevant education, experience, skill, knowledge and past work performance.

POLICY A working knowledge of the First Nation community in the Yukon and the objectives of the GC/TFN are per-requisites to employment.

Vacant positions shall be advertised locally in print media, online social media and through First Nation's outlets such as First Nation Offices

Job postings will also be circulated throughout the territory in an effort to attract applicants from all Yukon communities. If deemed appropriate postings will be made nationally to attract specific candidates or skills.

To ensure that job advertisements accurately reflect the vacant position, all postings must be reviewed and approved by the hiring department Director.

TRANSPIRY/  
REVIEW DATE Annually or as required.

## GC/TFN PERSONNEL POLICY

## Section 1

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### 1-217 TRANSFERS

SCOPE All positions.

PURPOSE To accommodate existing employee's when medical conditions arise.

POLICY Transfers will only 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. This can only be a consideration where health risk has been identified and prescribed as determined by the employee's family doctor.

All requests for transfers must be brought before Management Board by the Director or Executive Director for approval. All decisions must be made by Management Board consensus.

TRANSPIRY/  
REVIEW DATE Annually or as required.

Effective Date April 1, 2009

Revised Dec 18, 2014

Authorized By Executive Council

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1-220 PREFERENTIAL HIRE

SCOPE All positions.

PURPOSE To state GC/TFN employment practices.

POLICY The GC/TFN will give preferential hiring treatment to Citizens/Associate Members of the Carcross/Tagish First Nation, as defined in the constitution.

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.
- 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.

TRANSPIRY/  
REVIEW DATE Annually or as required.

Effective Date April 1, 2009 Revised  
Authorized By Executive Council \_\_\_\_\_

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1-230 EMPLOYMENT APPLICATIONS

SCOPE All applicants.

PURPOSE To encourage accurate completion of employment applications.

POLICY Applications, or resumes, are required for each position

The GC/TFN relies on the accuracy of information contained in employment applications and on the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, or falsifications, in any of this information may result in the exclusion of the individual from further consideration for employment or, if the individual has been hired, in the discharge of employment.

TRANSPIRY/  
REVIEW DATE Annually or as required

Effective Date April 1, 2009

Revised Dec 18, 2014

Authorized By Executive Council

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1-240 EMPLOYMENT REFERENCE CHECKS

SCOPE All applicants.

PURPOSE To assess prospective employees and to inform employees that the GC/TFN will provide employee reference to other prospective employers.

POLICY To ensure individuals who join the GC/TFN are well qualified and have a strong potential to be productive and successful, the GC/TFN will check the employment references(minimum of 2 required) of all applicants.

Directors may provide reference information upon request of the employee. In the case where Directors provide a reference check, the information must be consistent with the integrity and credibility of the GC/TFN.

PROCEDURE The Human Resource Administrator is responsible for verifying the accuracy and quality of all references.

TRANSPIRY/  
REVIEW DATE Annual or as required

Effective Date April 1, 2009

Revised Dec 18, 2014

Authorized By Executive Council

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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/two hundred and fifty-five(255) 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 not be renewed or extended.

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 April 1, 2009

Revised Dec 18, 2014

Authorized By Executive Council

1-265 TEMPORARY 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 TFA(Temporary Financial Assistance).

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

The Manager of the Transitional Employment Crew, in consultation with Management Board may, by consensus, select qualified recipients to fill temporary term positions for eight (8) months or less.

All temporary eight (8) month term positions and/or assignments must be subject to budget allocations in the receiving department.

In cases where temporary eight (8) month term positions are to be reclassified, an open competition shall be held.

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 Dec 18, 2014

Authorized By Executive Council

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1-270 OFFER OF EMPLOYMENT

SCOPE All permanent employees

PURPOSE To communicate the terms of employment to all

POLICY New staff will be advised of their appointment by letter outlining the terms and conditions of their employment status, including salary and probation period.

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

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.

All unsuccessful interviewed candidates will be notified of the status of their application as soon as possible following the successful candidate accepting the letter of offer.

TRANSPIRY/  
REVIEW DATE Annually or as required.

## **EMPLOYMENT STATUS**

**GC/TFN PERSONNEL POLICY**

**Section 1**

Effective Date April 1, 2009

Revised July 13, 2009

Authorized By Executive Council

Dec 18, 2014

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.

	<b>Hiring Process</b>	<b>Hours/Week</b>	<b>Duration of employment</b>	<b>Wage</b>	<b>Probationary Period</b>	<b>C/TFN Benefits</b>	<b>Extended Health Benefit Entitlement</b>
<b>Permanent – Full Time</b>	Yes	35	+ 1 year	Salary	3 months	Immediate	All after 3 months
<b>Permanent – Part Time</b>	Yes	Between 20 and 34	+ 1 year	Salary	3 months	Immediate	All after 3 months
<b>Casual – Part Time</b>	Yes	- 20	+ 1 year	Salary	3 months	No employer paid	No employer paid
<b>Casual – Term F/T</b>	Yes	35	- 1 year	Salary	3 months	No employer paid	No employer paid
<b>Casual – Term P/T</b>	Yes	- 35	- 1 year	Salary	3 months	No employer paid	No employer paid
<b>Casual – Temporary</b>	No	- 35	- 13weeks	Hourly rate	Length of employment	No employer paid	No employer paid
<b>Auxiliary – On Call</b>	Yes	- 35	Indefinite	Hourly rate	Length of employment	No employer paid	No employer paid
<b>Auxiliary – Seasonal</b>	Yes	- 40	- 1 year	Hourly rate	3 months	No employer paid	No employer paid
<b>Auxiliary – Transitional</b>	Yes	- 35	Indefinite	Hourly rate	Length of employment	No employer paid	No employer paid
<b>Directors</b>	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 employee's whose term lasts longer than one year who are scheduled to work with GC/TFN more than 20 hours per week.

In accordance with this policy manual, permanent employees shall be entitled to all the employer paid benefits offered by C/TFN including C/TFN sunlife plan, extended health benefits(sunlife), paid vacation leave, paid health/sick leave and paid special 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 special 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/two hundred and fifty-five(255) 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 special leave.

### Directors

Directors are hired on two (2) or five (5) year terms 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.

TRANSPIRY/  
REVIEW DATE

Annually or as required.

Effective Date April 1, 2009

Revised Nov 18, 2015

Authorized By Executive Council

Dec 18, 2014

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.

The probationary period may be extended for up to an additional 3 month period. Extensions must be confirmed in writing by the Management Board or by the Executive Council 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 of the Employee or in the case of a Director by the 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 Executive Council in the case of the employment of a Director will ensure that under no circumstances will the initial 3 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 Council 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 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 Dec 18, 2014

Authorized By Executive Council

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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 to all employees. This includes how Executive Council administers discipline to Directors(see policy 1-406 Director Discipline for details).

The Executive Council has the authority and responsibility for the discipline and dismissal of Directors.

The Management Board has the authority and responsibility for dismissal of all other employee's.

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.

INVESTIGATION

An investigation may be required before making a decision on the appropriate disciplinary response.

Management Board or the Executive Council in the case of a Director must determine whether to suspend an employee with or without pay for a period of time, where an investigation is required into allegations of misconduct against that employee. During an investigation, and if circumstance dictate, Management Board and/or Executive Council in regards to Directors 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:

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

The employee will be given an opportunity explain the situation from their perspective and if desired, request the HR Manager be present during the explanation.

Should the explanation satisfy the Director/supervisor and the unacceptable behaviour does not continue, no further action shall be required.

If after the initial discussion, the situation shows no change or improvement after re-evaluation, the progressive disciplinary process will proceed to the next steps.

#### Stage One – Verbal Warning

Employees will be informed of unacceptable behaviour, 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 the Human Resource Administrator and placed on the employee's personnel file. The verbal warning will remain on the employee's personnel file until there are 12 continuous months without any other corrective discipline for any reason placed on the employee's file, after which time the verbal warning 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 the Human Resource Administrator to be placed on the employee's personnel file. The written warning will remain on the employee's personnel file until there are 12 continuous months 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;

- dates and times of offences;
- a summary of previous discipline, including oral 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, 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.

Management Board along with the Human Resources Manager will meet to consider the record and the employee's explanation. If the decision is made to impose a suspension, Management Board along with the Human Resources Manager will decide the number of days without pay the employee shall be suspended.

In a meeting with his or 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 Management Board, the Human Resource Administrator 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 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 Management Board 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.

Management Board will meet to consider the disciplinary record, the employee's explanation and the Director's recommendation.

If the decision is confirmed by Management Board 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:

- Gross misconduct including violation of rules, harassment, carelessness or recklessness resulting in endangerment to self or others, disorderly conduct, theft, being under the influence of alcohol or drugs while on the job, falsifying records;
- Threats of violence where an employee threatens to or causes physical harm to another employee, client or to the members of Council;
- Conviction of a serious criminal code offense;
- Misrepresentation or falsification of information on application of employment; or
- Contravention of the employee's duties and obligations under the First Nation's Financial Administration Law including codes of conduct and conflicts of interest.

## **Documentation**

Documentation should include all information leading up to and including the offence and all previous documented communications with the employee. Any formal documents relating to discipline, up to and including dismissal except confidential materials, will be kept on an employee's personnel file. Verbal and written warnings may be removed from the employee's file after 12 months of no other corrective discipline for any reason. Records of suspensions and terminations will be kept on the employee's file permanently.

TRANSPIRY/REVIEW DATE As required.

Effective Date Dec 18, 2014

Revised Nov 18, 2015

Authorized By Executive Council

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**1-406 DIRECTOR DISCIPLINE****SCOPE** Directors/Executive Director**PURPOSE** To set out a process to correct and deter unacceptable behaviour, conduct or poor performance by a Director.**POLICY** Directors/Executive Director will be informed of unacceptable conduct, behaviour, or performance and prior to the imposition of disciplinary action and will be given opportunities for improvement and as necessary re-evaluated.

Executive Council will use section 1-405 The Progressive Discipline Policy for managing a Director/Executive Director job related behaviour that does not meet expected and communicated performance standards.

Executive Council or the Executive Director 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 with or without pay pending investigation before moving through the discipline process.

If a Director is felt to be in violation C/TFN's accepted employee code of conduct, 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.

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

All efforts will be made to avoid discharge and except in cases of proven gross misconduct, a written record of at least one personal interview aimed at correcting the unsatisfactory performance or attitude must be on file before termination of employment. (Previously 1-910, Termination)

**TRANSPIRY/REVIEW DATE** Annually or as required.

Effective Date April 1, 2009

Revised Dec 18, 2014

Authorized By Executive Council

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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 substance 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 subject 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 employee's Director, the Director may inform the RCMP.

TRANSPIRY/  
REVIEW DATE Annually or as required.



Effective Date April 1, 2009 Revised

Authorized By Executive Council

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**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 duty will be communicated to an immediate supervisor within the first two (2) hours. Failure to do so will result in loss of pay and possibly other disciplinary action.

When an employee fails to notify his/her 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**

A legitimate leave becomes an unauthorized leave unless approved in advance with the respective Director and with the exception of health leave.

Unauthorized leaves disqualify the employee for any entitlements.

**TRANSPIRY/  
REVIEW DATE** Annually or as required.

Effective Date January 20, 2012 Revised

Authorized By Executive Council

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1-425 BEHAVIOUR DURING ELECTIONS

SCOPE All employees, Executive Council members, Khà Shâde Hénì, Deputy, and GC/TFN team members.

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 Hénì, 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 Hénì, Deputy, and GC/TFN team members will not use C/TFN resources or employment hours towards a political campaign for themselves or others. This includes staff time, office supplies, office equipment, and any other C/TFN resources.

A GC/TFN employee, Executive Council member, Khà Shâde Hénì, 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

Annually, or as required.

Effective Date April 1, 2009 Revised

Authorized By Executive Council

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**1-430 CONFIDENTIALITY**

**SCOPE** All employees, Khà Shâde Hêni(Chief/Deputy)and contractors.

**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 Hêni(Chief/Deputy) Executive Council or General Council.

All employees and contractors, upon commencement of employment or contract, will sign an Employee Code of Ethics as a condition of employment or contract and, as applicable, annually thereafter.

A breach of this policy by employees or contractors may result in discharge or termination of a contract without notice.

If the employee or contractor has already left or completed a contract with the GC/TFN, a breach of this policy may result in legal action.

**TRANSPIRY/  
REVIEW DATE** Annually or as required.

## GC/TFN PERSONNEL POLICY Section 1

Effective Date April 1, 2009 Revised November 7, 2012

Authorized By Executive Council Dec 18, 2014

### 1-440 CONFLICT OF INTEREST

**SCOPE** All employees, Appointed Clan Representatives, Management Board and Committee members, Agent 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

Conflict of interests 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 Carcross Tagish First Nation.

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 Hêni (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, first cousin, 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 related such that your judgement 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 judgement 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.

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\_\_\_\_\_ (if additional space is needed please write on back and/or attach document).

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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:

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Signature of Khà Shâde Héni and/or  
Executive Director.

TRANSPIRY/REVIEW DATE      Annually or as required.

## GC/TFN PERSONNEL POLICY Section 1

Effective Date April 1, 2009 Revised November 7, 2012

Authorized By Executive Council Dec 18, 2014

### 1-450 CONDUCT AND FAIRNESS PROCESS

**SCOPE** All employees of GC/TFN, GC/TFN Volunteers 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** This policy relates to any conduct, actions or decisions of C/TFN departments that affect employees and Citizens. As well as conduct of employees, C/TFN volunteers and Citizens whose actions may impact on one another.

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.

It is the responsibility of all staff to use their training, experience and other skills they may have acquired to actively de-escalate conflict, resolve misunderstandings and strive to create healthy relationships in the community.

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** CONDUCT

At all times when acting on behalf of the G/C/TFN as an employee or volunteer, it is required that all staff/volunteers act with an appropriate and professional demeanour, in any and all situations when providing services to Citizens, as outlined in the employee code of conduct. It is expected that Citizens acting as Volunteers on behalf of G/C/TFN when acting from any position of authority while assisting with the execution of

any program or service provided by the G/C/TFN, also conduct themselves with an appropriate and professional demeanour

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

Though, Volunteers are not subject to the Progressive Discipline Policy, conduct and behaviours will be carefully considered when selecting volunteers for future G/C/TFN sponsored programs, events and activities.

#### 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, peacemaking 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 conflict and fairness in the workplace and the community.

TRANSPIRY/REVIEW DATE      Annually or as required.

## **WORK CONDITIONS**





Effective Date April 1, 2009 Revised November 7, 2012

Authorized By Executive Council Dec 18, 2014

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1-530 WORKPLACE HARASSMENT PREVENTION POLICY

**SCOPE** All employees, Executive, General, Elders, Councils, GC/TFN committee, team members and non-employee citizens while interacting with employee's both on/off GC/TFN properties conducting GC/TFN related business and/or accessing GC/TFN programs and services.

**PURPOSE** To ensure all employees and GC/TFN representatives are free from harassment in and out of the workplace and to outline a procedure for responding to high-stress situations that may involve work related harassment or discrimination.

**POLICY** Individuals have the right to be treated with respect in the workplace.

GC/TFN is committed to creating a safe and healthy work environment free from harassment and discrimination, which is supportive of productivity and the dignity of every person including Employee's, Councils, Committee members and citizens and built upon the C/TFN virtues and values:

- selflessness
- honour
- respect
- courage
- integrity
- knowledge
- compassion
- honesty

All GC/TFN employee's, councils and committee members are expected to conduct themselves in accordance with their designated code of ethics while on-duty at all times and should not engage in any harassing behaviour directed towards other GC/TFN staff, council, committee members and C/TFN citizens.

Employees and Executive Council and Committee members have the right to do their job without discrimination based on race, national or ethnic origin, colour, religion, age, sex, sexual orientation, marital status, family status, disability or conviction for an offence for which a pardon has been granted, in accordance with the *Canada Human Rights Act*.

Personal harassment is improper behavior by anyone that is directed at and offensive to an employee. This includes but is not limited to; objectionable conduct, comment or display that could reasonably be expected to demean, belittle, or cause personal humiliation or embarrassment to the recipient.

Sexual harassment includes any unwelcome conduct, comment, gesture, display or contact of a sexual nature that might reasonably be expected to offend or humiliate another person.

Abuse of power is a form of harassment that refers to the improper use of one's power and authority by means of intimidation, threats, blackmail or coercion. This includes, but is not limited to, bullying, the threat of disciplinary or administrative measures without just or sufficient cause, and the removal of work-related or other rights and privileges.

Violence and threats of violence include but are not limited to physical contact intended to cause feelings of intimidation, pain, injury, or other physical suffering or bodily harm.

## PROCEDURES

For resolution of high-stress situations that may involve harassment or discrimination, any staff member shall contact any member of Management Board to assist in resolving the situation immediately.

Any harassment should be reported to an immediate supervisor or a Director as soon as possible followed up with a written statement outlining events that took place, individuals involved, names and contact information of witnesses(if any), time and place of the incident.

Violence, aggressive and/or assaultive behavior(verbal and physical) towards any on-duty GC/TFN employee, Executive, General, Elders Councils, GC/TFN team members will not be tolerated.



All forms of harassment will be taken extremely seriously and all necessary steps will be taken to ensure GC/TFN employee health and safety, including but not limited to:

1. the RCMP being contacted immediately;
2. and banishing non-employee citizens from all GC/TFN Government buildings indefinitely, as directed by Executive Council.

Employee's are responsible to use their training, experience and other skills to de-escalate volatile situations, but are encouraged to contact another staff member, Director and/or the RCMP immediately if a situation escalates to a point where they feel they are in immediate physical danger.

All complaints of harassment shall be reported to Management Board by the supervisor accepting the written complaint from the employee.

All harassment will be dealt with in accordance with section 1-535 *Workplace Conflict Resolution as written in the G/C/TFN Personnel Policy*.

TRANSPYRY/REVIEW DATE      Annually or as required.

Effective Date March 22, 2012

Revised Dec 18, 2014

Authorized By Executive Council

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**1-535 WORKPLACE CONFLICT RESOLUTION POLICY****SCOPE** All employees.**PURPOSE** To provide a procedure for employees to bring forward challenges to their work practices, 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 the C/TFN virtues and values:

- selflessness
- honour
- respect
- courage
- integrity
- knowledge
- compassion
- honesty

If conflicts arise in the workplace, GC/TFN is committed to resolving conflicts immediately and internally to seek a mutually agreeable solution where possible.

Employees have the right to request conflict resolution in the application and interpretation of policies.

Directors and Managers should strive to resolve employee concerns in an informal manner where possible.

Complaints brought forward around Criminal Code Infractions or serious breaches of the *Canada Human Rights Act* (including discrimination based on race, national or ethnic origin, colour, religion, age, sex, sexual orientation, marital status, family status, disability or conviction for an offence for which a pardon has been granted) may be referred to a relevant outside agency, with the permission of the employee where appropriate.

Throughout the Conflict Resolution Process, the Executive Director, Management Board, and/or Executive Council may request assistance, process facilitation, and/or advice regarding policy, procedure, and legislation from the Human Resources Administrator.

## PROCEDURE

### Step 1:

An employee must first attempt to resolve any issues of concern informally by requesting a meeting with their immediate supervisor as soon as possible to explain their issue of concern. The employee may request a support person, such as the Human Resources Administrator, be present at the meeting. The supervisor must treat their concern seriously and fairly and meet with them immediately.

Within 5 business days of the meeting, an informal review shall be held by the supervisor. The supervisor shall seek any additional information from other parties involved. The supervisor may have a meeting with any other employees involved in the complaint.

Upon completion of the informal review, the supervisor will seek a resolution that is agreeable to all parties. In doing so, the supervisor may convene a meeting and/or circle mediation of any or all affected parties to resolve the concern.

An employee may choose to proceed directly to Step 2 if they are bringing forward a concern regarding their supervisor.

### Step 2:

If an employee is not satisfied with the outcome of Step 1, they may file a written complaint with the Executive Director who will present the issue to Management Board. All written complaints will be considered seriously and immediately.

After receiving the written complaint, the Executive Director will meet with the employee, if necessary, to seek further information or clarification before presenting to Management Board.

The Management Board will review the situation within 10 business days of receiving the written complaint. They will review any decisions, any relevant policies, and any other information put forward in writing by the employee. Management Board may request more information in writing from any of the parties involved. Management Board may request attendance from any of the parties involved at a Management Board meeting.

The Management Board will issue their decision in the form of a decision document and will provide a copy to the employee.

Step 3:

If an employee is not satisfied with the outcome of Step 2, they may file a written complaint to Executive Council. The Executive Director will present the written complaint to Executive Council on the employee's behalf.

A written complaint shall be delivered by hand or by mail to the Executive Director within 10 working days of the employee receiving written notice of the outcome of Step 2.

The Executive Council will review the situation at their next regularly scheduled meeting. They will review any decisions, any relevant policies, and any other information put forward in writing by the employee. Executive Council may request more information and/or the attendance of any of the parties involved.

The Executive Council will issue their decision in the form of a decision document.

If a decision of Management Board or Executive Council finds that a policy or procedure:

- a. is inconsistent with C/TFN legislation, or a law of general application;
- b. is unclear; or
- c. should be amended to reflect a changing organizational need,

The policy or procedure and suggested amendments will be immediately forwarded to Executive Council for their review.

TRANSPIRY/  
REVIEW DATE

Annually or as required.

Effective Date April 1, 2009

Revised Dec 18, 2014

Authorized By Executive Council

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1-540 COLD WEATHER

SCOPE All employees and Executive Council.

PURPOSE To establish standard work schedules for weather below minus thirty-two Celsius (-32c).

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 who's primary work is outside will be tasked with other related indoor duties by their Manager upon approval of the Department Director.

Employees who cannot make it to work 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 20, 2010

Revised Dec 18, 2014

Authorized By Executive Council

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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 8, 2012 Revised  
Authorized By Executive Council \_\_\_\_\_

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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 (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 April 1, 2009

Revised Dec 18, 2014

Authorized By Executive Council

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- Vacation Leave Policy 1-710
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(continued)

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### Leaves Without Pay

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- Training/Development Leave Policy 1-780
- Maternity Leave Policy 1-780
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### Other Leaves

- Treatment Leave Policy 1-770

The benefit package for permanent full-time employees represents an additional cost to the GC/TFN of approximately thirty percent (30%) of wages.

TRANSPIRY/  
REVIEW DATE      Annually or as required.

Effective Date April 1, 2009 Revised  
Authorized By Executive Council \_\_\_\_\_  
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1-612 STATUTORY BENEFITS – EMPLOYER PAID

SCOPE All employees and Khà Shâde Hêni (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 1, 2009 Revised  
Authorized By Executive Council \_\_\_\_\_

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1-614 STATUTORY BENEFITS EMPLOYEE/EMPLOYER SHARED

SCOPE All employees and Khà Shâde Hèni (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-five (65) 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 under the age of sixty-five (65) 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 1, 2009

Revised Dec 18, 2014

Authorized By Executive Council

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1-616 NORTHERN BENEFITS OPTION PLAN

SCOPE All regular full-time employees C/TFN Councils, Boards, Committee, Clan Representatives and Khà Shâde Hêni (Chief/Deputy).

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

POLICY Subject to tax regulations and employee authorization, the GC/TFN may reimburse employees for a return airfare to either Edmonton or Vancouver for themselves and each of their dependants up to two (2) times per year.

This amount is included in the employee's gross salary.

TRANSPIRY/  
REVIEW DATE Annually or as required by changes to federal legislation.

Effective Date April 1, 2009 Revised December 1, 2010

Authorized By Executive Council Dec 18, 2014

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 employees and directors.

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

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

POLICY Employees eligible for this stipend will receive one twenty sixth (1/26<sup>th</sup>) of the annual amount, minus applicable taxes, on each pay cheque, until the stipend fund is depleted.

The fuel stipend for full-time employees who live in Whitehorse, Marsh Lake, or surrounding areas shall be limited to a maximum of \$2400 per annum, or until the annual stipend budget has been depleted.

The fuel stipend for full-time employees who live in Tagish, Annie Lake, Robinson, or surrounding areas shall be limited to a maximum of \$1200 per annum, or until the annual stipend budget has been depleted.

Permanent 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, until the annual stipend budget has been depleted.

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 1, 2009

Revised Nov 18, 2015

Authorized By Executive Council

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1-640 EXTENDED HEALTH AND WELFARE BENEFITS

- SCOPE** All permanent full-time or permanent part-time employees.
- PURPOSE** To provide for group medical, dental and life insurance benefits coverage for eligible C/TFN employees.
- ELIGIBILITY** To be eligible benefits coverage, employees must:
- a) be employed on an indefinite basis in a permanent part-time or full-time 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 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.
- In the event that the carrier of the benefits plan does not insure participants over the age of 65 years for certain portions of the plan, as is permissible by law, or should the carrier determine an employee and/or one or more of his or her dependents to be ineligible for participation or coverage under any benefits plan, C/TFN is not obligated to replace such benefits or to provide compensation in lieu of such benefits.
- C/TFN may revise the employee health and welfare benefits package at its discretion.
- C/TFN will continue pay it's portion of the extended health benefits for an employee who is on approved leave without pay



for up to 3 months. If an employee is on leave without pay beyond three 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 3 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.

TRANSPICY/  
REVIEW DATE

Annually, as the coverage changes or as required.

Effective Date July 13, 2009 Revised  
Authorized By Executive Council \_\_\_\_\_

1-650 PROFESSIONAL FEES

SCOPE All permanent full time and part time employees, including permanent full-time employee's 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 employees position with C/TFN.

Professional fee's can be paid for or recovered by permanent full-time employee's 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 fee's will be recouped by C/TFN from the employee as outlined in the repayment agreement.

A maximum of \$1000 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 April 18, 2012  
Authorized By Executive Council Dec 18, 2014

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1-710 VACATION LEAVE

SCOPE All employees and Khà Shâde Hèni (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 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 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 Hèni (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 (6<sup>th</sup>) and subsequent years, two (2) days per month.

Permanent part-time 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 four percent (6%) of gross wages for the first six (6) years and six percent (6%) of gross wages after six (6) consecutive years.

Accruals of vacation leave will be suspended during leaves without pay 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 payed out in either daily or hourly increments.

As vacation time is viewed as essential to the well being of staff, GC/TFN may limit the number of vacation days an employee may carry forward from one calendar year to another.

Fifteen (15) vacation days will be automatically carried over to the next calendar year.

In unusual circumstances, such as a prolonged vacation, employees may request more than fifteen (15) days of vacation carry forward. This request must be made in writing, clearly indicating when the vacation time will be used, to the department Director before November 1<sup>st</sup> of the calendar year. Granting vacation carry forward in excess of fifteen (15) days will be at the discretion of the department Director.

Vacation Days not approved for carry over will be paid out at the end of each calendar year.

TRANSPIRY/  
REVIEW DATE

Annually or as required.

Effective Date April 1, 2009

Revised Dec 18, 2014

Authorized By Executive Council

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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.

Permanent full-time employees earn health leave credits at the rate of one and one-quarter (1.25) days per month.

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

Health leave credits earned, but not used, are carried forward into subsequent years of employment up to a maximum of fifteen (15) days. Unused Health Leave credits are not paid out.

Health Leave credits shall be used in hourly increments.

LEAVE ENTITLEMENTS

Leave entitlement is established by:

- Notification of illness or injury to the Director 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.

(continued)

## Health Leave (continued)

- When absent for a period of three (3) days or longer, the submission of a documentation of inability to work.
- 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 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.

## C/TFN PERSONNEL POLICY

Effective Date April 1, 2009

Revised October 20, 2010

Authorized By Executive Council

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### 1-730 SPECIAL LEAVE

**MISSION** To offer the GC/TFN full-time employees the flexibility to deal with life's unforeseen circumstances, personal problems, appointed situations, and to respect the passing of elders and families into the spirit world, without causing harm to the daily operation of the government of C/TFN.

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

**SCOPE** All permanent C/TFN employees and Khà Shâde Hêni (Chief/Deputy).

**POLICY** Special Leave will be granted for special circumstances including but not limited to: trauma, family emergency, caring for family members, spiritual observations, traditional pursuits, the birth of an employee's child where the employee is not accessing maternity or parental leave at the same time, or other personal leave not covered by existing policies, pending approval of the Director.

Requests for Special Leave will be submitted on the designated form. Special leave may be granted by the GC/TFN on the recommendation of the respective Director.

A director's approval of Special Leave will take into consideration the nature of the situation, the employee's availability to take time off, and the affected department's ability to operate without the employee in question.

Leave will be pre-approved where possible.

Permanent full-time and part-time employees are eligible for Special Leave credits.

Full-time employees will accrue one half (.5) Special Leave days per month of employment, to the equivalent of six (6) days per year. Less than full-time employees will accrue Special Leave prorated to their scheduled hours of work.



Special Leave credits will not be paid out and will not be accrued. Special Leave credits can be advanced before they are earned.

Special Leave will not apply on weekends, holidays or vacation days unless the employee is scheduled to work.

**OUTCOMES** Employees will receive adequate time to respond to personal situations.  
All C/TFN departments will remain staffed and operational during regular work hours.

**INDICATORS** Number of days of Special Leave requested, granted, and approved by each employee and each department.  
Employee feedback and morale.  
Financial implications for the organization.

**TRANSPIRY/  
REVIEW DATE** Annually, or as required.

Effective Date April 1, 2009

Revised Dec 18, 2014

Authorized By Executive Council

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1-731 BEREAVEMENT LEAVE

**MISSION** To offer the GC/TFN full-time 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 permanent C/TFN employees not on probation and Khà Shâde Héni (Chief/Deputy).

**POLICY** As outlined in the Canada Labour Code, three (3) days of paid bereavement leave will be granted to full-time employees to provide them the flexibility to deal with the passing of your spouse/common law partner, you/your spouses: father/mother, children, brothers/sisters, grandparents, and/or any relative of the employee of whom the employee resides with on a permanent basis.

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.

**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 1, 2009

Revised Dec 18, 2014

Authorized By Executive Council

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1-735 TRAINING AND DEVELOPMENT LEAVE

SCOPE All permanent employees including permanent employee's 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 in support and encouragement of the training and development of its employees.

Training and professional fee's can be paid for or recovered by permanent full-time employee's 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 fee's 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 Directors 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, leave without pay may be granted by Management Board and, upon demonstration of successful completion of the education taken, entitles the employee to return to his/her position.
- 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.

Effective Date April 1, 2009

Revised Dec 18, 2014

Authorized By Executive Council

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continued

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 and may be denied the entitlement to return to his/her employment position with GC/TFN.

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 write a report for their Director on the training they received.

Only employee's 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 \_\_\_\_\_  
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1-740 TIME OFF TO VOTE

SCOPE All employees and Khà Shâde Hèni (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.  
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 November 7, 2012

Authorized By Executive Council

1-745 COURT LEAVE

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

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

POLICY Leave of absence 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.
- A person, or body of persons, authorized by law to make an inquiry and compel the attendance of witnesses to appear before it.

Leave of absence 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 July 13, 2009

Authorized By Executive Council


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## 1-750 STATUTORY HOLIDAYS

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

PURPOSE To define the statutory holidays.

POLICY The GC/TFN observes the following thirteen (13) statutory holidays:

New Year's Day(January 1)

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)

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 Hêni (Chief/Deputy) and Council.

(continued)

## Statutory Holidays (continued)

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 vacation 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 based.

Statutory holiday pay is for 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 Dec 18, 2014

Authorized By Executive Council

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1-755 INJURY-ON-DUTY LEAVE

SCOPE All permanent employees and Khà Shâde Hêni (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 an 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 Dec 18, 2014

Authorized By Executive Council

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1-760 CONTINUING EDUCATION LEAVE

SCOPE All permanent employees.

PURPOSE To maximize education and training opportunities and ensure retention of employees. To encourage and allow employees to further their education while working full time for the GC/TFN.

POLICY After one year of employment employees may apply for paid leave for ongoing education and training, provided that the education or training is relevant to their position.

Employees enrolled in credit courses, which are defined as courses which are part of a designed program of courses leading to certification, may be granted one (1) day leave during the term of the course to attend classes or prepare for exams. Any time required beyond this one (1) day leave will be charged to annual vacation leave.

Where Management Board approves educational leave during normal working hours, up to 10% percent of normal working hours, or on-half (1/2) day per week, upon application by the employee, authorizes continuation of a full salary or payment of other education related costs.

Employees enrolled in non-credit courses will be provided with time for study in the office. Approval for this time must be received from the employee's department Director.

At the request of the employee, the GC/TFN may, upon approval of Management Board, reimburse employees for the tuition fees for a course that is successfully completed.

TRANSPIRY/  
REVIEW DATE Annually or as required.

Effective Date April 1, 2009 Revised  
Authorized By Executive Council  
1-765 CHRISTMAS BREAK

SCOPE All permanent full-time and permanent part-time employees and Council.

PURPOSE To recognize the importance of this family holiday.

POLICY Employees will be granted paid leave at Christmas after completion of their probationary period. This leave does not have to be earned and will not exceed seven (7) days.

The exact dates for the Christmas Break will be recommended yearly by Management Board and approved by Executive Council. Furthermore, the exact dates will coincide with the holidays as taken by the Ghùch Tlà Community School to maximize GC/TFN employee's and their children attending Ghùch Tlà Community School.

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, if budget allows.

TRANSPIRY/  
REVIEW DATE Annually or as required.

Effective Date April 1, 2009

Revised June 3, 2009

Authorized By Executive Council

Dec 18, 2014

1-770 TREATMENT LEAVE

SCOPE All permanent full-time employees and Council.

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

POLICY Subject to approval by Council or 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 if the employee maintained sobriety between treatments.

Employees on leave for treatment are eligible for their regular wages up to a maximum of six (6) 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.

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.

TRANSPIRY/  
REVIEW DATE Annually or as required.

Effective Date	April 1, 2009	Revised	Dec 18, 2014
Authorized By	<u>Executive Council</u>		<u>Nov 18, 2015</u>

### 1-780 LEAVE WITHOUT PAY

**SCOPE** All permanent employees, Khà Shâde Hêni (Chief/Deputy) and Executive Council.

**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 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 leaves without pay will be made by Management Board.

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

Employee's 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 it's 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 be returned.

- 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 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 and the goals of the GC/TFN.
- Cannot exceed five (5) years.
- In accordance with the Training and Development Policy 1-735.
- C/TFN cannot pay extended health benefit fees on behalf of the employee while on training and development leave 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.

#### MATERNITY LEAVE

- After six (6) months of continuous service, an employee is entitled to leave without pay.
- 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

doctors certificate/documentation.

- A pregnant employee must notify the GC/TFN of their expected due date at least fifteen (15) weeks prior of 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) week's 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 two (2) week waiting period as set out by the *Employment Insurance Act*(if the GC/TFN applies and receives approval from EI).

## PARENTAL LEAVE

- 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) week's 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.

#### EXTENTIONS or INTERRUPTION

Should the child become in need of hospitalization, an employee may decide to interrupt their leave temporarily and return to work while the child is in hospital. An employee who wishes to return to work, as a result of the hospitalization of the child, must provide their Director a written notice of the requested leave interruption, as soon as possible. The Director must advise the employee in writing, within a week of receiving the notice, of his or her decision to accept or refuse the employee's request to return to work.

If the Director accepts the request to interrupt the leave, within 15 days of their return to work, the employee must provide a medical certificate confirming that the child is hospitalized. An employee who has temporarily returned to work must also provide the employer with a written notice as soon as possible of the date on which the leave will resume.

If the Director refuses the employee's request to return to work or does not advise the employee within a week, the employee's leave can be extended by the number of weeks during which the child is hospitalized (this also increases the combined maximum amount of maternity and parental leave that can be taken by both parents). However, regardless of the duration of the hospitalization, maternity leave must end no more than 52 weeks after the date of delivery and parental leave must end no later than 104 weeks after the day on which the child is born or comes into the employee's actual care.

TRANSPIRY/  
REVIEW DATE

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



Effective Date April 1, 2009

Revised Dec 18, 2014

Authorized By Executive Council

## 1-785 MATERNITY/PARENTAL TOP-UP

This maternity/parental allowance is an optional employment benefit provided by the GC/TFN for registered and enrolled C/TFN Citizens whom are also C/TFN Employees. It is the difference between your federal Employment Insurance benefits and up to 75% of your current rate of pay, provided that they;

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 without pay, unless the return to work date is modified by the approval of another form of leave, and;
  - (a) following his/her return to work, as described in section (c) 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).

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 85% of your basic pay for these two weeks.

If you take the allowance, then resign at the end of your parental leave, or fail to return to work in accordance with section(c) or should he or she return to work but fail to work the total period specified in section (ci) for reasons other than death, lay-off, early termination due to lack of work or discontinuance of a function of a specified period of

employment that would have been sufficient to meet the obligation as described in (ci), or having become disabled, or do not fulfil the back-to-work terms and conditions of employment agreed upon, 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.

Maternity/Parental allowance will be provided for the duration equal to that of the Employment Insurance Benefit to a maximum of 15 weeks top-up for maternity and 15 weeks top-up for parental leave, for a combined total not to exceed 30 weeks.

The maximum amount of maternity/parental leave allowance paid is 30 weeks and the allowance can be claimed either fully by one parent, or shared between two parents, but will still not exceed 30 weeks between the two.

#### EXTENTIONS or INTERRUPTION

Should the child become in need of hospitalization, an employee may decide to interrupt their leave temporarily and return to work while the child is in hospital. An employee who wishes to return to work, as a result of the hospitalization of the child, must provide their Director a written notice of the requested leave interruption, as soon as possible. The Director must advise the employee in writing, within a week of receiving the notice, of his or her decision to accept or refuse the employee's request to return to work.

If the Director accepts the request to interrupt the leave, within 15 days of their return to work, the employee must provide a medical certificate confirming that the child is hospitalized. An employee who has temporarily returned to work must also provide the employer with a written notice as soon as possible of the date on which the leave will resume.

If the Director refuses the employee's request to return to work or does not advise the employee within a week, the employee's leave can be extended by the number of weeks during which the child is hospitalized (this also increases the combined maximum amount of maternity and parental leave that can be taken by both parents). However, regardless of the duration of the hospitalization, maternity leave must end no more than 52 weeks after the date of delivery and parental leave must end no later than 104 weeks after the day on which the child is born or comes into the employee's actual care.

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

## GC/TFN PERSONNEL POLICY Section 1

Effective Date December 19<sup>th</sup>, 2013 Revised

Authorized By Executive Council

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### 1-790 GC/TFN VOLUNTEER EMERGENCY SERVICE LEAVE

**SCOPE** All GC/TFN permanent employee's, Executive Council, Committee 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 Dec 18, 2014

Authorized By Executive Council

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1-810 HOURS OF WORK

SCOPE All employees and Khà Shâde Hêni (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.

TRANSPIRY/  
REVIEW DATE Annually or as required.

Effective Date April 1, 2009

Revised Dec 18, 2014

Authorized By Executive Council

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1-820 ATTENDANCE

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

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 three (3) days prior to the end of the respective pay day.

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  
Authorized By Executive Council \_\_\_\_\_

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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.

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.

## GC/TFN PERSONNEL POLICY

## Section 1

Effective Date April 1, 2009

Revised June 3, 2009

Authorized By Executive Council

Dec 18, 2014

### 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 (any period of 24 consecutive hours), Monday through Friday, for a total work week of thirty-five (35) hours (the period between midnight on Saturday and midnight on the Saturday that immediately follows). 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.

Employees working overtime will be credited time off in lieu of overtime pay.

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.

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 employees Director, before it is performed.

Earned overtime credits are exchanged for time off in lieu of overtime wages and must be taken within the fiscal year of being earned

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.

Unused overtime credits at fiscal year end will be paid out at the end of each calendar year.

TRANSPIRY/  
REVIEW DATE

Annually or as required.

Effective Date April 1, 2009

Revised March 9, 2011

Authorized By Executive Council

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**1-855 DIRECTOR COMPENSATION TIME**

**SCOPE** Directors, Executive Director and Khà Shâde Hèni (Chief/Deputy).

**PURPOSE** Directors, Executive Director and the Khà Shâde Hèni(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.

Directors do not receive overtime pay. 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 Council 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 Council, directors will not receive compensation.

Directors will use their compensation time within one month of when it is accrued. Directors may carry over 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. Accrual of compensation time and all leave shall be reported to Executive Council or the Khà Shâde Hèni.

There will be no pay in lieu of compensation time.

**TRANSPIRY/  
REVIEW DATE** Annually or as required.

Effective Date April 1, 2009

Revised Dec 18, 2014

Authorized By Executive Council

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**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 Staffing 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 Executive Council, based on the managers level of experience, a salary increase equivalent to that of the current Director with written approval by Executive Council 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 Council.

All positions will be filled in accordance with *1-210 Staffing Process*

TRANSPIRY/ REVIEW DATE	Annually or as required.
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Effective Date April 1, 2009 Revised  
Authorized By Executive Council \_\_\_\_\_

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1-870 PAY ADVANCES

SCOPE All employees and Khà Shâde Hèni (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 and has approval in advance from his/her Director for a scheduled leave from work, the employee may have all accumulated vacation and/or compensation time, up to the number of days of scheduled leave, paid out on the payday immediately preceding the scheduled leave.

Requests for advance pay of earned vacation must 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 Dec 18, 2014

Authorized By Executive Council

## 1-875 PAY DEDUCTIONS

SCOPE All employees and Khà Shâde Hèni (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.
- 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 with TD Bank. Once the employee signs up, any future dealings will be between the employee and the TD Bank. This RRSP is optional.

## 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 employees wages monies owing. Prior to collecting by garnishee, the GC/TFN shall do its best to seek a mutually agreed upon repayment schedule with the employee. The GC/TFN shall consider the employees quality of life when making decisions to garnish wages. **TRANSPIRY/REVIEW DATE**  
Annual 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 Hêni (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 Executive Council.

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.

**GC/TFN PERSONNEL POLICY**

**Section 1**

Effective Date April 1, 2009

Revised Nov 18, 2015

Authorized By Executive Council

1-910 EMPLOYMENT TERMINATION/DISMISSAL

**SCOPE** All employees, including Directors.

**PURPOSE** To define the bases 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 Directors.

The decision to terminate employment by the Management Board or Executive Council 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: unbecoming conduct; abandonment of position; dishonesty; theft; fraud; breach of confidentiality; unsatisfactory performance; use of drugs or alcohol at work; or insubordination.

**RESIGNATION**

Employee resignations should be in writing and submitted to the Department Director or immediate supervisor.

Director resignations should be in writing and submitted to the Executive Director who will inform the Executive Council as soon as possible.

Employee's including Directors are expected to provide two weeks notice of the effective date of resignation. Further clarity regarding resignations can be located in section 1-905

## RESIGNATIONS.

### TERM CONTRACTS

Employment contracts of a definite term may include a specific provision to terminate employment without notice or pay-in-lieu of notice, on the expiry date of the contract.

### 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.

### POST-PROBATIONARY EMPLOYEES

For employees other than Directors, 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 amount of notice or pay in lieu of notice required under the *Canada Labour Code*.

For Directors, employment may be terminated without cause by providing the employee with four 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*.

### PROCEDURE

Prior to an employees last day of work with C/TFN, the immediate supervisor or department Director shall notify:

- The Human Resources Administrator
- Payroll
- Capital(Return keys, fob, phone, etc)
- IT Support

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 \_\_\_\_\_

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1-920 RETURN OF PROPERTY

SCOPE All employees and Khà Shâde Hèni (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 Annual or as required

Effective Date April 1, 2009 Revised  
Authorized By Executive Council \_\_\_\_\_

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1-930 EXIT INTERVIEWS

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

PURPOSE To solicit departing employee’s 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, will be offered an opportunity to participate in a confidential exit interview.

Exit interviews will be conducted by the Human Resource Manager and a Hiring Board member.

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 Council

TRANSPIRY/  
REVIEW DATE Annual or as required



Effective Date Dec 18, 2014

Revised Nov 18, 2015

Authorized By Executive Council

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1-950 SEVERANCE

SCOPE Khà Shâde Hêni, Executive Council Representatives  
Management Board, Permanent Employee.

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*.

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.

POLICY A severance package may be provided to Clan appointed  
representative provided they hold the following;

- (5) five or more years of continuous service at the time of  
resignation, or retirement.

TRANSPIRY/REVIEW

As required.



## **PERSONNEL MANAGEMENT AND ADMINISTRATION**

Effective Date April 1, 2009 Revised  
Authorized By Executive Council \_\_\_\_\_

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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  
The Finance Director 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.  
The Finance Department 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 personal file is accessible to:  
● The Finance Director, and payroll clerk. (only for salary and financial purposes)  
● The employee's Director.

(continued)

- The employee.
- The Human Resource Administrator.

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 will 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.

Department Directors will submit the request to the Human Resource Representative/ Finance Director and set up an appointment for the employee to review their file.

The employee's department Director and/or member of the Management Board must be present when employees are reviewing their file.

Employee requiring copies of documents from their personnel file, must submit a written request to their department Director for approval. Department Director will forward the approved request on to the Human Resource Representative/Finance Director and copies of requested documents will be forward to the department Director within five (5) working days.

Access to the financial information file is limited to the employee, finance personnel, Director responsible and Human Resource Representative.

TRANSPIRY/  
REVIEW DATE

Annually or as required.

Effective Date April 1, 2009 Revised Dec 18, 2014

Authorized By Executive Council

1-1020 PERFORMANCE EVALUATIONS/AGREEMENTS

SCOPE All GC/TFN employees and Directors/Executive Director.

PURPOSE The Carcross/Tagish First Nation performance evaluation process has been established to enable each Employee and Director/Executive Director to receive regular feedback on his/her job performance. In addition, this process was established to assist him/her to become more effective in their position and to inform Directors and Executive Council of the employee's aspirations.

The purpose of this "Performance Evaluations/Agreements" policy is to:

- 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,
- improve job satisfaction among employees,
- strengthen employee/Director relationships by providing a two-way dialogue concerning employee performance,
- determine whether or not employment will continue beyond the probationary period.

POLICY Employees shall receive a Performance Evaluation, as directed by the appropriate Director/Executive Director;

- Prior to the end of the three (3) months probationary employment period.
- As required and at the discretion of the Director or the employee.
- annually, during month of October.

Effective Date April 1, 2009

Revised Dec 18, 2014

Authorized By Executive Council

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Employees shall be provided with an opportunity to review their Employee Performance Evaluations and provide additional comments.

Employees who have a satisfactory annual performance evaluation may receive merit pay increase of one increment on the C/TFN wage scale to a maximum level for that position. All increments are subject to the availability of funds and normal budgetary processes. All proposed incremental increase are subject to the approval of the Director and Management Board.

All Directors must undergo a Performance Agreement review which will be carried out by the Executive Director and Executive Council:

- Prior to the end of the six (6) months probationary employment period.
- Annually, during the month of April, for each Director.
- As required and at the discretion of the Director, the Executive Director, and Executive Council,

PROCEDURES

The C/TFN Human Resources Administrator shall maintain an up to date listing of completed and uncompleted employee performance evaluations and shall notify Directors four weeks prior to the due dates.

Performance Evaluations forms are to be filled out by the employee being evaluated and the supervising Director at an agreed upon time and on the appropriate forms as supplied by the HR Administrator or Director, in a timely manner.

When an Employee Performance Evaluation identifies a need for improved performance, the Director and employee will together, develop a learning plan outlining goals and action items to be achieved prior to the next Performance Evaluation date.

The Director, Supervisor, Employee and Human Resource Administrator shall complete the Performance Evaluation and together will review and discuss the contents. If agreed to, the Performance Evaluation will be signed by the employee and the Director. If the employee declines to sign the performance

Effective Date April 1, 2009

Revised Dec 18, 2014

Authorized By Executive Council

evaluation, it shall be noted on the evaluation and the document will be placed on the employee's personnel file. Employee's who decline to sign the evaluation will remain ineligible for incremental increases.

Results from each employee evaluation may be reviewed by Management Board at the request of the supervising Director.

A copy of the employee's Performance Evaluation will be placed on the employee's personnel file and a copy will be given to the employee for his/her records.

Failure to complete Performance Evaluations in a timely manner may be subject to an appeal by the employee.

TRANSPIRY/  
REVIEW DATE

Annually or as required.

Effective Date April 1, 2009

Revised June 30, 2011

Authorized By Executive Council

1-1030

WAGE SCALE

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 five-(5) step wage scale, with an increasing rate for each individual position.

Subject to an exceptional 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.

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.

Retroactive pay will not be provided for prior fiscal years or previous evaluation periods.

TRANSPIRY/REVIEW DATE Annually or as required.

Effective Date April 1, 2009

Revised May 8, 2012

Authorized By Executive CouncilDec 18, 2014

## 1-1040 JOB DESCRIPTIONS

SCOPE All positions.

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. 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 Directors job description must be in consultation and approved by Executive Council in the form of a decision document.

Job descriptions will be prepared for each position. Job descriptions will be consistent with annual work plans.



Effective Date April 1, 2009

Revised May 8, 2012

Authorized By Executive Council

Dec 18, 2014

Employees who feel their job description is out of date or has inaccuracies should discuss the matter with their supervisor during their annual evaluation.

When a program changes or in cases where the GC/TFN reorganizes, any suggested revisions of job descriptions will be presented by the Director responsible to Management Board for their review and/or approval.

Any other 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 Administrator 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 Administrator.

Any addition or removal of duties must be agreed upon by the respective Director and the Human Resources Administrator 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.

Effective Date April 1, 2009 Revised  
Authorized By Executive Council \_\_\_\_\_

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1-1050 EMPLOYEE DEVELOPMENT

SCOPE All positions.

PURPOSE To develop employees potential and increase their performance.

POLICY EMPLOYEE DEVELOPMENT PROGRAM

The program will commence with the first day of an individuals employment with the GC/TFN.

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  
Authorized By Executive Council \_\_\_\_\_

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1-1060 DEATH OF AN EMPLOYEE

SCOPE All employees and Khà Shâde Hèni (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.

If required, financial counselling will be offered to the family of the deceased employee and in compliance with GC/TFN policies.

TRANSPIRY/  
REVIEW DATE Annually or as required.

Effective Date April 1, 2009 Revised  
 Authorized By Executive Council \_\_\_\_\_

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1-1070 PLANNING PRIORITIES

SCOPE All Departments and programs.

PURPOSE To ensure each Department and program contributes to the overall mission of the GC/TFN.

POLICY All Directors are required to prepare annual operational priorities.

Departmental and program operational priorities will include goals, objectives, human and financial resources required, and will be presented, by Management Board, to Executive Council, and to General Council if required.

BUDGET PLANS

No later than thirty (30) days after Nov 1<sup>st</sup> of each year the Directors will meet with all staff in their department to review the departmental budget for the upcoming fiscal year.

TRANSPIRY/  
REVIEW DATE Annually or as required.

## GC/TFN PERSONNEL POLICY

Effective Date March 9, 2011 Revised  
Authorized By Executive Council

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1-1080 CELLULAR PHONE POLICY

SCOPE All permanent C/TFN employees, Khà Shâde Hêni (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 \$25 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	<p>If an employee is allocated a C/TFN phone, all costs associated with the cellular telephone service 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.</p> <p>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.</p>
REPLACEMENT	<p>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.</p> <p>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.</p>
USAGE	When a C/TFN phone is provided to an employee, it is to be used primarily for business use.
PERSONAL USE	<p>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 as well as increase costs to the GC/TFN.</p> <p>Phone service may be used for personal reasons in the event of an emergency.</p> <p>Bills will be reviewed by the relevant Director and/or Kha Shade Heni. If any personal calls are used on the cell phone assigned to the individual, they will be charged accordingly.</p> <p>Payment will be made to C/TFN's Department of Infrastructure.</p>
UNSAFE WORK CONDITIONS	Phones, both personal and C/TFN issued, should not be used in unsafe work situations. Phones should not be used while driving.

APPLICABLE LEGISLATION	<p>All phone usage will be subject to any applicable territorial or federal legislation, including the <i>Motor Vehicle Act</i>.</p> <p>As of April 1, 2011, this act bans operating hand-held electronic devices used for talking, texting, or emailing. Hands-free operation is permitted.</p>
TERMINATION	The user's department Director and or Kha Shade Heni 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	<p>Employees will have access to phone communication in order to conduct their job duties.</p> <p>Employees will remain safe.</p> <p>Costs will be minimized.</p>
INDICATORS	<p>Employee feedback</p> <p>Phone bill payments</p>
TRANSPIRY/ REVIEW DATE	Annually, or as required.

Effective Date Dec 18, 2014 Revised

Authorized By Executive Council

### 1-1085 Power Outages

PURPOSE	To provide staff and/or representatives with operational guidelines in the event of a power outage.
SCOPE	All GC/TFN employees, On-duty Clan representatives, Directors, and Khà Shâde Hèni.
POLICY	<p>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.</p> <p>Power outages 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.</p> <p>When a power outage takes place during the regular work hours, the Executive Director and Director's 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.</p>
PROCEDURES	<p>Once an outage exceeds two(2) hours and there has been no indication otherwise that it will be returning within the following two(2) hours, employee's may be dismissed for the day.</p> <p>During instances where GC/TFN has been notified of a planned power outage by the local power company, prior to leaving offices, all employee's will ensure any electrical office equipment generally utilized during the day is turned OFF.</p>
TRANSPIRY/ REVIEW DATE	Annually, or as required.



Effective Date      Dec 18, 2014                      Revised  
Authorized By      Executive Council                      \_\_\_\_\_

#### 1-1090 WHISTLEBLOWER POLICY

**SCOPE:** All Carcross/Tagish First Nation employee's, 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 fraud 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 Conduct and Ethics, and including the law of general application;
- Danger to the health, safety, or well being 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 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 employee, 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 Annually, or as required.

Effective Date      Dec 18, 2014                              Revised  
Authorized By      Executive Council                              \_\_\_\_\_

**1-1100 POLICY OVERRIDE MANAGEMENT**

**SCOPE:**                      All Carcross/Tagish First Nation employee's, 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 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 schedule 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 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. 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      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/Develop ment 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 mnge 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	1-780 Leave without pay.	Amended	When eligible, how long C/TFN will continue to pay extended health benefit fees, how employee's 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 labour codes.

Effective Date

Revised

Authorized By \_\_\_\_\_

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**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 Hêni) 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 Hêni) 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 Hêni