

EMPLOYEE HANDBOOK

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DISCLAIMER STATEMENT & INTRODUCTION

Disclaimer Statement: This handbook is a general guide to the Briercrest College and Seminary (BCS) regulations, policies, and benefits: it does not constitute an employment agreement, nor does it confer any special rights or guarantee continued employment. Briercrest College and Seminary can make changes to this handbook at any time.

- I. Briercrest College and Seminary is evangelical, interdenominational, independent, and accredited, and is incorporated under the laws of the Province of Saskatchewan as an educational institution. The institution is also a registered non-profit, Canadian charitable organization.
- II. Briercrest College and Seminary consists of Briercrest Christian Academy, Briercrest College, and Briercrest Seminary.
- III. In addition to the schools, BCS owns and operates several businesses which are integral to the mission, with profits being used to help support the overall ministry. They include The Point (Husky, C-store, Coffee Shop, and Subway), Briercrest Bookstore, Housing, and Food Services.
- IV. This handbook outlines policies, guidelines and procedures to guide employees in their work with Briercrest College and Seminary. Several sections have hyperlinks (identified by underlined text) to documents and websites providing further information. Additional information and clarification can be found on [the Hub](#) and may also be obtained from the Human Resources Office.

MAPS

- [Campus and Village of Caronport](#)
- [Academic and Administration Complex](#)

CORPORATE MISSION & OBJECTIVES

- The [Corporate Mission and Objectives](#) explain the following: Who we are, what we believe & teach, what we practice & what we expect
- [Institutional Covenant](#): The Institutional Covenant states "I have read the Corporate Mission and Objectives of Briercrest College and Seminary, and I am in full agreement with them. As a member of the Briercrest team, I will support this position before students and other constituencies of the institution." As a condition of employment, all employees are required to sign the Institutional Covenant when they are hired and to provide a signature of affirmation whenever requested.

EMPLOYMENT

I. Recruiting & Hiring Philosophy

- A. Our desire is that people will feel called to serve with Briercrest College and Seminary and be able to fully support the BCS mission. We pray that God will lead qualified candidates to apply for positions and that He will give us discernment in selecting candidates who will be the best fit for each position
- B. Our primary goal in recruiting and selecting employees is to achieve the best fit between the individual, the institution, and the role. To accomplish this, attention will be given to knowledge, skills, abilities, any other characteristics and qualifications required by the role, and bona-fide occupational qualifications through careful interviewing and testing (when appropriate).
- C. See also the Non-Discrimination Policy in the Organizational Culture section (6.1)

II. Employment Status

There are four types of employment agreements:

- A. Regular employment has a start date with no specified end date. Appropriate notice will be given should the position be changed substantially or terminated:
 - Positions may be part-time (15 - 30 hours per week)
 - Positions may be full-time (30 + hours per week)
- B. Casual employment provides temporary or "on call" work (0 - 15 hours per week). Pay is usually minimum wage. Students are often hired in casual roles during the school year.
- C. Contract employment is offered for a specific length of time (i.e., a start date and end date to employment).
- D. Graduate Internships are educational programs for Seminary students that may take place in the context of a paid contract position. In addition to a salary, students receive ministry education and experience, education credits, and tuition scholarships for Briercrest Seminary courses.

III. Application & Hiring Procedure

- A. The recruitment, selection, and hiring process for all positions is coordinated by the Human Resource Office (HR Office)

- B.* To apply for a position, email an application (cover letter & resume/cv) to the HR Office hr@briercrest.ca. Some roles may have specific application instructions included in the posting.
- C.* Applicants are encouraged to apply for each open position of interest even if they have applied for a different role.
- D.* Employment at Subway, The Point, The Café and in Food Services may be available by contacting the Supervisors, as these areas are managed by an outside contractor.
- E.* Conditions of employment for all employees include:
 - Signing the Institutional Covenant at the time of hiring and providing a signature of affirmation whenever requested
 - Providing a criminal record check and vulnerable sector search. BCS reserves the right to terminate employment if there are any concerns with the results of the check or search.
- F.* New employees will receive a hiring packet containing a letter of offer and all other required documents complete with instructions.

IV. Onboarding

- A.* Onboarding is the process whereby employees are provided with resources and information to help them adjust to the Briercrest context as quickly and effectively as possible.
- B.* Supervisors are expected to follow the onboarding checklist, to provide new employees with adequate time to review the resources provided to them at the beginning of their employment, and to facilitate meetings between new employees and relevant parties within the institution.
- C.* Employees are expected to take the time to review the resources provided to them and engage with their supervisor, the HR Director, and others to make the onboarding process as successful as possible.
- D.* Group session for new employees may be held to review the onboarding process and discuss items of general relevance.

V. Payroll

A. Payroll & Benefits Registration

1. New employees will meet with the Payroll & Benefits Administrator as part of the onboarding process to provide current banking and income tax information.
2. New employees will sign an authorization slip for direct payroll deposit into the employee's bank account. Pay can be directed to more than one account. NOTE: Payroll cheques are not provided.
3. The Payroll & Benefits Administrator will provide eligible employees with Group Insurance information with their hiring documents. Full time employees who are eligible for the Matching RRSP Plan will receive information and an invitation close to the start date of their eligibility for participation. Employees also have the option of direct deposit for Group Insurance payments.
4. Employees whose spouse also works for Briercrest are entitled to coverage for medical and dental under the spouse who started work first or who has the greater employment status – i.e., full-time compared to part-time. The other spouse will be exempt from medical and dental coverage.

B. Pay Periods

1. Salaried employees are paid semi-monthly by direct deposit on the 15th (or the working day just prior if on a weekend or stat holiday) and the last working day of each month.
2. Hourly employees are paid bi-weekly by direct deposit.
3. A payroll stub with a summary of earnings and deductions will be emailed to the employee each time payment is made.

C. Time Sheets

1. Hourly employees are responsible for ensuring their electronic time sheets are filled in accurately and completely each day.
2. Supervisors are responsible to review and electronically approve timesheets for all their hourly employees by 10:00 a.m. on the Monday following the end of each pay period. Pay periods cutoffs occur every second Saturday at midnight. Late or incomplete time sheets may result in pay being held over until the next pay period.
3. A payroll calendar indicating the end of each pay period is available on [The Hub](#).

D. Deductions

1. The following mandatory payroll deductions are made each pay period:
Income tax, CPP, and EI.
2. Where applicable, Group Insurance premiums and RRSP Plan contributions are also deducted.
3. Employees may request the Payroll Administrator to make optional deductions including:
 - i. donations to Briercrest College and Seminary
 - ii. payments to the employee or employee dependent's account
 - iii. voluntary RRSP contributions.

E. Payroll Advances - The HR Office will not process payroll advances for employees.

VI. Hours of Work & Breaks

- A.** The normal workweek for full-time hourly employees is 40 hours. Regular workdays are based on an eight (8) hour day.
- B.** Full-time salaried employees are not eligible for overtime pay; however, an approved overload payment may be considered when projects/tasks not included in their position profile and regular work hours are requested.
- C.** Hourly employees may not work overtime unless it is authorized by the department manager in advance and only for exceptional or emergency situations. When worked, it will be paid according to the Saskatchewan Employment Standards at 1.5 times the regular rate of pay. Hours may not be banked or carried forward to the next pay period.
- D.** Hourly employees are covered by a [Saskatchewan Employment Standards](#) overtime averaging permit to allow for flexible hours. The Averaging of Hours Permit allows employers to condense employee work time for shift cycles requiring a longer day or a longer period of averaging, than allowed in a [Modified Work Arrangement](#). Section 2-20 of *The Saskatchewan Employment Act* outlines the requirements that allow these permits.
- E.** Hourly employees who have been authorized by their supervisor to set their own schedule may not work less than three (3) hour shifts. Saskatchewan Employment Standards require a minimum of three (3) hours of pay at minimum wage each time an hourly employee works.

- F. Employees are allowed and expected to take a 30-60-minute unpaid meal break per eight (8) hour shift. They are also allowed a 15-minute paid break during each four (4) hour work period. The two (2) 15-minute paid breaks may not be taken together in lieu of the 30-minute meal break. Break times may not be accumulated if not used or taken at the end of the shift to leave early. In some departments it may be necessary for supervisors to schedule break times.
- G. Employees are expected to be at their workstations and to start on time at the start of the shift and after each break.

VII. Performance Reviews & Awards

- A. Supervisors are responsible to initiate & complete employee annual Performance Reviews, which consist of:
 - 1. Employee self- reflection
 - 2. Performance review

Completed review are submitted to the Human Resource office by the fiscal year end of June 30.

- B. Supervisors should provide regular evaluation and encouragement to employees throughout the year. Concerns and issues should be discussed at the time they surface and not left for the annual review.

- C. Awards

Years of service awards are presented to employees annually in January. They are awarded in five-year increments.

VIII. Progressive Discipline

- A. A progressive discipline process is followed when there are concerns with an employee's conduct or work performance. The purpose is to assist employees make necessary change, so they can succeed in their roles and contribute positively to the ministry of Briercrest College & Seminary.
- B. Training, counselling, accountability, regular open communication, performance feedback, and encouragement are all part of the process. Employees are encouraged to communicate openly with their supervisor regarding any support or action they feel would help rectify the problem. They are welcome to discuss the situation with the Director of HR.

- C. Terminating employment is the final step after the employee has chosen not to be restored. However, termination for just cause may occur at any time for certain conduct as outlined in the “What We Expect” section of the [Corporate Mission and Objectives – Institutional Covenant](#).
- D. Supervisors or department managers initiate the following Progressive Discipline Process when necessary. The Director of HR is involved as requested by the supervisor or employee, or whenever the process reaches Step Four. All written warnings and notices are filed in the employee’s file.
 - 1. Step One: Initial Verbal Counseling Session
 - i. A friendly and informal meeting where specific examples are provided.
 - ii. Supervisor and employee work together to find a solution such as training.
 - iii. A time is scheduled to evaluate progress.
 - 2. Step Two: Verbal Warning
 - i. Supervisor clearly restates the problem and how expectations were not met.
 - ii. Performance goals are again clearly communicated.
 - iii. Action steps for solution discussed.
 - iv. A time is scheduled to evaluate progress.
 - 3. Step Three: Written Warning
 - i. Written warning is presented to employee.
 - ii. Previous discussions are reviewed.
 - iii. Employee is reminded that suspension is the next step.
 - iv. Employee signs the written warning that is then sent to the HR Office.
 - 4. Step Four: Suspension with a Written Notice
 - i. Supervisor and Director of HR prepare a written notice of suspension.
 - ii. Previous discussions and meetings are reviewed.
 - iii. Employee is reminded of the urgent need for immediate change.
 - iv. Employee signs the suspension notice that is then sent to the HR Office.

5. Step Five: Final Written Warning

- i.* Review of the problem and the progressive discipline steps taken.
- ii.* Clear communication of expectations and consequences.
- iii.* Employee signs the final written warning that is then sent to the HR Office.

6. Step Six: Termination of Employment

- i.* Supervisor and Director of HR meet with the employee.
- ii.* Review of progressive discipline steps taken to help employee succeed.
- iii.* Employment is terminated in writing and documented in employee's file.

IX. Resignation of Employment

- A.* Employees who decide to resign from their position should provide a written notice of resignation to their supervisor at least two (2) weeks before the final day of work.
- B.* Preferably, as much notice as possible is appreciated particularly for management and faculty positions.
- C.* Employees are required to provide forward contact information (including address & email) to receive a Record of Employment upon completion and T4 Slip at the end of the year. Supervisors are responsible to send the letter of resignation & Notice of Completion form to the HR Office.
- D.* All outstanding amounts owed to Briercrest will be deducted before the final pay is issued unless alternative arrangements have been made & communicated to the Payroll & Benefits Administrator prior to processing.

X. Transportation & Parking

A. Transportation

- 1.* Employees who require a vehicle for work related travel must first check with the Transportation department and book a school vehicle. Personal vehicles are to be used only if a school vehicle is not available. When personal vehicles are used, employees will be reimbursed at the current rate per kilometre.

2. A monthly vehicle allowance may be paid to employees who are required to use their own vehicles for work purposes. Prior approval of such use must be obtained from the department manager.
3. Necessary and reasonable parking fees incurred while on school business are also reimbursed. Parking violations, speeding, or other tickets are the responsibility of the driver.
4. Employees are required to possess a valid [Saskatchewan Driver's License](#) in order to operate school vehicles.

B. Parking

1. A limited number of parking spaces with electricity for block heaters are available for employee use. They are located on the north side of the BCA building.
2. Employees wanting to use one of these spaces must register with Campus Operations (email: campusoperations@briercrest.ca or phone 306.690.8720) and will receive a parking pass for their vehicle. Priority is given to employees who live outside Caronport.
3. Parking spaces are rented by the semester and the current fee is charged to the employee's account.

BENEFITS

I. Eligibility for Benefits

The benefits package for each employee is determined by the category of employment. When employees are hired, their letter of offer states the position's category. The [Employee Benefits Policy](#) outlines the benefits offered to each category.

II. Group Insurance - Life, AD&D, Disability, Extended Health, Dental, OOC

- A. Group insurance benefits are provided through Group Health Benefit Solutions for all eligible employees with a three-month waiting period. Participation in the plan is mandatory for eligible employees.
- B. Payments and reimbursements to employees from the group insurance plan are not taxable.

- C. Briercrest College and Seminary covers most of the cost of providing Extended Health, Dental, and all Out of Country emergency travel insurance.
- D. Employees pay the premiums for Life Insurance, Dependant Life Insurance, Weekly Indemnity (short term disability), and Long-Term Disability. They also pay a portion of the Extended Health and Dental premiums. Deductions are made twice each month. Hourly employees will experience at least two pay periods each calendar year with no group insurance deductions due to the frequency of the hourly payroll. Employees hired to work in positions eligible for benefits prior to July 1, 2006, continue to receive benefits according to the previous agreements.
- E. Contract employees are eligible for benefits if they are employed for at least a six (6) month term and work a minimum of 15 hours per week. Eligibility and benefits vary according the hours worked and job status – request details from the HR office. Complete plan details are issued by Group Health Benefit Solutions after enrolment.
- F. Extended Health and Dental claim forms may be accessed [online](#) or picked up from the HR Office. Employees are responsible for filling them in and submitting them to Group Health Benefit Solutions [online](#) or by mail to the address on the claim form. A Briercrest signature is not required before mailing, but payment may be delayed if not filled out completely and accurately with receipts attached for Extended Health. Generic Dental forms provided by the dentist are acceptable.
- G. Short-term and Long-term Disability benefits are based on two thirds of an employee's regular insurable weekly and monthly earnings respectively. The maximum benefit for Short-term Disability is \$700 per week. If an employee, whose benefit earnings (2/3rd of their regular earnings) are greater than this maximum, enters a period of Short-term Disability, Briercrest will supplement their earnings during their period of disability up to the maximum of 2/3rd of their regular earnings. This would be paid through payroll in the same way as their regular earnings, and continue until the employee returns to work, or enters the Long-term Disability period of their illness/recovery.
- H. Regular, non-student employees are required to have a [Saskatchewan Health Card](#) to ensure complete coverage with Group Health Benefit Solutions.

III. Optional Life Insurance

- A. Employees enrolled in the Group Insurance plan may apply for competitively priced optional life insurance for themselves and their spouse. Evidence of insurability is required by the Insurance Company.
- B. Application forms are available at the Human Resource Office.

IV. WCB, CPP, EI

- A. Employees are covered under these mandatory government benefits according to the current policies.
- B. Saskatchewan Worker's Compensation Board (WCB) provides wage loss and rehabilitation expenses for injuries sustained while at work. Briercrest College and Seminary pays the entire cost of premiums for this benefit.
- C. Canada Pension Plan (CPP) and Employment Insurance (EI) premiums are shared by the employer and the employee through payroll deductions.

V. Matching RRSP Plan

- A. Full-time employees who are eligible according to the BCS Benefits Policy may begin the optional matching RRSP plan after 12 months of eligible employment.
- B. The Payroll & Benefits Administrator will notify employees a few months before they are eligible for the plan and provide application instructions. Deductions and the matching Briercrest contribution will only begin once the Payroll & Benefits Administrator receives notification from the carrier that the employee's account has been opened. Retroactive matching amounts will not be credited to employee accounts.
- C. Complete plan details are given in the Matching RRSP Plan Guidelines.
- D. Employees may choose from two carriers: Conexus Credit Union or National Bank Financial

VI. Time Off Work

- A. Vacation (Annual Holiday)
 - 1. Employees are entitled to a minimum of three (3) weeks (15 working days) of paid vacation for each full year of work. After 10 years of service, the entitlement increases to four (4) weeks. The letter of offer given to each employee when employment commences will state the annual vacation entitlement since it varies depending upon the position category.
 - 2. Employees are required to submit a vacation request to their supervisor well in advance to enable proper scheduling. Due to the nature of their workload, employees might not be able to take their vacation in one block every year. Employees with seniority will have preference in selecting vacation dates. It is expected that vacations will be taken at non-critical times throughout the year.

3. Vacation entitlement is calculated on the calendar year (January 1 - December 31). With their supervisor's approval, employees may take vacation time throughout the calendar year. Employees must take their annual entitlement for each year by December 31. Some exceptions to consider:
 - i. Contract employees must take their vacation entitlement before the end of the contract unless approved in advance by their department manager.
 - ii. Faculty who are completing employment must take all their vacation by July 31 of the year of completion.
 - iii. Department Managers may authorize employees to take part of their annual entitlement before it has been earned. Any outstanding amounts that result from this early vacation will be deducted from the final pay of employees completing their employment.
 - iv. All significant exceptions must be reported to the Director of HR.
4. Generally, full-time and regular part-time hourly employees accumulate vacation time and take time off with pay. Hourly employees are paid for their vacation time by recording the vacation time in their timesheets as it occurs. Casual hourly employees are paid holiday pay at a rate of 3/52 of gross earnings on each pay period.
5. Vacation pay is included in the semi-monthly pay of salaried employees. Employees are expected to take their full vacation time within each calendar year. Carry-over of vacation time from one year to the next will only be considered with the approval of the direct supervisor & the Director of HR.
Note: Reporting and tracking vacation time is the responsibility of supervisors in conjunction with their employees.
6. If there is a public (statutory) holiday during an employee's annual holiday, the statutory holiday is not considered part of the annual holiday time.
7. Unpaid leaves of absence will reduce vacation pay in proportion to the length of the leave

B. Public (Statutory) Holidays

1. Briercrest College and Seminary is governed by the Saskatchewan Employment Standards that grant 10 public holidays per year on:
 - i. New Year's Day
 - ii. Family Day

- iii.* Good Friday
- iv.* Victoria Day
- v.* Canada Day
- vi.* Saskatchewan Day
- vii.* Labour Day
- viii.* Thanksgiving Day
- ix.* Remembrance Day
- x.* Christmas Day

- 2. Briercrest College and Seminary offices and most departments are closed on the public holidays. Full time employees receive their regular pay for the day off while part time employees are paid a prorated amount based on the number of hours worked in the previous 4 weeks.
- 3. Employees who must work in departments providing essential services (e.g., Campus Safety) are paid overtime and public holiday pay according to the Employment Standards. Department managers discuss with employees in advance if they will be required to work on a public holiday. Employees may not work unless authorized by their department manager.
- 4. When a public holiday falls on a Saturday, the public holiday is observed on the Friday. When a public holiday falls on a Sunday, the public holiday is observed on Monday. An annual schedule of public holidays is posted on [The Hub](#).

C. Maternity/Parental Leave

- 1. Employees are granted maternity, adoption, and parental leave in accordance with the current Saskatchewan Employment Standards. During this leave, they do not receive pay from Briercrest but can apply to receive Employment Insurance benefits.
- 2. Written notice is required four weeks before the leave begins or ends. Employees returning from maternity, adoption, or parental leave will be re-employed in the same or a comparable position with the same pay & benefits as received when the leave began.
- 3. Employees on the Group Insurance plan may continue receiving coverage for life insurance, accidental death and dismemberment, extended health, dental, and out of country travel insurance while on leave provided they pay the entire premium cost.

4. Employees on the Group Insurance plan when they begin a maternity leave are eligible for Supplementary Unemployment Benefit (SUB) plan benefits. The SUB plan provides sick leave benefits for the period when the employee cannot work due to the pregnancy and birth of the child. Details and application forms are available at the HR Office.

D. Other Days

1. Employees are eligible for up to two (2) days off with pay per calendar year for unusual circumstances or unforeseen events such as severe weather, family emergencies, etc.
2. These days must be approved by the department manager prior to completing your timesheet or time off report. Approved days will be paid at the employee's regular rate.

E. Compassionate Leave

1. Regular employees will typically be granted three (3) paid days to attend the funeral of an immediate family member (spouse, child, grandchild, parent, grandparent, or sibling of the employee or employee's spouse). Employees who are not scheduled to work for five days on the week of the funeral may be granted a prorated number of paid days. The Director of HR and the employee's supervisor will approve the prorated number of days.
2. An additional one (1) or two (2) days may be granted for certain circumstances such as distance to travel and the degree of responsibility involved in arrangements.
3. Additional unpaid time off may be requested as a leave of absence.

F. Compassionate Care Leave

1. Employees are granted compassionate care leave in accordance with the current Saskatchewan Employment Standards and according to the Service Canada guidelines for Compassionate care benefits. During this leave, they do not receive pay from Briercrest but can apply to receive EI benefits.
2. Notice must be given as soon as possible prior to the start of the leave.
3. Employees on the Group Insurance plan may continue receiving coverage for life insurance, accidental death and dismemberment, extended health, dental, and out of country travel insurance while on leave provided they pay the entire premium cost.

G. Leave of Absence

1. All requests for unpaid leaves of absence must be approved by the supervisor and the Director of HR.
2. Complete a Request for Leave of Absence form and submit to the Payroll & Benefits Administrator.
3. The Group Insurance plan will generally not cover short-term and long-term disability while on an unpaid leave of absence of one (1) week or longer. This should be discussed in advance with the Director of HR.

VII. Sick Leave

- A. Regular and contract employees are eligible for paid sick leave. Full time employees may take 1 day of paid sick leave for each full month of employment. Sick leave will be prorated for part time employees and for partial months worked. E.g., an employee working four (4) hours per day may take .5 days (4 hours) paid sick time per month.
- B. Sick leave is cumulative to a maximum of 12 days and may be carried over from one year to the next, all to a maximum of 12 days.
- C. Sick leave may be taken:
 1. For valid illness which prevents the employee from performing his/her work satisfactorily or which is a threat to the well-being of other employees or students.
 2. When the employee's spouse or child is ill and requires special attention.
 3. For the employee's own medical appointments.
- D. A doctor's certificate may be required if the illness continues for more than three days.
- E. Sick leaves must be reported by the department manager or supervisor on the hourly employee's timesheet and on the salaried employee's monthly Salary Time Off Report.
- F. Part time employees who claim a sick day will be paid for the number of hours they were scheduled to work on that day provided they have sufficient accumulated sick time hours.
- G. Sick days may be used during the 14-calendar-day waiting period before short term disability takes effect for employees on the Group Insurance plan. During the waiting period, payment will be made only for the number of sick days accumulated.
- H. As sick days are a form of insurance, not an entitlement, accrued sick days will not be paid out when employees complete their employment.

VIII. Employee Tuition Award – Briercrest College and Seminary

Program details & application forms can be found in [Employee Tuition Award Policy](#). Application forms may also be picked up at the HR Office.

IX. Fitness Centre Membership

Regular employees are eligible for a free membership at Briercrest's Fitness Centre, located in the Barkman Arena. Access cards can be obtained at the Arena Office.

X. Employee Flex Card

Employee Flex Cards (Employee ID Card) are available from the Information Systems Office. All Briercrest employees are eligible to receive 10% off purchases at Subway, Coffee Shop, Crossroads Café or the Dining Hall. Simply load money onto your Flex Card and you will receive a 10% top-up on any amount you load on to your Flex Card, e.g. pay \$20 and receive \$22.00. Employee Flex cards can be loaded in one of two ways:

- At the Cash Counter
- Through payroll deduction – Contact HR Office to set this up

ORGANIZATIONAL CULTURE

I. Policies

A. Non-Discrimination Policy

1. To provide equal employment opportunities to all individuals, employment decisions at Briercrest College and Seminary will be based on knowledge, skills, abilities, and any other characteristics and qualifications required by the role. As such, discrimination will not take place. Due to the religious nature of our mission, we have bona fide occupational qualifications as outlined in the [Corporate Mission and Objectives – Institutional Covenant](#).
2. This policy governs all aspects of employment including selection, job assignment, compensation, discipline, and access to benefits and training.
3. Employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their supervisor, the Vice President of their department, or the Director of HR. Employees may raise these concerns without fear of reprisal. Also see the Grievance Procedure in this section.

B. Anti-Harassment Policy

Briercrest College and Seminary will not condone harassment of any kind by employees or directed to employees and will act to provide a safe work environment according to the Anti-Harassment Policy.

C. Sexual Misconduct & Sexual Assault Policy

Briercrest College and Seminary takes complaints of sexual misconduct seriously and will act to provide a safe work environment.

II. Grievance Procedure

A. Disagreements may occasionally arise between employees including situations where an employee feels a supervisor's decision or disciplinary action affecting them is inappropriate. They are encouraged to work out their differences in a biblical manner. As such, the employee who feels wronged by another employee is responsible to approach that employee about the problem directly. This should be an attempt to bring reconciliation. Note that harassment issues are covered in the Anti-Harassment Policy.

B. If the problem is not resolved in the initial direct meeting or employees who feel wronged are hesitant to approach a colleague alone, the following process should be followed:

- 1.** Employees who feel wronged should contact their supervisor and/or the Director of HR who will attempt to mediate a resolution between the disputing employees and will include other supervisors and individuals only as needed.
- 2.** If employees feel there has not been a satisfactory settlement after step 1, they should submit a written grievance to the Vice President responsible for their department. It should explain the situation including action steps that have already been taken and the reasons why they feel the issue has not been resolved satisfactorily. The VP will discuss the grievance with them to arrive at a resolution.
- 3.** If employees still feel their concerns are unresolved after step 2, the next step is a written grievance to the President, with a copy to the Vice President, who will review the issue with the employee and the VP. The President may involve the Executive Leadership Team and/or others as deemed necessary and appropriate and will respond to the situation.

- C. In addition to the above-mentioned employee disputes, employees should not hesitate to contact their supervisor or the Director of HR to discuss any of their questions or concerns, whether it is an employment related issue or any other aspect of the Briercrest College and Seminary ministry.
 - 1. It is appropriate to respectfully discuss it with an employee in leadership who can direct the inquiry to the proper place if necessary. In many cases, discussing the question and receiving more information results in a satisfactory conclusion. If not, the above Grievance Procedure should be followed.
 - 2. It is not appropriate to remain quiet and become disillusioned or bitter, or to talk about the issue with other individuals who are not involved with it.
- D. Employees may present a grievance or take part in a grievance review without fear of reprisal.

III. Health & Safety

A. Occupational Health and Safety Committee

- 1. There is an OHAS Committee comprised of both workers and managers. Several meetings are held each year with the minutes posted on the HR Office bulletin board and on The Hub. Current committee members are listed on the minutes.
- 2. The committee functions to monitor the workplace and ensure that potential safety concerns are rectified. Complete annual safety inspections are conducted on all Briercrest buildings.
- 3. All employees must share the responsibility of creating and maintaining a safe work environment by following safe work practices. In addition, safety concerns should be communicated to employees' supervisors. If the concerns are not resolved quickly, they should be presented to one of the OHAS committee members.

B. Accident or Injury

- 1. All accidents or injuries that happen at work must be reported to the employee's supervisor even if the employee does not have to miss any work time. Proper documentation is imperative in case there is a future complication and need for an insurance claim.
 - i. Supervisors are required to fill out an incident report available from the HR office
 - ii. Employees are required to provide a written statement

2. A disability resulting from an accident or injury at work is covered by Worker's Compensation. If the accident or injury is not work related, the benefit is provided by the Group Insurance plan according to the current eligibility requirements.

C. Ergonomics

1. Employees who work at a desk and/or use a computer must be careful to avoid health related problems such as eyestrain, carpal tunnel, and tendonitis. Many of us think this won't happen to us but ergonomic related injuries are the fastest growing occupational health problem. Briercrest employees are also being affected by these injuries.
2. Hazards can exist in the design of the workplace, the workstation, tools, equipment, and the workflow. Ergonomics is concerned with identifying and controlling these hazards by reducing the physical, environmental, and mental stresses associated with a job.
3. The following websites provide excellent information for office and computer ergonomics as well as many other safety topics:
 - i. ergonomics.ucla.edu/office-ergonomics.html
 - ii. www.ccohs.ca/oshanswers/ergonomics/
4. Employees who require ergonomic considerations in their workspace are asked to contact the HR Office hr@briercrest.ca

IV. Personal Appearance

- A. Dress, grooming and personal cleanliness standards contribute to the morale of all employees and impact the business image Briercrest College and Seminary presents to students, customers, and visitors. We seek to establish a friendly and professional atmosphere in all departments.
- B. During business hours, employees are expected to present a clean and neat appearance, and to dress according to the requirements of their position. Employees who appear for work inappropriately dressed will be sent home and asked to return to work in proper attire.
- C. Employees should consult with their supervisor if they have questions as to what constitutes appropriate attire for their role.

V. Communications

A. Email Guidelines

Guidelines have been established to encourage the effective and efficient use of email, and are available on the Hub [Email List Policy](#).

B. Social Media Guidelines

Guidelines have been established for personal and institutional social media use, and are available on [the Hub](#).

C. Employee Gatherings

Employees are invited and encouraged to participate in various events throughout the year, including but not limited to:

- President's Chapel (most Wednesday's during school year)
- Employee Welcome Huddle (August)
- Employee Huddles (usually held monthly)