



**УКРАЇНСЬКА КАТОЛИЦЬКА ЕПАРХІЯ САСКАТУНУ
UKRAINIAN CATHOLIC EPARCHY OF SASKATOON**

HUMAN RESOURCE POLICY & PROCEDURE

This manual provides an explanation of the essential concepts for effective management of people and their jobs.

**Approved
9/1/2021**

Feast of the beginning of the Induction, that is, the New Year.



Ukrainian Catholic Eparchy of Saskatoon Українська Католицька Єпархія Саскатуну

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Dear Fr. Ivan:

Having reviewed the draft of the Human Resources Policy for the Eparchy of Saskatoon submitted to me on June 26, 2021, I would like to inform you as the person I appointed to complete this task that I am pleased to put my signature to this long-awaited document. This document, in my opinion, is a dynamic policy that will need to be revisited in the future as circumstances evolve. This will now allow us to use a template for revision of current contracts that should be updated and future contracts that will be signed by others.

It has indeed been a labour of love to have an expert in the person of Gary Mearns to review our current policy (or lack of one) some time ago. Another person I consider an expert in the area of HR is Shelly Kuzyk who responded to my request for an opinion. The monumental task of writing this up was done by yourself, Fr. Ivan Nahachewsky, Bohdan Popowych and Nestor Halaitso as well as reviews given by Cornelia Kyba, Deb Larmour and Iris Owchar.

I am confident this will put the Eparchy in a position to be proud of our HR practices and fair employment at the Chancery Office. Clearly, this will provide a model for the parishes and organizations of the Eparchy to follow.

In Christ,

✠ Bryan Bayda, CSsR

Eparch of Saskatoon

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INTRODUCTION

This Policy and Procedure Manual was established to create clear guidelines related to the terms and conditions of employment for employees and contractors of the Chancery Office. This is a living document which is intended to be reviewed regularly.

This document is meant for lay people hired as Chancery Staff. It shall be of interest to staff of organizations and parishes, but it is not binding to them. Clergy are not bound by this document. If, and when, a clergy member is hired as Chancery Staff, this document shall be of interest to the position and shall bridge the responsibilities and rights, as a clergy member and a Chancery Staff member.

Eparchial Policies which direct clergy behaviour are posted on the website.

ABOUT THE ORGANIZATION

The Ukrainian Catholic Eparchy of Saskatoon (Саскатунська Єпархія Української Греко-Католицької Церкви) is made up of deaneries, districts and parishes of varying degrees of activity. Lay people of the Eparchy are ministered to by the Eparchial Bishop, Eparchial priests, deacons, Monastic priests (Redemptorist Fathers and Hermitage of the Three Holy Hierarchs), as well as female religious orders (Ukrainian Sisters of St. Joseph and Sisters Servants of Mary Immaculate).

The head of the Eparchy of Saskatoon, with authority over the entire Church in Saskatchewan, is the Bishop.

Our History

The Apostolic Exarchate of Saskatoon was established on March 10, 1951, as a territory split off from the then Apostolic Exarchate of Central Canada. It was elevated to the status of Eparchy on November 3, 1956.

Bishop Andrew J. Roborecki was the first Eparchial Bishop of the Ukrainian Catholic Eparchy of Saskatoon from March 10, 1951, until his death on October 24, 1982.

Basil (Wasył) Filevich † was the Eparchial Bishop from Dec-05, 1983 to Nov-06, 1995.

Cornelius John Pasichny, O.S.B.M. † was the Eparchial Bishop from Nov-06, 1995 to Jul-01, 1998.

Michael Wiwchar, CSsR was the Eparchial Bishop from Nov-20, 2000 to May-02, 2008.

Bryan Joseph Bayda, CSsR was appointed as Eparchial Bishop June 27, 2008.

Our Mission and Vision

To adhere to all the tenets and beliefs of the Ukrainian Greek Catholic Church as proclaimed by the Magisterium of the Catholic Church, and our catechism, Christ Our Pascha.

SECTION I: EMPLOYMENT AND ORIENTATION

1. Employment Categories

- 1) Full-time Employees are those who are on the organization's payroll who work 40 hours per week.
- 2) Part-time Employees are those who are on organization's payroll who work less than 40 hours per week. They are subdivided into two categories:
 - a) Part-time scheduled employees are employees whose days of work are determined with the employer.
 - b) Flex-time employees are employees who have a variable schedule as outlined in their Letter of Offer.
- 3) Contractual Employees are contracted to complete a particular task.

2. Recruitment Policy

- 1) Prior to the posting of a position the Bishop's approval for the creation of the position needs to be obtained.
- 2) A position should be advertised in parish bulletins and on the Eparchial Website. The position can be advertised in other media when deemed appropriate.
- 3) In certain circumstances, as determined by the Bishop, a position can be filled without the position being posted.

3. Selection Policy

- 1) The Bishop may appoint persons to review all applications and check references in order to prepare a short list of applicants.
- 2) The Bishop may appoint an Interview Committee of three people to advise him on the final hiring decision. If the position to be filled involves a ministry, then a representative of the Eparchial Pastoral Council could be part of the Interview Committee.

4. Statement of Faith

- 1) All volunteers and employees are expected to conduct themselves in accordance with the tenets of the Catholic Faith.
- 2) All employees will be required to sign a Statement of Faith as part of their Letter of Offer. (Appendix 1.3)

5. Criminal Record Checks

- 1) All employees will be required to submit to a Criminal Record Check and Vulnerable Sector Check prior to initial employment.
- 2) Annual attestation form will be required. Furthermore, employees are required to report charges or convictions as soon as reasonably possible.
- 3) The cost for the CRC/VSC is to be paid by the applicant. For the employee's subsequent costs for CRC/VSC will be reimbursed by the Episcopal Corp.

6. Job Description

- 1) To ensure that each position within the Chancery Office has clearly defined requirements and responsibilities, a Job Description is to be established, reviewed on a regular basis, and updated as necessary for each position.
- 2) A Job Description must contain the following:
 - position title
 - direct supervisor
 - hours of work, employment status (full or part-time)
 - responsibilities/duties
 - qualifications and requirements: education, experience, knowledge, communication skills
- 3) The Job Description is to be reviewed and signed by each employee on date of employment.

7. Offers of Employment and Contracts.

Once the final hiring decision has been made by the Bishop, the Office Administrator will provide the required documents for completion of the hiring process. The documents may vary depending on the type of employment (Employees on payroll or Contract Workers).

1) Employee on Payroll

- a) An employee shall sign a Letter of Offer outlining their employment terms and conditions (see Appendix 1.1 for the Template). They shall also sign a copy of their Job Description.
- b) An employee shall also sign the Statement of Faith & Mission and Confidentiality Agreement. (See Appendix 1.3 and 1.4 for the Templates.)
- c) An employee shall be provided with a date for completion of the Safeguarding Policy training.
- d) An employee shall complete all required CRA documents.
- e) Employees eligible for Group Benefits Plan shall complete the accept/refusal form. (See Appendix 1.6 for the Template.)

2) Contract Worker

When hired on contract (see Appendix 1.5 for a Template), the individual will be provided with a written contract stating:

- The nature of the work being contracted.
- The remuneration and method of receiving payment for services (monthly invoices are the most common).
- The duration.
- A clear statement that there are no benefits provided.
- The method of terminating the contract.

8. Personnel and Contract Records

1) Ukrainian Catholic Episcopal Corporation of Saskatchewan, as an employer, must keep personnel files including payroll records for each employee.

a) The following information should be kept as a hard copy in the personnel file:

- Signed Letter of Offer with a Job Description.
- End date of employment when applicable (ROE).
- Personnel Tax Credits Return (TD1).
- Resume and Letters of Reference.
- Copies of the CRC/VSC (originals shall be kept in the Covenant of Care file).
- Letters of Commendation and Performance Reviews.
- Formally modified Work Arrangements.

- Statement of Faith and Mission.
 - Confidentiality Agreement.
- b) The following information should be kept in the payroll records:
- Updated rate of pay.
 - Total wages paid.
 - Dates on which each vacation is taken.
 - The amount paid to the employee with respect to each vacation to which the employee is entitled and the date of payment.
 - The amount paid to the employee with respect to each public holiday and the date of payment.
 - T4 Statement of Remuneration paid.
 - Maternity and/or Parental Leave.
 - Group Health Enrolment.
 - All deductions from wages.
 - Records of overtime/banked agreements.
 - Time sheets which indicate hours at which work begins and ends each day; the total number of hours worked each day/month.
- 2) Access to personnel files is limited to the Office Administrator, Chancellor, and the Bishop or his designate. The information in the file is strictly confidential and is not to be released without written authorization by the employee, except as required by law.
- 3) Payroll Records must be kept for five years after employment ceases.
- 4) Personnel Records should be archived after employment ceases.
- 5) Episcopal Corporation must keep records for all Contracts for Services including signed copies and monthly invoices.

9. Orientation of New Employees

Successful candidates for Employee positions in the Eparchy of Saskatoon who, have already responded to a job advertisement, understood that their qualifications match the job description, have passed through an interview process, are standing on the starting line of not only a new job but also a response to a call from God. They have spoken formally and/or informally with the Eparchial Bishop or his delegate, their direct supervisor, and perhaps other Eparchial personnel. Introductions will be made. Presentations on the HR Policy, Safeguarding Policy and the

Organizational Chart will be given. A physical tour of the Chancery Office will be provided, highlighting fire exits and extinguishers and First Aid Station. Required keys, codes, passwords will be issued. An online tour of the Eparchial Website will be given. If the successful candidate lacks membership in or experience of the Ukrainian Catholic Church, then catechetical instruction will be made available. Ample opportunity for Q & A will be provided at the beginning and throughout their employment.

SECTION II: COMPENSATION

1. Salaries

All employees will have their salaries confirmed in the Letter of Offer. Salaries will be reviewed annually and may be adjusted for cost-of-living increase or other adjustments during the organization's budget process.

1.1 Payroll period

- 1) All employees are paid on the monthly basis.
- 2) Employees are paid on the last working day of the month.
- 3) If a payday falls on a Saturday, Sunday, or Statutory Holiday, employees will be paid on the last working day prior to the regular payday.
- 4) Employees are responsible for submission of the Timesheet to the Office Administrator at least one day prior to the regular payday.

1.2 Payroll Deductions

- 1) As required by the Provincial and Federal legislation, all mandatory taxes and/or garnished payments will be deducted from each pay cheque which include:
 - Income Tax,
 - Canada Pension Plan (CPP), and
 - Employment Insurance (EI).
- 2) The calculation of the CPP contributions, EI premiums, and Income Tax deductions are based on the amounts the employer pays employees. For information, see [Calculating deductions.](#)
- 3) The employer must remit the CPP contributions, the EI premiums, and Income Tax deducted, along with the employer's share of CPP contributions and EI premiums.

- 4) Employee's portion of the Group Insurance cost will be deducted from each pay cheque if applicable.
- 5) The employer will not reduce any mandatory taxes for an employee however additional taxes can be deducted if written instructions are provided by the employee.
- 6) Each employee will receive a T4 statement for Income Tax purposes which identifies all earnings and deductions made during the calendar year. T4's will be distributed by the end of February following the year for which the T4 is required.

1.3 Work Schedules

Work schedules are unique to each employee and are outlined in their Letter of Offer.

1.4 Overtime

- 1) All overtime must be authorized prior to hours being worked. All overtime is paid at a rate of time and a half. Hours are limited to what is agreed upon in the Letter of Employment. Formalized modification can be agreed upon under certain circumstances.
- 2) If the nature of the project puts an employee over the hours of work specified and the employee agrees to do so, then the employee will receive time off in-lieu-of by the end of calendar year. Exceptions may be considered.
- 3) Banked hours will be recorded on the employee's time sheet.

2. Breaks

1) Meal Breaks

- a) Employees are entitled to an unpaid meal break of at least 30 minutes within every five hours of work.
- b) An employer must provide an employee with an unpaid meal break at a time or times necessary for medical reasons. The employee is expected to work with the employer to set up a satisfactory schedule.
- c) An employer is not required to give a meal break where there is an unexpected, unusual, or emergency circumstance, or if it is not reasonable for an employee to take a meal break. If an employee is directed to work or be at an employer's disposal during a meal break, the employee must be paid for the time.

2) Coffee Breaks

The legislation does not require the employer to provide coffee breaks. However, if coffee breaks are provided, they are paid breaks.

3. Miscellaneous pay

3.1. Receiving Honorariums

- 1) An honorarium is a token payment for services to the employee, guest speaker or volunteer involved in performing events or tasks. There is no expectation of an honorarium when the event or task is performed during working hours.
- 2) A donation towards the Ministry may be received.
- 3) An employee on their own time may receive an honorarium.

3.2. Distribution of Honorariums

- 1) Episcopal Corporation may choose to grant an honorarium to the individual. The criteria for these payments include:
 - They are nominal - \$500 or less in a calendar year.
 - They are made to an individual for voluntary services for which fees are not legally or traditionally required.
 - They are not reflective of the value of the work done.
 - They are made on a one-time or non-routine basis to an individual as a “thank you”.
- 2) If honorarium is greater than \$500 or agreed upon payment, this constitutes a contractual arrangement.

3.3. Gifts

The gift policy provides guidance to the employees about what is and is not appropriate to accept as a token of appreciation from an Eparchial event:

- No employee shall accept money.
- Gifts such as cups, pens, wine, flowers, fruit baskets, gift cards etc. are acceptable.
- All gifts exceeding nominal value (\$100), are not acceptable.

4. Resignation and Retirement

4.1 Resignation

- 1) Employee terminating work agreement shall give 30 days of written notice.
- 2) When an employee chooses to stop working the employee’s supervisor and/or Office Administrator shall:

- a) Ensure employee has submitted a Letter of Resignation with the effective date in writing.
 - b) Inform employee that all information about his/her resignation will be submitted to the Group Life and Extended Health provider.
 - c) Obtain a summary of project work, documentation, location of files (physical and electronic), and any other items related to the transfer of knowledge.
 - d) Advise employee to transfer any electronic work files from personal drive to Eparchial shared drive or hard drive (if applicable).
 - e) Develop a transition plan for departing employee's workload.
 - f) Communicate work transition plan to those affected by the change.
 - g) To ensure that all eparchial property be returned at the time of resignation, including but not limited to:
 - Keys, passwords, security codes;
 - Laptops, computer storage devices, cell phones, etc.
- 3) The Record of Employment (ROE) shall be submitted to Service of Canada. A copy of the ROE shall be given to the employee, and another will be placed into the personnel file.

4.2 Retirement

- 1) There is no mandatory retirement age.
- 2) If the employee is between the ages of 60 and 65 and works while receiving CPP, the employer and employee must make CPP contributions.
- 3) If the employee is between the ages of 65 and 70 and works while receiving CPP, the employee may choose whether or not to contribute to the CPP.
- 4) To stop contributing, the employee must provide employer with the completed Canada Revenue Agency (CRA) form [CPT30 Election to stop contributing to the Canada Pension Plan](#), or revocation of the prior election.
- 5) Once an employee has chosen a retirement date, he/she should send the Government of Canada Pension Centre a copy of their resignation letter along with employer's letter of acceptance. A copy of these documents needs to be added to the personnel file.
- 6) When an employee chooses to stop working the employee's supervisor and/or Office Administrator shall:
 - a) Ensure employee has submitted a Letter of Retirement with the effective date in writing.
 - b) Inform employee that all information about his/her retirement will be submitted to the

Group Life and Extended Health provider.

- c) Obtain a summary of project work, documentation, location of files (physical and electronic), and any other items related to the transfer of knowledge.
- d) Advise employee to transfer any electronic work files from personal drive to Eparchial shared drive or hard drive (if applicable).
- e) Develop a transition plan for departing employee's workload.
- f) Communicate work transition plan to those affected by the change.
- g) To ensure that all eparchial property be returned at the time of retirement, including but not limited to:
 - Keys, passwords, security codes;
 - Laptops, computer storage devices, cell phones, etc.
- 8) The Record of Employment (ROE) shall be submitted to Service of Canada. A copy of the ROE shall be given to the employee, and another will be placed into the personnel file.

5. Termination

- 1) Employees must be provided with written notice when being terminated. Where no notice is provided, the employer will provide pay instead of notice equal to the amount of notice the employee is entitled to. To calculate pay instead of notice, take the employee's normal weekly wage for the last 13 weeks of work and multiply by the working notice requirement.

The minimum amount of notice is based on how long an employee has been working.

Employee's Period of Employment*	Minimum Period of Working Notice
more than 13 consecutive weeks but one year or less	one week
more than one year but three years or less	two weeks
more than three years but five years or less	four weeks
more than five years but 10 years or less	six weeks
more than 10 years	eight weeks

*Periods of employment are defined as any period of employment that is not interrupted by more than 14 consecutive days of employment.

Note: If employee is laid off for more than 14 consecutive days and returns to work, his/her period of employment restarts at zero.

- 2) Notice is not required if:
 - the employee has not worked for the employer for at least 13 weeks;

- the employee quits;
 - just cause (See Section III, subsection 5 for just cause) for termination exists; or
 - the employer provides the employee with pay instead of notice.
- 3) Pay instead of notice is not required if:
- the employee has not completed 13 consecutive weeks of employment;
 - the employee quits or retires; or
 - the employee is dismissed for just cause.
- 4) When an employee is terminated, the employer must, within 14 days, pay:
- all wages owing;
 - all vacation pays and statutory holiday pay owing; and
 - any pay instead of notice.

If a pay day falls within the 14-day period, the employer must provide the employee's pay on that day.

6. Group Insurance Plan

- 1) All employees who are on the corporation's payroll and working more than 20 hours per week are eligible for group benefits coverage.
- 2) All eligible employees must enroll in the life insurance and disability coverage of the Group Health Plan. The cost of this portion of the plan is paid by the employee.
- 3) Employees must enroll in the extended health and dental coverage of the plan unless they show proof that they are covered by another health and dental plan.
- 4) The employer will cover 50% of the cost of the extended health and dental plan.
- 5) One-twelfth of the employee's portion of the insurance cost will be deducted from each pay cheque.

The employee's payment of the premium will be applied:

- to the long-term disability portion;
 - to the life insurance portion;
 - to the dependent life insurance portion (if any);
 - to the dental and extended health premium.
- 6) Any portion of the life insurance and dependent life insurance premiums paid by the employer will be recorded as a taxable benefit to the employee.
 - 7) Employees will indicate their insurance choices to the Office Administrator upon commencement of the employment. Employees will sign the waiver form if choosing not to participate in the Group Benefit Plan. (See Appendix 1.6.1)

7. Expense reimbursements

- 1) The employee shall be reimbursed on preapproved expenses. Employee budgets constitute preapproved expenses.
- 2) All expenses outside employee budgets require preapproval by the employee's supervisor or Office Administrator.
- 3) The employee must submit original receipts with the Expense Reimbursement Form. (See Appendix 4)

7.1 Mileage reimbursement

- 1) Mileage reimbursement is paid to compensate for expenses incurred through work-related business travel using an employee's private vehicle.
- 2) Current mileage reimbursement rates:
 - for employees it is 50 cents per kilometer.
 - for preapproved volunteers it is 25 cents per kilometer for a maximum of 2 meetings a year.
- 3) Employees will submit monthly Expense Reimbursement Form (see Appendix 4) which includes the purpose of travel. This record will be available for seven years in case a request from CRA is made for it.
- 4) To manage mileage reimbursement costs and to reduce wear and tear on an employee's vehicle, a rental vehicle should be considered.

7.2. Travel

- 1) Reimbursable expenses will be determined and preapproved on a case-by-case basis. These expenses may include, but are not limited to:
 - Transportation (including local travel costs);
 - Accommodation;
 - Legal document fees (visas);
 - Required/necessary medical expenses (vaccinations);
 - Meal expenses to a maximum of \$40 per day (breakfast \$12, lunch \$18 and supper \$20).
- 2) Within month of return from the trip the employee shall submit the Expense Reimbursement Form including all relevant receipts and bills to the Office Administrator.

8. Annual Vacations and Vacation Pay

Employees are eligible for the following vacation leave entitlements:

- Episcopal Corporation grants to its employees, full and part-time, 3 weeks of vacation after the first year of employment is completed. and 4 weeks after the second year is completed.
- There will not be any vacation time granted for an employee during their 6-month probation period. Vacation time can be claimed after it is earned.
- Earned vacation time is not lost because of an approved leave.

8.1. Taking Vacation Days

- 1) Episcopal Corporation and its employee should have an agreement on when the annual vacation will be taken.
- 2) An employee can take a single block vacation period or multiple blocks of vacation periods. Employees can request vacation time by submitting the Request of Leave Form after having discussed this with the employer. (See Appendix 2)
- 3) If an agreement cannot be made, the employer can schedule the employee's vacation.
- 4) If a statutory holiday falls during the employee's annual vacation, the employee's vacation time used will be reduced by one day.

8.2. Cancelling an Employee's Approved Vacation

If an agreement has been made on when the annual vacation time will be taken and an employer cancels or reschedules an employee's vacation, the employer must pay all non-refundable deposits, penalties, and other pre-paid expenses related to the vacation. The employee must provide receipts for these expenses (e.g., hotel room, airfare, and other expenses).

8.3. Vacation Carry-Over

Entitled vacation dates can be carried forward for a period not exceeding 12 months; except with approval of this with the supervisor.

8.4. Annual Vacation Pay

- 1) The vacation pay calculation is designed to give employees their average wage while away on annual vacation. Vacation pay is calculated on an employee's salary for a year of employment or portion of a year which includes all earnings (salary, bonuses,

statutory holiday pay, previously paid vacation pay etc.). Vacation pay will be paid on employee's normal monthly payday.

- 2) There are two options for annual vacation payout:
 - a) Payout in each cheque (Preferred for part-time employees).
 - b) Payout at time of vacation.
- 3) Each employee's pay stub must identify all earnings including vacation pay.
- 4) Employees who resign or have their employment terminated will receive vacation pay on their final cheque. Payment must be made within 14 days after the day that the employment ends.

9. Statutory Holidays/Office Closures

- 1) Episcopal Corporation observes all Saskatchewan Statutory holidays and the conditions under which these holidays are granted. Employees will receive stat holiday pay in the month it occurs. For full-time employees who are required to work during the statutory holiday they will be paid at a rate of time and a half. As Saskatchewan labour legislation states there are 10 statutory holidays per year in Saskatchewan:
 - New Year's Day – January 1
 - Family Day – Third Monday of February
 - Good Friday
 - Victoria Day – Third Monday of May
 - Canada Day – July 1
 - Saskatchewan Day – First Monday of August
 - Labour Day – First Monday of September
 - Thanksgiving Day – Second Monday of October
 - Remembrance Day – November 11
 - Christmas Day – December 25
- 2) In addition to the statutory holidays, the Episcopal Corporation grants to its employees 2 additional days off with pay:
 - Boxing Day - December 26
 - Easter Monday
- 3) Additionally, Christmas Eve - December 24th and New Year Eve - December 31st after 12 p.m. our office will be closed. Full-time and scheduled employees will receive their regular pay.

10. Leaves of Absence

Employees may request work leaves to take care of unusual circumstances and other life events. Request may include, but not limited to pregnancy/maternity, parental responsibilities, family emergencies, illness, injury, bereavement, voting, jury, and military duties.

10.1. Absence Due to Illness or Injury

The Saskatchewan Employment Act provides job protection to employees who are absent from work due to illness or injury or are absent due to the illness or injury of a family member if certain conditions are met.

No discriminatory action can be taken against employees with at least 13 weeks of employment because of absence due to an illness or injury. The required 13 week period of employment is waived for employees who are taking [Public Health Emergency Leave](#).

The absence cannot exceed:

- A total of 12 days in a calendar year if the illness or injury is not serious;
- 12 weeks in a period of 52 weeks if the illness or injury is serious; or
- 26 weeks in a period of 52 weeks if the employee is receiving benefits under The Workers' Compensation Act.

For more information about the job-protected leaves in Saskatchewan see **Saskatchewan Protected Leaves: Family, Medical and Service:**

<https://www.saskatchewan.ca/business/employment-standards/job-protected-leaves>.

10.2. Sick leave

- 1) The Episcopal Corporation provides its full-time employees with paid sick leave of one and one-quarter days per month.
- 2) For part-time employees, sick leave is accrued on a pro-rated basis of one and one quarter (1 ¼) working days per month, based upon their regular hours of work.
- 3) Sick leave is accrued, to a maximum of 15 days, from the commencement of employment but cannot be claimed until after 6-month probationary period.
- 4) Employees are to notify, their immediate supervisor, in a timely manner, of any absences related to illness, injury or medical/dental appointments.
- 5) An employee may be requested to provide proof related to their absence.
- 6) Employees are not eligible for paid sick leave during periods of personal leaves.
- 7) Employees who are on leave more than one (1) month do not accrue sick days. Employees who are on leave for less than a month continue to accrue sick days.
- 8) Accrued sick days will not be paid out.

10.3 Medical/Dental Appointments

- 1) Employees can be granted time off for medical/dental appointments including tests, examinations, and/or treatment/therapy provided by physicians, dentists, psychologists, chiropractors, physiotherapists, or other health care professionals/practitioners.
- 2) Procedure:
 - a) Employees should notify their supervisor of upcoming medical/dental appointments.
 - b) Employees can elect to exercise one of the following options which needs to be communicated to their supervisor:
 - use their paid sick leave (only after completion of probationary period);
 - take it as unpaid time/unpaid leave of absence;
 - use banked hours;
 - work the time back.
 - c) The employee's time sheet must accurately reflect the option selected.

10.4 Compassionate leave

- 1) Employees may request a paid compassionate leave in event of death or serious illness of an immediate family member. "Immediate family" includes spouse, child, parent, grandchild, sibling, grandparent, and in-laws.
- 2) Full-time employees are entitled to four (4) paid days of compassionate leave annually.
- 3) For part-time employees, compassionate leave is pro-rated based upon their regular hours of work.
- 4) An employee may request unpaid compassionate leave days for other circumstances. Unpaid compassionate leave can be taken separately or jointly with paid compassionate leave.

10.5 Compassionate Care

- 1) Compassionate Care leave is an unpaid, job-protected leave of up to 28 weeks. This can be taken in single or multiple blocks of time within a 52-week period providing no block is shorter than one week in duration. The leave is intended to provide employees the opportunity to provide care and support to a family member who is gravely ill and who has a significant risk of death within 26 weeks.
- 2) To be eligible for this leave, an employee must have worked with the employer for more than 13 consecutive weeks. Written notice must be provided to the employer as soon as

possible before the leave begins. The employee must provide a doctor's note at the employer's request. The employee must notify the employer of their intended return to work date as soon as possible.

- 3) Employees who take this leave may be eligible for Employment Insurance Compassionate Care Benefits through Service Canada. For more information contact Service Canada.

10.6 Maternity, Parental and Adoption Leave Benefits

10.6.1 Maternity Leave

- 1) Pregnant employees can get 19 weeks of maternity leave.
- 2) An employee whose pregnancy terminates up to 13 weeks before the estimated date of birth due to a miscarriage or a stillbirth may also take 19 weeks of leave.
- 3) An employee must give four weeks' written notice prior to commencement of leave. This notice must include a medical certificate that states the estimated date of birth. The note should also provide the estimated date of return to work.
- 4) A pregnant employee who can provide a medical certificate saying they must stop work for medical reasons may leave work immediately. The employee is not required to start maternity leave at this time and can delay the start of the 19-week maternity leave up to the estimated date of birth.
- 5) Maternity leave can start at any time during the 13 weeks before the estimated date of birth, but no later than the date of birth. If the employee does not give the employer at least four weeks' written notice before starting leave, the 19-week maternity leave is reduced to 15 weeks. The 15-week leave can start at any time during the nine weeks before the estimated date of birth.
- 6) If the actual date of birth is later than the estimated date of birth, the employee is entitled to not less than six weeks' leave after the actual date of birth.
- 7) Maternity leave can be extended six weeks (for a total of 25 weeks) if there is a medical reason for not returning to work. A medical certificate is needed for this extension.
- 8) Employers and employees can agree to a longer leave. To prevent misunderstanding, such agreements should be in writing.

10.6.2. Adoption Leave

- 1) The primary caregiver of an adopted child can take 19 weeks of adoption leave. Only

the primary caregiver of an adopted child can get adoption leave. The adopting family decides who the primary caregiver will be.

- 2) The employee shall provide the employer with written notice four weeks before the adoption leave starts.
- 3) Adoption leave starts on the day the child becomes available for adoption or the child comes into the employee's care.

10.6.3. Parental Leave

- 1) Parental leave can be taken following maternity leave and adoption leave, or it can be taken on its own. When a parent taking maternity or adoption leave also takes parental leave, the parental leave must be taken consecutively with the maternity or adoption leave.
- 2) If one parent takes both maternity or adoption leave and parental leave, the parental leave must be taken any time in the period between 13 weeks before the estimated date of birth and 78 week after the actual date of birth or date the child comes into the employee's care.
- 3) If the parent taking parental leave is not the same parent who took maternity or adoption leave, parental leave must be taken any time in the period between 13 weeks before the estimated date of birth and 86 weeks after the actual date of birth or the date the child comes into the employee's care.
- 4) The parent who took maternity or adoption leave is eligible for 59 weeks of parental leave. Parents who did not take maternity leave or adoption leave are eligible for up to 71 weeks.
- 5) 13 weeks of employment is a prerequisite for parental leave.
- 6) At least four weeks written notice must be submitted before leave is to begin. The new estimated date of return to work should be included in the notice. The parental leave notice can be included with the maternity or adoption leave notice.

10.7. Jury Duty

- 1) Employees are to notify their supervisor as soon as possible upon receipt of the subpoena.
- 2) Employees will not receive their regular pay while attend court for the purpose of jury selection and/or while serving on a jury during their regular scheduled working days. Jurors are paid by court for each day or part of a day that they sit.

10.8. Voting

- 1) Every employee is entitled to three consecutive hours for the purpose of casting their vote.
- 2) Where an employee has three (3) consecutive hours that fall within the voting hours and outside of the scheduled work hours, there is no obligation to provide paid time off from work.
- 3) Employees are provided with paid time off where they do not have three consecutive hours free from work while the polls are open. The time off may be granted at the convenience of the employer.

11. Employee Assistance Program (EAP)

- 1) The Episcopal Corp does not have an EAP, however employees who are enrolled in the benefits plan can access resources available.
- 2) In addition, the Chancellor and the Family and Life Director are available for consultation.

12. Education, Training and Professional Development

- 1) The Episcopal Corporation promotes and supports staff development, including training and education opportunities. Staff development requests are subject to budgetary conditions and operational requirements and prerequisites.
- 2) If the employer requests the employee to undertake professional development the employer will pay for the training and associated costs, e.g., tuition, registration fees, travel, accommodation, meals, leave time.
- 3) If an employee requests to undertake professional development such authorization may be granted.
- 4) When requested permission is granted, expenses may be paid, shared, or denied.
- 5) Employees will complete the Request of Leave Form (See Appendix 2) and submit it for approval to their supervisor in a timely manner.
- 6) The authorization process may involve consultation with the Financial Officer, Chancellor and Bishop.

SECTION III: EMPLOYEE CONDUCT AND DISCIPLINE

1. Attendance

- 1) Employees are required to fulfill operational responsibilities according to their Letter of Offer.

- 2) Employees submit their hours of work by submitting their timesheet. A timesheet assists the employer in tracking:
 - worked hours
 - time off work because of a leave (sickness, education, etc.)
 - vacation
 - overtime
- 3) Employers may review the employee's attendance pattern and take appropriate actions as required.

2. Office Attire

Employees and volunteers are expected to maintain personal hygiene and modest dress.

3. Performance Management

- 1) Supervisor may choose to conduct a performance review with the employee based on their job description.
- 2) An employee may request such a review with their supervisor.

4. Termination for Just Cause

- 1) The Episcopal Corporation may choose to terminate employment without notice for just cause. For less severe cases documented discussions will occur, however a maximum of 3 documented discussions is cause for termination.
- 2) Just cause includes, but is not limited to:
 - theft
 - fraud
 - dishonesty
 - misrepresentation of academic/professional and experience qualifications
 - sexual harassment/assault
 - physical assault
 - breach of duty or fidelity
 - conflict of interest
 - willful disobedience/insubordination
 - chronic absenteeism/lateness
 - unauthorized absence(s)
 - incompetence

- verbal or written threats
- inappropriate use of computer/internet or email
- undermining of the Eparchial Mission/Values or Policies
- causing discredit to the Eparchy
- acts of vandalism
- failure to comply with conditions of Employment
- failure to comply with the Safeguarding Policy.

3) Procedure for Termination is as follows:

- a) The supervisor, in consultation with the Bishop and possibly the solicitor, must review all relevant documentation and evidence, including any information obtained from an investigation.
- b) Acting on the Bishop's decision, written notice, including the terms of termination, is to be given to an employee.
- c) The termination of an employee should occur in person, whenever feasible.
- d) All Eparchial property, including but not limited to:
 - keys, security codes, website passwords
 - laptops, cell phones, computer storage devices
 is to be returned at the time of termination.

5. Conflict of Interest

- 1) Employees shall avoid any conflict-of-interest situations, in which their private interests or the private interests of a relative or an associate, might benefit them financially or otherwise.
- 2) Employees shall report to their supervisor any conflict-of-interest situations.
- 3) Failure to report such potential or actual conflict-of-interest will result in disciplinary action taken.

6. Fraud Prevention

- 1) The Chancery Office is an honest, open, and well-intentioned working environment. Episcopal Corporation will not tolerate any acts of "Fraud" among its employees and volunteers.
- 2) All personnel are responsible for detecting and preventing fraudulent activities in their respective work areas. They are responsible for safeguarding Eparchial resources and ensuring that those resources are used only for authorized purposes in accordance with Eparchial rules, policies, and applicable federal and provincial laws.
- 3) Employees shall not disclose confidential and proprietary information to outside parties.

- 4) Reconciliation of bank accounts shall be done on a monthly basis. An annual audit shall be performed.
- 5) Suspected fraudulent activities must be investigated and may be referred to the appropriate authorities.

SECTION IV: CONFLICT RESOLUTION

- 1) The HR policy ensures every employee of the Episcopal Corporation is justly treated, receives adequate and fair compensation, and shares in a work-friendly environment.
- 2) Grievances are addressed in the following manner:
 - Direct discussion
 - Contact your supervisor, the Office Administrator and/or the Eparchial Safeguarding Coordinator. If the conflict cannot be resolved it will be referred to the Bishop.
- 3) Employees have a right to seek external remedies.

SECTION V: OCCUPATIONAL HEALTH AND SAFETY

1. Workplace Health and Safety

- 1) Episcopal Corporation strives to follow occupational health and safety legislation and regulations. It ensures that building systems are properly maintained to provide a safe environment.
- 2) All personnel will know and understand the hazards associated with their daily tasks and will perform duties with safety in mind. All personnel will report to work fit for duty.
- 3) All personnel must report any incident or concern regarding occupational health and safety to their supervisor.

2. Smoking

- 1) The Chancery Office is a smoke-free workplace. Eparchial office personnel and visitors will be advised of the policy and their compliance is required.
- 2) Employee non-compliance may result in disciplinary action.
- 3) Visitors who are not compliant with the policy will be required to leave the property.

3. Alcohol, Drugs & Other Substances of Abuse

- 1) Employees and volunteers are responsible to maintain their own personal, spiritual, physical, and psychological health.

- 2) Illegal drugs and marijuana are prohibited on the premises and while representing the Eparchy. Abuse of alcohol or any drugs is also prohibited.
- 3) Employees and volunteers are responsible to recognize in themselves and their peers, to the best of their abilities, warning signs that indicate problems resulting in substance abuse.
- 4) If the employer suspects substance abuse, conversations will ensue, which may lead to referrals or disciplinary action.

4. Scent-Free Environment

- 1) We recognize that employees and visitors to our offices may have sensitivity or allergic reactions to various fragrant products, therefore the Chancery Office is a scent-free workplace.
- 2) Scented product, natural or artificial, including but not limited to perfumes, colognes, lotions, incense, and candles should not be worn or brought into the workplace.

5. Workplace Injury Management

- 1) All employees including part-time, temporary, and probationary employees, are eligible for Workers' Compensation Benefits in the event of an injury arising from or in the course and scope of their employment.
- 2) The First Aid kit is located in the hallway near the main entrance. Employees are to be made aware of its location at the time of their orientation.
- 3) [Injuries](#) and/or accidents are to be reported immediately by an employee to their supervisor and/or Office Administrator and the required [Workers' Compensation Forms](#) are to be completed promptly by the employee and their supervisor. Standard report must include:
 - Employee details
 - Time and location of the injury/incident
 - Details of the injury including:
 - Part of the body injured
 - Time lost
 - Name of the first aid attendant
 - Details of first aid treatment
 - Details of any investigation of the incident
- 4) Injuries and/or accidents, resulting in no work time lost are still required to be reported and the applicable forms submitted to Workers' Compensation in case at some future date, the injury or accident results in becoming a work time-lost injury.

- 5) All injuries or accidents should be documented for possible eligibility of benefits under Employee Group Benefits Plans, i.e., Long Term Disability.

SECTION VI: SAFEGUARDING POLICY

- 1) The Eparchy does not tolerate physical, verbal, or sexual abuse. In a spirit of common mission, all who work together on behalf of Christ's Church must be alert to even the beginnings of abuse or misconduct. This may necessitate reporting an accident to the Eparchial Safeguarding Coordinator.
- 2) The Eparchial Safeguarding Policy, including Electronic Communication and Technology & Abuse and Misconduct Policy, is a code of conduct which is designed to create safe and respectful church community, healthy ministerial relationships, and to protect people from abuse and the harm that results. The current policy was promulgated on December 9, 2020 and is posted on the Eparchial website. All employees must adhere to current policy.

See [Eparchial Safeguarding Policy for more information](#).

SECTION VII: COMMUNICATIONS AND PUBLIC RELATIONS

- 1) It is the purpose of the Eparchy of Saskatoon's communication policy:
 - To maintain and promote the public image of the Eparchy, its parishes, and institutions.
 - To ensure that this image is presented in a consistent and professional manner.
 - To reflect accurately the position of the Church in public discourse.
 - To ensure that sensitive issues are communicated directly and honestly.
 - To ensure that media coverage of Church activities is carried out in a respectful manner.
- 2) The Communications Coordinator can assist employees in the following areas:
 - Provide pertinent Church news and information to the faithful.
 - Assist in gathering, verifying, and distributing policies, standards, and communiques.
 - Maintain familiarity with clergy, parishes, and networking contacts throughout the country.
 - Design and coordinate advertisements.
 - Maintain the Eparchial Web Site.
 - Synthesize and prioritize items submitted for the Eparchial Web Site.
 - Ensure that members of the Eparchy are recruited to serve in the communication network.
 - Assist ministry offices and organizations to develop their web pages.

- 3) The Communications Coordinator is to be contacted:
 - a) Whenever an employee of the Episcopal Corporation, its parishes or institutions are approached by the media for an interview.
 - b) To arrange a news conference or news release. These should be limited to important issues and topics.
 - c) For assistance in arranging coverage in local news and Catholic media. Staff are encouraged to anticipate upcoming newsworthy events well in advance.
 - d) Whenever an unanticipated event is likely to interest the news media, or when media arrive at the church property without prior notice.
 - e) Whenever there is a potential for either negative or positive news reaching the media. The Coordinator will treat such information confidentially as required.
 - f) Whenever media outlets ask to record job-related events.
- 4) The Social Media Coordinator is responsible for ensuring our Eparchy's presence in the social media.
- 5) All employees shall review the Eparchy's Safeguarding Policy as it pertains to dealing with any communication with media of any kind in order to ensure their compliance with the policy.

SECTION VIII: PROPERTY AND SECURITY

1. Office Security

The safety and security of our employees, visitors and tenants is important. Adherence to this policy is required by all.

- 1) The Chancery Office building has a security system that is monitored by SecurTek. Each employee at the Chancery is given:
 - Front door code
 - Alarm code
 - Alarm password
 - Keys for access
- 2) SecurTek's contact personnel are: The Office Administrator, Deacon M. Yamniuk and the Communications Coordinator.
- 3) There may be charges for false alarms. Due care and attention of all employees regarding the security system is appreciated.
- 4) There are two (2) keypads, one at the front door and the second at the garage door.
- 5) Garage overhead doors are opened by remote. The door from the Garage to the Chancery office requires a key.

- 6) Entering the building:
 - a) Press the “#” button. If the system is "Ready to Arm" no further action is required. If the system is "Entry is Active Disarm System” enter the security code.
 - b) If you happen to trip the alarm, press the "#" button and enter the code again. Then go to the administrator`s office and wait for the call from SecurTek or call them at 1-877-777-7590. SecurTek will require the password.
- 7) Exiting the building:
 - a) If you are the last person to depart the building, press on the "#" key to check if the system is armed, then press and hold "Stay" button for 3 seconds. The security panel will show “Exit Delay in Progress”. The exit delay time on the SecurTek is 45 seconds. Always make sure that all doors are closed when setting the alarm.
 - b) If you happen to trip the alarm, please follow the same procedure as 6 b.
- 8) On workdays, before and after the hours of 9:00 am and 5:00 pm., weekends, and statutory holidays, the system is armed. If you are working during these hours for your own security, please arm the system. On exiting disarm the system and rearm it before you leave the building.
- 9) All external doors are to remain closed and locked at all times.
- 10) Before leaving, please do a quick scan of your area to ensure all lights are off, all windows and doors are closed and locked, electrical appliances are turned off, and valuables and confidential materials are locked away. If you are the last person leaving the building do quick scan of entire building.

2. Keys, Codes, and Passwords

- 1) Employees are not to share keys, codes, and passwords.
- 2) Security incidents, such as a compromised password or code, as well as lost key shall be reported to the Office Administrator.

3. Confidentiality

- 1) Employees are expected to treat as confidential, any information concerning the affairs of the Bishop and the Eparchy of Saskatoon which they may have obtained during the course of employment. This information remains confidential even after their employment ceases.
- 2) If an employee is obligated by law to disclose confidential information, the employee must inform their supervisor and the Chancellor.
- 3) Suspected violations shall be reported to your supervisor.

- 4) Failure to follow this policy may result in disciplinary action, up to and including termination of employment.

4. Recording of Conversations

- 1) It is prohibited to record private conversations, meetings, or work-related events without permission of participants.
- 2) An exception to the above could be, an employee who may be facing a poisoned work environment such as verbal abuse or harassment. (See the Eparchial Safeguarding Policy for more information.)
- 3) The Criminal Code of Canada makes it illegal to record conversations in which you are not participating.

5. Computers, Phones, Software, etc.

- 1) Any computers, software, internet access, and/or other electronic communication devices that the Eparchy supplies to its employees or volunteers are to be used for their intended purposes.
- 2) After termination, retirement, or resignation, all supplied electronic communication devices, cell phones, software, etc. shall be returned.

6. Intellectual Property

All information, reports, projects, etc. created by employees in the course of their employment are the sole property of the Eparchy.

7. Visitors

- 1) Employees are responsible for any person they admit to the building.
- 2) Contractors, suppliers, and service vendors, like IT technicians and plumbers, can enter our premises only to complete their job duties.
- 3) Visitors must wait in the main entrance hallway until the person they intend to see arrives.
- 4) If an employee encounters anyone in the building who does not appear to belong, they should inquire why they are in the building and direct them to appropriate place.
- 5) Employees should ensure that their office doors are closed when they are not there.
- 6) In cases when an unauthorized person refuses to leave, employees are not to forcibly evict them. An employee shall call police and ask them for assistance.
- 7) After an event, an employee should scan the building to ensure that all people have exited, all lights are off, all windows are securely closed, all doors are locked, and the security system is activated.

8. Access to Information

- 1) The use of information collected and stored by the Episcopal Corporation is guided by the Privacy/Archive Policy and employees must seek permission to use this information from the supervisor.
- 2) Eparchial organizations seeking access to Eparchial data must obtain permission from the Chancellor or an authorized employee.
- 3) If permission is granted, the information can only be used for the requested purposes.

APPENDIX

1 Hiring Forms

1.1 Employee Letter of Offer

1.2 Job Description

1.3 Statement of Faith and Mission

1.4 Oath of Confidentiality

1.5 Contract for Services

1.6. Summary of the Group Insurance Plan Policy

1.6.1 Group Benefit Plan Waiver

2 Request for Leave Form

3 Time Sheet

4 Expense Reimbursement Form



Ukrainian Catholic Eparchy of Saskatoon
Українська Католицька Єпархія Саскатуну

214 Avenue M South Saskatoon, SK S7M 2K4 Canada
 Office: (306) 653-0138 ext. 221 or 222 Fax: (306) 665-2569
 email: admin.skeparchy@sasktel.net

APPENDIX 1.1:
EMPLOYEE LETTER OF OFFER
[Page 1 of 2]

Full Name of Applicant:			
Contact Information	Street Address	City/Province	Postal Code
	Daytime	Evening	Cell
	Email Address		
Re: Offer of Employment:	We are pleased to provide you with this offer of employment with The Ukrainian Catholic Episcopal Corporation of Saskatchewan under the following terms and conditions:		
Position Title:			
Start Date:			
Duties:	As per the attached job description.		
Wage (Salary):	\$ _____ per hour (or month) subject to required deductions.		
Salary Review:	Consideration for a cost-of-living adjustment annually on January 1 st .		
Direct Supervisor:			
Hours of Work:	_____ a.m. to _____ p.m. (_____ hours per week)		
	Part-time Employee: <input type="checkbox"/>	Scheduled Time <input type="checkbox"/>	Flex Time <input type="checkbox"/>
	Full-time Employee: <input type="checkbox"/>	Scheduled Time <input type="checkbox"/>	Flex Time <input type="checkbox"/>
Probation Period:	Six months from commencing employment.		
Benefits:	You are eligible for the following group benefits coverage, subject to the terms and conditions of the Group Insurance Plan, following completion of probation (50% of premiums to be paid by employee): • Life Insurance • Accidental Death and Dismemberment (AD & D) • Long Term Disability • Dependents Insurance • Extended Health Care • Dental Care		
Vacation:	Vacation pay (3/52nds or 4/52nds*) of pay will be paid on each pay cheque / or will be paid to employee going on annual vacation. (See Section II, subsection 8 for more information).		
Sick Leave:	Sick Leave is accrued at the rate of one and a quarter (1 ¼) working days per month, to a maximum of 15 days, from the commencement of employment, but cannot be claimed until after 6-month probationary period.		
Compassionate Leave:	Up to four (4) paid working days per year. Pro-rated based on regular hours of work for part-time employees.		
Personal Leave:	One personal day of leave per year.		



Ukrainian Catholic Eparchy of Saskatoon
Українська Католицька Єпархія Саскатуну

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email: admin.skeparchy@sasktel.net

APPENDIX 1.1:
EMPLOYEE LETTER OF OFFER
[Page 2 of 2]

Performance Review:	You will receive an annual performance review.
Expenses:	Reimbursement will occur for travel and accommodation costs if required to perform the duties of your position.
Confidentiality:	You will be expected to treat as confidential any information concerning the affairs of the Bishop and the Eparchy of Saskatoon to which you may obtain during the course of your employment. This information remains confidential even after their employment ceases.
Policies:	You will be subject to all policies of the Eparchy. Copies will be provided to you as part of your orientation to the organization.
Termination:	Eligible for notice of termination as per the Saskatchewan Employment Act unless terminated for just cause.

We look forward to having you as an employee of the Eparchy office. If you have any questions concerning this offer of employment, please direct them to _____.

Please sign one copy of this letter, job description and Statement of Faith and Mission to indicate your acceptance of the terms of your employment.

Sincerely,

Bishop (or Name of his Designate) [Printed]

Signature

I accept this offer of employment as per the above terms:

Name [Printed]

Signature

Date



Ukrainian Catholic Eparchy of Saskatoon
Українська Католицька Єпархія Саскатуну

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Office: (306) 653-0138 ext. 221 or 222 Fax: (306) 665-2569
email: admin.skeparchy@sasktel.net

APPENDIX 1.2:
JOB DESCRIPTION

Job title:	
Work Location: 214 Avenue M South, Saskatoon, SK	
Reports to: Bishop and/or Chancellor or his Designated Supervisor	
Hours vary on a monthly basis.	Hours can vary between _____ and more hours per month based on workload.
Essential Duties and Responsibilities: Under the direction of the Bishop or his designated supervisor, the _____ shall be responsible for performing:	
•	
•	
•	
•	
•	
•	
•	
•	
• Provide reports when requested. (i.e., AGE MI, EPC, Study Days, etc.)	
• Maintain compliance with all Eparchy policies and procedures.	
• Carry out additional duties as directed by the Bishop and/or Chancellor or his Designated Supervisor.	
• Any other duties as assigned.	
Education and/or Work Experience Requirements:	
• Excellent verbal and written communication skills, including ability to effectively communicate with internal and external personnel.	
• Excellent time management skills and the ability to prioritize work.	
• Excellent computer proficiency (MS Office – Word, Excel, PowerPoint)	
• Working knowledge of office equipment (i.e. printers, fax).	
• Ability to work independently and to carry out tasks to completion within parameters of instructions given, prescribed routines, and standard accepted practices.	
• Maximum precision and attention to detail.	
• Post-secondary education preferably in _____ and/or equivalent experience required.	
•	
•	
•	
Print Employee Name:	
Employee Signature:	Date:



Ukrainian Catholic Eparchy of Saskatoon
Українська Католицька Єпархія Саскатуну

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email: admin.skeparchy@sasktel.net

APPENDIX 1.3:

STATEMENT OF FAITH AND MISSION

Ukrainian Greek Catholic Eparchy of Saskatoon (Ukrainian Catholic Episcopal Corporation of Saskatchewan)

Statement of Faith and Mission

I, the undersigned, confirm and resolve to adhere to the following **Statement of Faith and Mission**, to adhere to all the tenets and beliefs of the of the Ukrainian Greek Catholic Church as proclaimed by the Magisterium of the Catholic Church, and our catechism, Christ Our Pascha, in union with our Bishops, specifically, and not to limit the generality of the foregoing:

1. *Promotion of the teaching of the Ukrainian Greek Catholic Church on the inherent dignity of the human person and on respect for human life in all circumstances and at all stages of development from conception to natural death;*
2. *Promotion of the teaching of the Catholic Church on the human person, marriage, and the family, along with the foundational role of the Church and primary role of the family, as the Domestic Church, in the lives of the faithful and in society;*
3. *To promote the evangelization of people with the gospel of Jesus Christ, as expressed in our Ukrainian Catholic faith and traditions, respectful of the freedom and dignity of each person to pursue their own traditions and expression of the faith.*

I, the undersigned, also agree to be bound by the duly enacted bylaws and policies of the abovementioned Corporation.

If I fail to adhere to these promises I understand I may forfeit my position with the Corporation.

Signed and witnessed on the _____ day of _____, 20____,

in the City of _____, in the Province of _____

Name (Please Print)

Witness (Please Print)

Signature

Signature

Position



Ukrainian Catholic Eparchy of Saskatoon
Українська Католицька Єпархія Саскатуну

214 Avenue M South Saskatoon, SK S7M 2K4 Canada
Office: (306) 653-0138 ext. 221 or 222 Fax: (306) 665-2569
email: admin.skeparchy@sasktel.net

APPENDIX 1.4:

CONFIDENTIALITY AGREEMENT

CONFIDENTIALITY AGREEMENT

I, _____, do solemnly swear that I will undertake and discharge, to the best of my knowledge, skill, and ability, the tasks, and duties I perform in the service of the _____ for the Ukrainian Catholic Episcopal Corporation of Saskatchewan (also known as Eparchy of Saskatoon). I do hereby undertake to keep confidential and inviolate both during my period of service and also in perpetuity all information which shall come to me regarding the affairs of the said Eparchy, its clergy, and faithful, excepting so far as I may be instructed by the Bishop to divulge the same or except in so far as I may be called upon to divulge the same in a Court of Law.

Signed and witnessed on the _____ day of _____, 20____,

in the City of _____, in the Province of _____.

Name (Please Print)

Witness (Please Print)

Signature

Signature



Ukrainian Catholic Eparchy of Saskatoon
Українська Католицька Єпархія Саскатуну

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APPENDIX 1.5:
CONTRACT OF SERVICES
[Page 1 of 3]

Contract for Services

This Agreement is made this ____ day of _____, 20____,
between _____ (Contract Worker), residing at _____
and the Ukrainian Catholic Episcopal Corporation of Saskatchewan, having its principal place of business at 214 Ave M South, Saskatoon, Saskatchewan.

In consideration of the Contract Worker providing the following services for the Ukrainian Catholic Episcopal Corporation of Saskatchewan, it is agreed as follows:

1. Compensation and Term

Ukrainian Catholic Episcopal Corporation of Saskatchewan hereby retains _____
who agrees to perform the following services as required by the Ukrainian Catholic Episcopal Corporation of Saskatchewan, commencing _____ 20____.

- (List duties or services to be provided as an appendix this contract.)

_____ (Name) will at various times perform services at the Eparchial office or at other facilities, as directed by the Ukrainian Catholic Episcopal Corporation of Saskatchewan.

The following fees shall apply:

\$ _____ per hour for services, for _____ hours per week (or month or project).

Reasonable and necessary business and travel expenses incurred by _____ shall be reimbursed by the Ukrainian Catholic Episcopal Corporation of Saskatchewan upon submission of receipts. All such expenses and all travel plans must be approved in advance by the Ukrainian Catholic Episcopal Corporation of Saskatchewan. _____ shall provide the Ukrainian Catholic Episcopal Corporation of Saskatchewan with detailed invoices on a monthly basis and shall maintain, and provide, upon request, backup documentation for a period of one year from the date of the respective invoices. Ukrainian Catholic Episcopal Corporation of Saskatchewan shall make full payment for services within thirty days of each invoice.



Ukrainian Catholic Eparchy of Saskatoon
Українська Католицька Єпархія Саскатуну

214 Avenue M South Saskatoon, SK S7M 2K4 Canada
Office: (306) 653-0138 ext. 221 or 222 Fax: (306) 665-2569
email: admin.skeparchy@sasktel.net

APPENDIX 1.5:
CONTRACT OF SERVICES
[Page 2 of 3]

This Agreement shall commence on the date stated above and shall remain in effect until _____.
Either party to this Agreement may terminate this Agreement with or without cause by providing at least 21 days written notice to the other party.

2. Independent Contractor

_____ acknowledges that the services rendered under this Agreement shall be solely as an independent contractor. _____ further acknowledges that he/she is not entitled to any employment rights or benefits.

3. Confidentiality

_____ recognizes and acknowledges that this Agreement creates a confidential relationship between _____ and Ukrainian Catholic Episcopal Corporation of Saskatchewan and that information concerning the Ukrainian Catholic Episcopal Corporation of Saskatchewan business affairs, finances, properties, methods of operation, computer programs, and documentation, and other such information, whether written, oral, or otherwise, is confidential in nature. All such information concerning Ukrainian Catholic Episcopal Corporation of Saskatchewan is hereinafter collectively referred to as "Confidential Information."

_____ agrees to follow Client Information Security procedures and otherwise take all reasonable precautions for the protection of Confidential Information.

4. Office Rules

_____ shall comply with all office rules and regulations, including security requirements, when on Ukrainian Catholic Episcopal Corporation of Saskatchewan premises.

5. Entire Agreement and Notice

This Agreement contains the entire understanding of the parties and may not be amended without the specific written consent of both parties. Any notice given under this Agreement shall be sufficient if it is in writing and if sent by certified or registered mail.



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APPENDIX 1.5:
CONTRACT OF SERVICES
[Page 3 of 3]

IN WITNESS WHEREOF,

_____ and Ukrainian Catholic Episcopal Corporation of
Saskatchewan have duly executed this Agreement as of the day and year first above written.

Contract Worker	Ukrainian Catholic Episcopal Corporation of Saskatchewan
Name:	Name:
Title:	Title:
Date:	Date:
Signature:	Signature:



Ukrainian Catholic Eparchy of Saskatoon
Українська Католицька Єпархія Саскатуну

214 Avenue M South Saskatoon, SK S7M 2K4 Canada
Office: (306) 653-0138 ext. 221 or 222 Fax: (306) 663-2569
email: admin.skeparchy@sasktel.net

APPENDIX 1.6:
SUMMARY OF THE GROUP
INSURANCE PLAN POLICY

Summary of the Group Insurance Plan Policy

All employees who are on organization's payroll and working more than 20 hours per week are eligible for group benefits. Health Care benefit are provided by Chambers of Commerce Group Insurance Plan which includes:

1. Employee Life Insurance - \$25,000
2. Accidental Death & Dismemberment - \$25,000
3. Long Term Disability
4. Dependent Life Insurance - \$5,000 of Life Insurance coverage for the spouse and \$2,500 coverage for each child of the insured.
5. Extended Health:
 - a. Prescription Drugs - Up to \$50,000 per person per calendar year.
 - b. Paramedical services - Up to \$500 per person per calendar year
 - c. Vision Care - Maximum benefit is \$200 per person
 - d. Medical Emergency Assistance / Travel Health Benefits
 - e. Dental - 100% coverage of Basic, Endodontic and Periodontal services. 50% coverage of Major and Orthodontic services. \$2,000 maximum per person per calendar year.



Ukrainian Catholic Eparchy of Saskatoon
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APPENDIX 1.6.1:
GROUP BENEFIT PLAN WAIVER



Chambers Plan
Employee Benefits

Group Benefit Plan Waiver

(Not applicable in the province of Quebec)

I, _____, have been offered the opportunity to participate in my employer's
(Name)
employee benefit program. I understand the benefits offered and I do not wish to enroll in the program.

I understand that by refusing these benefits, my heirs / beneficiaries and I have no claim, now or in the future, for benefits under the program. I hold my employer, its representatives and the insuring company(ies) harmless from all future claims.

I also understand that if I wish to participate in the employee benefit program at a later date, participation will be subject to the insurer's approval. I may be required to provide evidence of my good health and/or my dependents' good health. Any dental benefits will be limited to \$250 per employee or dependent in the first twelve months of coverage.

Dated at _____ in _____, this _____ of _____, 20____
Town/City Province Day Month Year

UKRAINIAN CATHOLIC EPISCOPAL CORP.OF SK.

17569

Firm Name

Firm Number

Employee's Signature

Plan Administrator's Signature (if applicable)

Desjardins Insurance, Chubb Life Insurance Company of Canada and The Wawanesa Life Insurance Company are the primary insurers for the Plan.
Desjardins Insurance refers to Desjardins Financial Security Life Assurance Company

CH_groupbenefitplanwaiver_0320_e



УКРАЇНСЬКА КАТОЛИЦЬКА ЕПАРХІЯ САСКАТУНУ
UKRAINIAN CATHOLIC EPARCHY OF SASKATOON
214 Avenue M South Saskatoon, SK S7M 2K4

APPENDIX 2:
REQUEST FOR LEAVE

Employee Details

Employee Name: _____ Job Title: _____

Department / Ministry: _____

SECTION A: Leave of Absence

Leave Start Day: _____ Leave End Date: _____

Type of Leave Requested:

- | | |
|---|--|
| <input type="checkbox"/> Adoption | <input type="checkbox"/> Medical / Sick |
| <input type="checkbox"/> Compassionate | <input type="checkbox"/> Parental |
| <input type="checkbox"/> Compassionate Care | <input type="checkbox"/> Personal |
| <input type="checkbox"/> Education | <input type="checkbox"/> Vacation |
| <input type="checkbox"/> Long Term Disability | <input type="checkbox"/> Other (please indicate reason): _____ |
| <input type="checkbox"/> Maternity | _____ |

SECTION B: Extending a Leave of Absence

New End Date: _____

Please indicate reason for extension: _____

SECTION C: Group Insurance Plan (when applicable)

Please choose one from following options:

- ☐ Continue ☐ Discontinue during leave

Comments: _____

Signature of Employee: _____ Date: _____

For office use only:

Section to be Completed by the Office Administrator

Decision of Immediate Supervisor/ Designate:

- | | |
|---|-----------------|
| <input type="checkbox"/> Approved with pay | Comments: _____ |
| <input type="checkbox"/> Approved without pay | Comments: _____ |
| <input type="checkbox"/> Not Approved | Comments: _____ |

Signature of Office Administrator: _____ Date: _____

Completed copy to:

1) Employee file 2) Employee for their records



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APPENDIX 3:
TIME SHEET

MONTHLY TIME SHEET

Name _____
 Department/Ministry _____
 Job Title _____



Ukrainian Catholic Eparchy of Saskatoon
 Українська Католицька Єпархія Саскатуну

APPENDIX 3:
TIME SHEET

Month

Day	Time	Description of work	Sick Leave/Med. App.	Hours Worked	Banked Hours Taken	Banked Hours Earned	\$/Hour	Hours Submitted	Total Debit \$
1								0	\$ -
2								0	\$ -
3								0	\$ -
4								0	\$ -
5								0	\$ -
6								0	\$ -
7								0	\$ -
8								0	\$ -
9								0	\$ -
10								0	\$ -
11								0	\$ -
12								0	\$ -
13								0	\$ -
14								0	\$ -
15								0	\$ -
16								0	\$ -
17								0	\$ -
18								0	\$ -
19								0	\$ -
20								0	\$ -
21								0	\$ -
22								0	\$ -
23								0	\$ -
24								0	\$ -
25								0	\$ -
26								0	\$ -
27								0	\$ -
28								0	\$ -
29								0	\$ -
30								0	\$ -
31								0	\$ -
		Total						0.00	\$ -

Signature employee _____	Balance of banked hours from the previous month	0	Bal. of sick hours from the previous month	0
Signature Office Administrator _____	Banked hours banked this month	0	Sick hours taken this month	0
	Banked hours taken this month	0.00	Sick hours gained	
	Bal. of banked hours at the end of the month	0.00	Bal. of sick hours at the end of this month	0



Expense Reimbursement Form

Appendix # 4 to the HR Policy and
Procedure
For Office Use Only

Purpose: Reimbursement

Date submitted: _____

Employee Information:

Name: _____

Position: _____

Department /
Ministry: _____

Date	Account	Description	Accommodation	Transport	Fuel	Meals	Phone	Entertainment	Misc.	Total	GST
			\$200.00							\$200.00	
										\$0.00	
										\$0.00	
										\$0.00	
										\$0.00	
										\$0.00	
										\$0.00	
										\$0.00	
										\$0.00	
Total			\$200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$200.00	\$0.00

Approved: _____

Employee
Signature _____

Notes: _____

SUBTOTAL	\$200.00	\$0.00
ADVANCES	\$0.00	
TOTAL	\$200.00	