CELA PERSONNEL POLICY

JANUARY 1985

1. Preamble

1.1 The object of this policy is to promote a harmonious relationship between employer and employee, members of the CELA legal staff, administrative/research, support staff; and to provide acceptable means to settle differences as may arise from time to time; and to define clearly the hours and conditions of work.

1.2 This policy shall be administered and interpreted as reasonably as possible, and in such a manner as to foster, and serve the objects and purposes of the clinic.

1.3 There shall be no discrimination against any employee or prospective employee because of race, creed, colour, sex, sexual orientation, age, national origin, number of dependants, political affiliation, past and present, union membership or union activity, and insofar as feasible, physical or mental handicap and medical history, in regard to hiring, lay-offs, dismissals, demotion, promotion, rates of pay or other terms or conditions of employment.

2. Definitions

ADMINISTRATIVE/RESEARCH STAFF, includes Office Manager, Director of Research, Librarian/Newsletter Editor, and articling student.

BOARD OF DIRECTORS, consists of the members of the Board of the Canadian Environmental Law Association, duly nominated and elected in accordance with the by-laws thereof.

THE EXECUTIVE, shall consist of the President, the Chairman of the Board, the Treasurer, and the Secretary.

CLINIC DIRECTOR, is the senior lawyer designated by the Board to supervise the daily activities of the clinic.

EMPLOYER, refers to the Canadian Environmental Law Association.

LEGAL STAFF, consists of all employees who have been hired as lawyers.

MANAGEMENT COMMITTEE, shall be constituted as follows:

The Treasurer (will serve as chairman of the committee), The Clinic Director, the Office Manager, other interested Board members elected by the Board.

FULL-TIME PERMANENT, describes an employee who works 5 days a week on a permanent basis.

PART-TIME PERMANENT, describes an employee who works less than 5 days a week, but is a permanent employee.

PROBATIONARY PERIOD, refers to the 3 month period after a full-time or part-time permanent employee is hired.

SUPPORT STAFF, includes the secretaries and the receptionist.

TEMPORARY EMPLOYEE, any employee who is hired for a period or not more than three consecutive months.

3. Management and Employee Rights

Management rights and employee rights shall be in accordance with the laws of the Province of Ontario and the Government of Canada

4. Hours of Work

Full-time staff shall be required to work not less 7 hours per day and 35 hours per week.

4.1 Overtime

Overtime for support staff is defined as time worked in excess of the required work week.

4.2 Request for overtime work for support staff must be made with reasonable notice.

4.3 Legal staff and administrative/research staff shall not be eligibile for paid overtime, however, they may take up to 5 days off a year at the discretion of the management committee, when they have been required to work exceptional mounts of excess hours.
Support staff may be paid for pre-authorized overtime worked, at a rate of 1-1/2 times the regular rate of pay. As an alternative support staff may claim compensatory time off in lieu of payment for overtime work,(at a rate not exceeding one hour off for each hour of overtime worked) scheduling of this time subject to the discretion of the Clinic Director.

5. Benefits

All full-time employees of CELA shall receive benefits as provided by the Ontario Legal Aid Plan (OLAP) benefits package. The benefits will take effect immediately after

the successful completion of the three month probationary period.

5.1 Part-time Permanent Staff

Part-time permanent employees shall receive benefits subject to the terms of the OLAP Benefits Package.

6. Holidays

There will be 10 holidays a year.

New Years Day	Victoria Day	Thanksgiving Day
Good Friday	Canada Day	Christmas Day
Easter Monday	Civic Holiday	Boxing Day
Labour Day		

6.1 People of other than the Christian faith may substitute their holidays provided that this not exceed the number of days outlined above. If more time is required for religious reasons, this may be taken from vacation time with the prior approval of the Clinic Director.

7. Vacations

7.1 All calculations for holidays shall be based on the calendar year. New employees shall complete a minimum of 3 months of continuous service before becoming entitled to take vacation time. The amount of vacation time shall be prorated during the first calendar year of service. Where possible, vacation time should not be taken until it has been earned. Support staff shall be entitled to 3 weeks, and legal/administrative/research staff 4 weeks, of vacation time, for each full calendar year of service.

7.2 Employees shall be required to take vacation time within 9 months of the end of the calendar year in which it was earned.

8. PARENTHOOD LEAVE

8.1 A person eligible for parenthood leave may apply for,and the Board may grant, in its discretion, a supplementary unemployment benefit (S.U.B.) payment of up to 19% of the employee's regular weekly pay, for a period of up to 17 weeks, for each week the employee is on maternity leave and is receiving Unemployment Insurance Maternity Benefits (U.I.M.B.) or, is serving the two week Unemployment Insurance waiting period and the waiting period is the only reason the employee is not receiving U.I.M.B.,or during the period of paternity leave.

8.2 Subject to any regulations established by the Unemployment Insurance Commission, the employer will pay these S.U.B. benefits in equal amounts throughout the benefits period.

8.3 During a period when an employee eligible for parenthood leave under clause 8.1 is receiving S.U.B. payments pursuant to clause 8.2, the employer may , if requested to do so by the employee, maintain the employee's participation in the following listed benefits and may continue to pay its usual portion of the costs of these benefits. The employee's contribution, if any, will be deducted from the S.U.B. payments payable to the employee. The listed benefits are:

O.H.I.P.	Long Term Disability
Dental Plan	Accidental Death &
Extended Health Care	Dismemberment (if applicable)
Group Life	C.P.P.

8.4 An employee who intends to take a parenthood leave, shall give the Board written notice 12 weeks prior to the intended date of leave.

8.5 Male employees who have been employed for one year by the clinic shall be entitled to two weeks leave after the birth or adoption of the child. He may apply to the Board, and the Board in its discretion may, pay for all or part of his salary during the said leave period.

8.6 Female employees shall be entitled to two (2) weeks leave upon the adoption of a child. She may apply, and the Board in its discretion may pay for all or part of her salary.

9. Bereavement Leave

For the purpose of this article, family shall mean wife, husband, children, parent, grandparents, brothers, sisters, parents-in-law.

9.1 Employees shall be entitled to a paid leave of absence in the case of a death in the family for three working days.

9.2 Management Committee may approve further bereavement leave with or without pay for a reasonable length of time upon request.

9.3 The Board may approve bereavement leave for the death of a close personal friend.

SICK LEAVE

10.0 Reasonable leave with pay may be granted in the event of illness in the immediate family.

10.1 An employee entitled to long term disability benefits under the OLAP plan shall be entitled to paid sick leave during the waiting period before which long term disability benefits are paid. A maximum of 1-1/4 days per month of clinic employment less paid sick day previously taken up to a maximum of 15 days.

10.2 The Board will not pay compensation to staff either during or on termination of employment for sick leave which has not been taken.

11. Other Paid Leaves

The Board may grant other leaves of absence to staff provided that the leave does not interfere unduly with the work of clinic.

12. Unpaid Leave of Absence

The Board may, in its discretion, grant an employee an unpaid leave of absence to a maximum of 12 months. An employee applying for an unpaid leave of absence must give the Board a minimum of three months notice of his/her intentions.

13. Administration of Personnel Policy

Responsibility for the administration of personnel policy is to be exercised by the Management Committee. The authority of the Management Committee to direct and administer the personnel policy will be subject to the grievance procedures set out hereunder.

13.1 The Director of the Clinic shall be responsible for administration of personnel policies on a day-to-day basis.

14. Attendance/Employment Records

Attendance/employment records shall be maintained for all members of staff by the Office Manager and shall include a record of:

i) attendance for support staff
ii) dockets for legal and administrative/research staff
iii) sick leave
iv) accrued vacation
v) any other leaves taken by employees during the month
vi) compensatory time accrued and taken.
vii) base rate of pay, and increases granted for each calendar year
viii) amounts paid as base salary, overtime pay, transportation expenses, and any other monies paid to employees from time to time

14.1 Such records shall be filed with each employee's employment record and shall be reviewed by the Director as required.

14.2 Access to employment records shall be available to Management Committee as needed. Individual employees shall have access to their own employment records upon request.

15. Grievance

15.1 A grievance shall be defined as any difference or disputes arising between a member(s) of the CELA staff and the Board of Directors or between legal staff, administrative/research staff or support staff concerning the application or administration of this policy.

15.2 Every effort shall be made to resolve disputes through initial and informal discussions between the parties involved.

15.3 If initial efforts fail to resolve the dispute:

(a) in the case of a dispute involving a staff person other than the Clinic Director, the staff person may grieve to the Clinic Director;
(b) in the case of a dispute involving the Clinic Director or the clinic staff collectively, the grievance will be referred to Management Committee, as soon as practicable.
In either case the grievance shall be set forth in writing by the grievor(s) and shall incluide details of the grievance, a statement of the matter in dispute and relief sought. Any such statement shall be delivered to the appropriate party as soon as practicable after the occurrence of the circumstances giving rise to the dispute.

15.4 Upon receipt of a grievance, the Clinic Director or the Management Committee shall consider the grievance and give a written decision within:
(a) in the case of a grievance to the Clinic Director, seven days of the receipt of the grievance;
(b) in the case of a grievance to the Management Committee within seven days of the next meeting following the filing of the grievance.

15.5 A grievor may appeal a decision of the Clinic Director to the Management Committee and the Committee shall consider a grievance and give a written decision within seven days of the Management Committee meeting next following the receipt of the grievance.

15.6 In a situation, where a member of the Management Committee is involved in the dispute being grieved, a conflict of interest will be declared and that individual shall abstain from voting or participating as a committee member in the committee's consideration of the grievance.

15.7 A decision of Management Committee may be appealed to the Board of Directors, which shall consider the grievance

and give a written decision within 20 days of the next Board meeting following the filing of the grievance.

15.8 The Board of Directors may in its discretion refer the grievance to a mediator or an arbitrator upon receiving the consent of all parties on such terms and conditions as the Board shall determine.

16. DISCHARGE AND DISCIPLINE

16.1 No employee shall be discharged or disciplined without reasonable notice or just cause.

16.2 Nothing in this policy prevents a supervisor or the Director from discussing informally with an employee the quality of the employee's work and identifying areas for improvement. Dismissal procedures shall not begin unless there has been communication in writing by the clinic director stating clearly what improvements are required. The employee will be allowed a reasonable period of time to improve his/her job performance. If in the opinion of the Clinic Director the problem persists steps to dismiss may be commenced.

16.3 No employee shall be discharged except by a decision of the Management Committee of the Board or the Board.

16.4 Employees shall be given notice or equivalent severence pay as required by the Employment Standards Act unless the discharge is for just cause.

16.5 Probationary Employee
The discharge of an employee during the probationary period shall not be the subject of a grievance unless the discharge is for any of the reasons prohibited by section 1.3.

17. Process for Job Evaluations

17.1 The Purpose of job evaluations are:
a) to allow each employee to improve his or her job performance
b) to provide a structured, regular opportunity for two-way communication between all staff and their immediate supervisors with respect to job performance and working conditions.

17.2 Job evaluations will be done as often as required.
The Clinic Director will be responsible for yearly evaluations of all CELA Staff.
The Office Manager will assist in the evaluation of support staff.
A non-staff Board Member of the Personnel Committee will be responsible for the evaluation of the Clinic Director.

17.3 Job descriptions will be the basis for job evaluations.

17.4 Probationary employees will be evaluated after 3 months based on the duties and responsibilities described in the job description. Refusal to perform reasonable tasks not part of a job description will be a ground for dismissal.

18. Salary Negotiations

18.1 Any staff member or group of members may advance a new salary position and negotiate with Management Committee, after the position has been discussed at a staff meeting.

18.2 Management will recommend staff salaries for all positions to the Board of Directors which shall make the final decision.

19. Job Descriptions

19.1 A job description will be produced for each staff position, and approved by Management Committee as required.

19.2 Changes in job description will be made by Management Committee. Consideration of an increase in salary to reflect increased responsibility will be given within the budgetary limitation. The employee whose job description has changed will be consulted about the change prior to it being implemented. If the change involves the use of new technology, the employee will be offered sufficient training to operate the new technology.

19.3 Each administrative/research and support staff employee will report to the legal employee or employees they are responsible to. Conflicts in prioritizing the work of administrative/research and support staff will be resolved by those who they are responsible to.

20. Hiring Policy

20.1 Process for Hiring a New Employee

The Board of Directors acting through Management Committee will establish a hiring committee composed of Board members and staff members to interview prospective employees for permanent full-time positions, for the lawyer and administrative/research positions.

20.2 Hiring of support staff, part-time permanent staff and the articling student will be undertaken by a committee of the CELA staff.

20.3 Competition for support staff and permanent full-time positions may be open and advertisements for the position will be placed, where appropriate, in a Toronto newspaper.

20.4 Temporary staff will be hired as needed at the discretion of the Clinic Director.

20.5 Probationary employees will be trained and informed of their duties, responsibilities and rights. They will be given a copy of the job description and will go through the job description thoroughly prior to commencing their employment.

21. Staff Owned Car and Transportation Costs

Staff using their own cars for CELA purposes will receive reasonable renumeration therefore.

21.1 Staff will be reimbursed for other reasonable transportation costs incurred while on CELA business.

22. Courses/Seminars

The Board may pay an employee's expenses for a course which will benefit the organization. An employee taking a course or a seminar shall report thereafter in writing as to the contents and merits of the course.

23. Confidentiality

CELA employees will treat all client information as confidential.

24. Health and Safety

CELA will provide a working environment that is healthy and safe.

24.1 Employees may refuse to do work which they perceive to be a risk to their health or safety until the matter is resolved by a staff person selected by the Clinic Director to ensure the maximum safety of the workplace.

24.2 A yearly inspection of the office will be undertaken by staff to ensure the workplace is safe.

25. Amendments to this Policy

Amendments to this Policy will be made by the following process: A committee composed of two non-legal staff, one legal staff and one non-staff Board member will be established when required for the purposes of amending this policy. Management Committee and Board approval is required before amendments can be implemented.

25.1 If there is dissatisfaction with the proposed amendments, the matter shall first be discussed at staff level, then at Management Committee and finally by the Board.

CELA PERSONNEL POLICY

JANUARY 1985

1. Preamble

1.1 The object of this policy is to promote a harmonious relationship between employer and employee, members of the CELA legal staff, administrative/research, support staff; and to provide acceptable means to settle differences as may arise from time to time; and to define clearly the hours and conditions of work.

1.2 This policy shall be administered and interpreted as reasonably as possible, and in such a manner as to foster, and serve the objects and purposes of the clinic.

1.3 There shall be no discrimination against any employee or prospective employee because of race, creed, colour, sex, sexual orientation, age, national origin, number of dependants, political affiliation, past and present, union membership or union activity, and insofar as feasible, physical or mental handicap and medical history, in regard to hiring, lay-offs, dismissals, demotion, promotion, rates of pay or other terms or conditions of employment.

2. Definitions

ADMINISTRATIVE/RESEARCH STAFF, includes Office Manager, Director of Research, Librarian/Newsletter Editor, and articling student.

BOARD OF DIRECTORS, consists of the members of the Board of the Canadian Environmental Law Association, duly nominated and elected in accordance with the by-laws thereof.

THE EXECUTIVE, shall consist of the President, the Chairman of the Board, the Treasurer, and the Secretary.

CLINIC DIRECTOR, is the senior lawyer designated by the Board to supervise the daily activities of the clinic.

EMPLOYER, refers to the Canadian Environmental Law Association.

LEGAL STAFF, consists of all employees who have been hired as lawyers.

MANAGEMENT COMMITTEE, shall be constituted as follows:

The Treasurer (will serve as chairman of the committee), The Clinic Director, the Office Manager, other interested Board members elected by the Board.

FULL-TIME PERMANENT, describes an employee who works 5 days a week on a permanent basis.

PART-TIME PERMANENT, describes an employee who works less than 5 days a week, but is a permanent employee.

PROBATIONARY PERIOD, refers to the 3 month period after a full-time or part-time permanent employee is hired.

SUPPORT STAFF, includes the secretaries and the receptionist.

TEMPORARY EMPLOYEE, any employee who is hired for a period or not more than three consecutive months.

3. Management and Employee Rights

Management rights and employee rights shall be in accordance with the laws of the Province of Ontario and the Government of Canada

4. Hours of Work

Full-time staff shall be required to work not less 7 hours per day and 35 hours per week.

4.1 Overtime

Overtime for support staff is defined as time worked in excess of the required work week.

4.2 Request for overtime work for support staff must be made with reasonable notice.

4.3 Legal staff and administrative/research staff shall not be eligibile for paid overtime, however, they may take up to 5 days off a year at the discretion of the management committee, when they have been required to work exceptional mounts of excess hours.
Support staff may be paid for pre-authorized overtime worked, at a rate of 1-1/2 times the regular rate of pay. As an alternative support staff may claim compensatory time off in lieu of payment for overtime work,(at a rate not exceeding one hour off for each hour of overtime worked) scheduling of this time subject to the discretion of the Clinic Director.

5. Benefits

All full-time employees of CELA shall receive benefits as provided by the Ontario Legal Aid Plan (OLAP) benefits package. The benefits will take effect immediately after

the successful completion of the three month probationary period.

5.1 Part-time Permanent Staff

Part-time permanent employees shall receive benefits subject to the terms of the OLAP Benefits Package.

6. Holidays

There will be 10 holidays a year.

New Years Day	Victoria Day	Thanksgiving Day
Good Friday	Canada Day	Christmas Day
Easter Monday	Civic Holiday	Boxing Day
Labour Day		

6.1 People of other than the Christian faith may substitute their holidays provided that this not exceed the number of days outlined above. If more time is required for religious reasons, this may be taken from vacation time with the prior approval of the Clinic Director.

7. Vacations

7.1 All calculations for holidays shall be based on the calendar year. New employees shall complete a minimum of 3 months of continuous service before becoming entitled to take vacation time. The amount of vacation time shall be prorated during the first calendar year of service. Where possible, vacation time should not be taken until it has been earned. Support staff shall be entitled to 3 weeks, and legal/administrative/research staff 4 weeks, of vacation time, for each full calendar year of service.

7.2 Employees shall be required to take vacation time within 9 months of the end of the calendar year in which it was earned.

8. PARENTHOOD LEAVE

8.1 A person eligible for parenthood leave may apply for,and the Board may grant, in its discretion, a supplementary unemployment benefit (S.U.B.) payment of up to 19% of the employee's regular weekly pay, for a period of up to 17 weeks, for each week the employee is on maternity leave and is receiving Unemployment Insurance Maternity Benefits (U.I.M.B.) or, is serving the two week Unemployment Insurance waiting period and the waiting period is the only reason the employee is not receiving U.I.M.B.,or during the period of paternity leave.

8.2 Subject to any regulations established by the Unemployment Insurance Commission, the employer will pay these S.U.B. benefits in equal amounts throughout the benefits period.

8.3 During a period when an employee eligible for parenthood leave under clause 8.1 is receiving S.U.B. payments pursuant to clause 8.2, the employer may , if requested to do so by the employee, maintain the employee's participation in the following listed benefits and may continue to pay its usual portion of the costs of these benefits. The employee's contribution, if any, will be deducted from the S.U.B. payments payable to the employee. The listed benefits are:

O.H.I.P.	Long Term Disability
Dental Plan	Accidental Death &
Extended Health Care	Dismemberment (if applicable)
Group Life	C.P.P.

8.4 An employee who intends to take a parenthood leave, shall give the Board written notice 12 weeks prior to the intended date of leave.

8.5 Male employees who have been employed for one year by the clinic shall be entitled to two weeks leave after the birth or adoption of the child. He may apply to the Board, and the Board in its discretion may, pay for all or part of his salary during the said leave period.

8.6 Female employees shall be entitled to two (2) weeks leave upon the adoption of a child. She may apply, and the Board in its discretion may pay for all or part of her salary.

9. <u>Bereavement Leave</u>

For the purpose of this article, family shall mean wife, husband, children, parent, grandparents, brothers, sisters, parents-in-law.

9.1 Employees shall be entitled to a paid leave of absence in the case of a death in the family for three working days.

9.2 Management Committee may approve further bereavement leave with or without pay for a reasonable length of time upon request.

9.3 The Board may approve bereavement leave for the death of a close personal friend.

<u>SICK LEAVE</u>

10.0 Reasonable leave with pay may be granted in the event of illness in the immediate family.

10.1 An employee entitled to long term disability benefits under the OLAP plan shall be entitled to paid sick leave during the waiting period before which long term disability benefits are paid. A maximum of 1-1/4 days per month of clinic employment less paid sick day previously taken up to a maximum of 15 days.

10.2 The Board will not pay compensation to staff either during or on termination of employment for sick leave which has not been taken.

11. Other Paid Leaves

The Board may grant other leaves of absence to staff provided that the leave does not interfere unduly with the work of clinic.

12. Unpaid Leave of Absence

The Board may, in its discretion, grant an employee an unpaid leave of absence to a maximum of 12 months. An employee applying for an unpaid leave of absence must give the Board a minimum of three months notice of his/her intentions.

13. Administration of Personnel Policy

Responsibility for the administration of personnel policy is to be exercised by the Management Committee. The authority of the Management Committee to direct and administer the personnel policy will be subject to the grievance procedures set out hereunder.

13.1 The Director of the Clinic shall be responsible for administration of personnel policies on a day-to-day basis.

14. Attendance/Employment Records

Attendance/employment records shall be maintained for all members of staff by the Office Manager and shall include a record of:

i) attendance for support staff
ii) dockets for legal and administrative/research staff
iii) sick leave
iv) accrued vacation
v) any other leaves taken by employees during the month
vi) compensatory time accrued and taken.
vii) base rate of pay, and increases granted for each calendar year
viii) amounts paid as base salary, overtime pay, transportation expenses, and any other monies paid to employees from time to time

14.1 Such records shall be filed with each employee's employment record and shall be reviewed by the Director as required.

14.2 Access to employment records shall be available to Management Committee as needed. Individual employees shall have access to their own employment records upon request.

15. Grievance

15.1 A grievance shall be defined as any difference or disputes arising between a member(s) of the CELA staff and the Board of Directors or between legal staff, administrative/research staff or support staff concerning the application or administration of this policy.

15.2 Every effort shall be made to resolve disputes through initial and informal discussions between the parties involved.

15.3 If initial efforts fail to resolve the dispute:

(a) in the case of a dispute involving a staff person other than the Clinic Director, the staff person may grieve to the Clinic Director;
(b) in the case of a dispute involving the Clinic Director or the clinic staff collectively, the grievance will be referred to Management Committee, as soon as practicable.
In either case the grievance shall be set forth in writing by the grievor(s) and shall incluide details of the grievance, a statement of the matter in dispute and relief sought. Any such statement shall be delivered to the appropriate party as soon as practicable after the occurrence of the circumstances giving rise to the dispute.

15.4 Upon receipt of a grievance, the Clinic Director or the Management Committee shall consider the grievance and give a written decision within:
(a) in the case of a grievance to the Clinic Director, seven days of the receipt of the grievance;
(b) in the case of a grievance to the Management Committee within seven days of the next meeting following the filing of the grievance.

15.5 A grievor may appeal a decision of the Clinic Director to the Management Committee and the Committee shall consider a grievance and give a written decision within seven days of the Management Committee meeting next following the receipt of the grievance.

15.6 In a situation, where a member of the Management Committee is involved in the dispute being grieved, a conflict of interest will be declared and that individual shall abstain from voting or participating as a committee member in the committee's consideration of the grievance.

15.7 A decision of Management Committee may be appealed to the Board of Directors, which shall consider the grievance

and give a written decision within 20 days of the next Board meeting following the filing of the grievance.

15.8 The Board of Directors may in its discretion refer the grievance to a mediator or an arbitrator upon receiving the consent of all parties on such terms and conditions as the Board shall determine.

16. DISCHARGE AND DISCIPLINE

16.1 No employee shall be discharged or disciplined without reasonable notice or just cause.

16.2 Nothing in this policy prevents a supervisor or the Director from discussing informally with an employee the quality of the employee's work and identifying areas for improvement. Dismissal procedures shall not begin unless there has been communication in writing by the clinic director stating clearly what improvements are required. The employee will be allowed a reasonable period of time to improve his/her job performance. If in the opinion of the Clinic Director the problem persists steps to dismiss may be commenced.

16.3 No employee shall be discharged except by a decision of the Management Committee of the Board or the Board.

16.4 Employees shall be given notice or equivalent severence pay as required by the Employment Standards Act unless the discharge is for just cause.

16.5 Probationary Employee
The discharge of an employee during the probationary period shall not be the subject of a grievance unless the discharge is for any of the reasons prohibited by section 1.3.

17. Process for Job Evaluations

17.1 The Purpose of job evaluations are:
a) to allow each employee to improve his or her job performance
b) to provide a structured, regular opportunity for two-way communication between all staff and their immediate supervisors with respect to job performance and working conditions.

17.2 Job evaluations will be done as often as required.
The Clinic Director will be responsible for yearly evaluations of all CELA Staff.
The Office Manager will assist in the evaluation of support staff.
A non-staff Board Member of the Personnel Committee will be responsible for the evaluation of the Clinic Director.

17.3 Job descriptions will be the basis for job evaluations.

17.4 Probationary employees will be evaluated after 3 months based on the duties and responsibilities described in the job description. Refusal to perform reasonable tasks not part of a job description will be a ground for dismissal.

18. Salary Negotiations

18.1 Any staff member or group of members may advance a new salary position and negotiate with Management Committee, after the position has been discussed at a staff meeting.

18.2 Management will recommend staff salaries for all positions to the Board of Directors which shall make the final decision.

19. Job Descriptions

19.1 A job description will be produced for each staff position, and approved by Management Committee as required.

19.2 Changes in job description will be made by Management Committee. Consideration of an increase in salary to reflect increased responsibility will be given within the budgetary limitation. The employee whose job description has changed will be consulted about the change prior to it being implemented. If the change involves the use of new technology, the employee will be offered sufficient training to operate the new technology.

19.3 Each administrative/research and support staff employee will report to the legal employee or employees they are responsible to. Conflicts in prioritizing the work of administrative/research and support staff will be resolved by those who they are responsible to.

20. Hiring Policy

20.1 Process for Hiring a New Employee

The Board of Directors acting through Management Committee will establish a hiring committee composed of Board members and staff members to interview prospective employees for permanent full-time positions, for the lawyer and administrative/research positions.

20.2 Hiring of support staff, part-time permanent staff and the articling student will be undertaken by a committee of the CELA staff.

20.3 Competition for support staff and permanent full-time positions may be open and advertisements for the position will be placed, where appropriate, in a Toronto newspaper.

20.4 Temporary staff will be hired as needed at the discretion of the Clinic Director.

20.5 Probationary employees will be trained and informed of their duties, responsibilities and rights. They will be given a copy of the job description and will go through the job description thoroughly prior to commencing their employment.

21. Staff Owned Car and Transportation Costs

Staff using their own cars for CELA purposes will receive reasonable renumeration therefore.

21.1 Staff will be reimbursed for other reasonable transportation costs incurred while on CELA business.

22. Courses/Seminars

The Board may pay an employee's expenses for a course which will benefit the organization. An employee taking a course or a seminar shall report thereafter in writing as to the contents and merits of the course.

23. Confidentiality

CELA employees will treat all client information as confidential.

24. Health and Safety

CELA will provide a working environment that is healthy and safe.

24.1 Employees may refuse to do work which they perceive to be a risk to their health or safety until the matter is resolved by a staff person selected by the Clinic Director to ensure the maximum safety of the workplace.

24.2 A yearly inspection of the office will be undertaken by staff to ensure the workplace is safe.

25. Amendments to this Policy

Amendments to this Policy will be made by the following process: A committee composed of two non-legal staff, one legal staff and one non-staff Board member will be established when required for the purposes of amending this policy. Management Committee and Board approval is required before amendments can be implemented.

25.1 If there is dissatisfaction with the proposed amendments, the matter shall first be discussed at staff level, then at Management Committee and finally by the Board.