

Sooke Region Museum*

Personnel Policy



***Operated by the Sooke Region Historical Society**

Accepted by the Board on 7 December 2022

The Sooke Region Museum operates in the territories of the T'Sou-ke, Scia'new, and Pacheedaht peoples, who have inhabited this land since time immemorial.

Purposes of the Society:

1. To gather and preserve information, records and objects of educational, historical, and cultural value associated with the area, and without limiting the generality of the foregoing.
2. To establish and maintain a museum for the purpose of preserving, recording and exhibiting for public enjoyment such material.
3. To support the development of the arts through exhibition, presentation, performance, commission, development, and production.

Vision

To be a community museum that makes a difference ... improving the lives of residents and visitors to the Sooke Region.

Mission

Inspiring an appreciation of the Sooke Region's past and its relevance to our present and future.

Policy Statement:

The Personnel policy serves as a guiding document for staff, the Executive Director, and the Board of Directors for ensuring a safe and effective work environment. This policy provides a framework for job descriptions, contracts, annual reviews, staff training, terminations, health and safety, confidentiality, conflict of interest, and ethical conduct.

This policy addresses strategic goal #4, Staffing and Volunteers, as outlined in the *Sooke Region Historical Society Strategic Plan (2018)*.

Equity, Diversity, and Inclusion Statement:

The SRM is committed to embodying the values of equity, diversity, and inclusion throughout all aspects of the museum's governance, management, and operations. This policy adheres to the guiding principles set out in the *Equity, Diversity, and Inclusion Policy* to ensure that these values are translated into actionable practices.

Responsibilities:

1. Board of Directors:

1.1. As per the constitution of the Society, the Board of Directors are responsible for overseeing the governance of the Society, as such, they will approve the Personnel Policy, ensuring that all aspects of the policy comply with provincial and federal legislation, and align with the Sooke Region Museum (SRM)'s constitution, by-laws, vision, and mandate.

1.2. The Board of Directors will conduct annual reviews of the policy alongside the Executive Director.

1.3. The Board of Directors will provide the Executive Director with a current and accurate job description.

2. Executive Director:

2.1. The Executive Director is responsible for the implementation and operation of the policy and will ensure that staff are provided with a copy of the policy. Further, the Executive Director will keep the board aware of significant Human Resources issues and make them aware of the need for them to provide any resources that are lacking to carry out the policy.

2.2. The Executive Director will conduct annual reviews of the policy alongside the Board of Directors.

2.3. The Executive Director will provide staff with current and accurate job descriptions, annual reviews, and training opportunities.

3. Staff:

3.1. Staff will ensure they have read, understand, and adhere to all pertaining policies.

3.2. Staff will ensure that all safety concerns are brought to the attention of the Executive Director. Issues that pertain to the Respectful Workplace policy must be resolved following the procedures laid out in the policy document.

3.3. Staff will complete all required training and may seek out additional training.

3.4. Staff will obtain a criminal record check and/or vulnerable sector check when applicable.

Job Descriptions:

4. The Executive Director is responsible for developing job descriptions for new positions and updating existing job descriptions when necessary.

4.1. Job descriptions for current staff members should be reviewed annually in conjunction with performance and salary reviews to ensure that they are still accurate.

4.2. Job descriptions will include:

- Minimum education, experiential, and competency requirements;
- Areas of responsibility associated with the position;
- Expected schedule including hours of work, days per week, and meal breaks;
- Salary range and pay equity statement;
- An equal opportunity statement.

Terms of Employment:

5. Staff will sign a letter of agreement stating that they agree to the terms of their job description.

5.1. Staff will be assigned a museum associated email for work related communications.

5.2. Staff who use their own vehicle for approved work-related purposes are entitled to mileage reimbursement as per the British Columbia Government Travel Allowance guidelines. For pre-authorized travel that involves an overnight component, staff shall be reimbursed for meals and lodging as per the British Columbia Government Travel Allowance guidelines. The decision about the mode of transportation will be agreed to by the staff member and Executive Director. Staff must submit their request for reimbursement in writing to the Executive Director within the same fiscal year they were incurred.

5.3. Staff and the Executive Director must complete a T2200 form if a staff member's position requires them to:

- Pay for non-reimbursable expenses incurred while working;
- Use their own vehicle for work;
- Work from home.

5.4. Permanent staff that work 20 or more hours a week are offered extended health benefits. Staff may opt out of any health benefit except for Life Insurance if the company providing the benefits allows for this.

Dress Code:

6. The SRM requires staff to dress in a clean and professional manner. Clothing should be appropriate for the staff member's required duties.

6.1. Staff must avoid strongly scented products and heavy perfume, cologne, or aftershave.

Statutory Holidays, Time-off, Leaves, Vacation, and Absences:

7. The SRM will adhere to all requirements set out in the BC Employment Standards Act.

7.1. Staff may choose to take paid time off in lieu of overtime pay. Overtime hours are determined as per the BC Employment Standards Act guidelines. Overtime hours must be approved by the Executive Director.

7.2. Staff may choose to substitute any statutory holiday for another day by submitting a *Statutory Holiday Substitution Form*. This is intended to recognize diverse worldviews and experiences by giving staff the opportunity to celebrate days that are meaningful to them based on cultural, faith, or personal significance.

Staff who opt-in to this process must submit the *Statutory Holiday Substitution Form* by December 31st for the following year. Staff do not need to resubmit the form in subsequent years. New staff members must submit the form within 30 days from the start of employment. Staff may only substitute holidays for which the museum is open for unless their position allows for remote work.

7.3. Staff scheduled to work on a statutory holiday will receive pay at the rate of time and one half (1½) and additional compensatory time off at their normal rate of pay. This additional time off will be scheduled by mutual agreement with the staff member and the Executive Director.

Staff members must be employed for a least 30 calendar days before the statutory holiday have worked for at least 15 of the 30 days to qualify for statutory holiday pay.

7.4. When a statutory holiday falls on a day when the museum is closed, the museum will be closed the following day in substitution.

7.5. Banked time off may carry over into the following calendar year.

7.6. Vacations must be submitted for approval at least 2 months in advance. Permanent staff will start at 3 weeks' vacation or the equivalent of 6% of pay. Staff must take their vacation time as

scheduled, working during vacation time is not permitted. Vacations are subject to approval by the Executive Director to ensure adequate coverage in the museum. Vacations may be approved with less than 2 months' notice on a case-by-case basis.

Vacations must be taken as time off and cannot be paid out to a staff member. Staff may carry over vacation time into the following calendar year.

7.7. Staff are entitled to up to 12 days of sick leave per 12-month period, renewing on January 1st.

Sick leave may not be carried over into a subsequent calendar year and it cannot be cashed out as it has no intrinsic cash value. Sick leave balances are not earned compensation nor are they payable at termination of employment. Sick leave is paid on a straight time basis not to exceed the scheduled hours for the scheduled work hours missed.

Sick Leave must be recorded as such on payroll time sheets so that accurate records can be maintained.

7.8. Staff may take up to two hours of paid time off during their regularly scheduled work hours to attend medical appointments. For appointments that require more than two hours off work, time off will be unpaid.

7.9. Staff are entitled to up to 3 days of paid bereavement leave. The 3 days do not need to be taken consecutively. Bereavement leave will be granted for the death of an immediate family member or chosen family member.

Immediate family members include a spouse, common-law spouse, child, step-child, parent, step-parent, guardian, sibling, step-sibling, grandchild or grandparent of a staff member, and any person who lives with a staff member.

The SRM defines a chosen family member as someone with whom a staff member had a close, interdependent, and committed relationship. By expanding the applicable coverage for bereavement leave, the SRM is ensuring inclusion for staff members whose family structures fall outside the definition of immediate family.

7.10. The SRM's expanded definition of immediate family and chosen family applies to other areas of the BC Employment Standards Act that are applicable based on family status including Family responsibility leave and Compassionate care leave.

7.11. Staff are entitled to a period of maternity leave as per the BC Employment Standards Act. A request for maternity leave should be given in writing to the Executive Director.

7.12. Staff are entitled to a period of parental leave as per the BC Employment Standards Act. A request for parental leave should be given in writing to the Executive Director.

7.13. Staff will be paid for their regularly scheduled hours when the museum is required to close due to inclement weather, power outages, or other unforeseen circumstances. Museum closures are determined at the discretion of the Executive Director.

Accommodation:

8. Staff are encouraged to request accommodation for any access needs. The SRM will endeavor to make the requested accommodations in a timely manner to the extent that it is feasible at the time of the request. When a request is not feasible, the SRM will work with staff members to find alternate solutions.

8.1. Due to funding and financial restrictions faced by the SRM, the museum is not always able to offer wage increases. In consideration of this, the SRM allows for flexible hours and benefits. The SRM believes in fostering a positive work-life balance and encourages feedback from staff regarding how the museum can best achieve this goal.

8.2 When conducive to a staff member's role at the SRM, a staff member may request a hybrid working model of in-person work and working from home. Requests are subject to approval by the Executive Director. Work from home arrangements will be flexible and made in consultation with the Executive Director.

Annual Reviews:

9. Annual reviews will be conducted by the Executive Director for each staff member and will encompass the following areas:

- Salary reviews;
- Performance reviews;
- Job description reviews.

9.1. Based on available resources, salaries will be reviewed and updated to reflect industry standards and staff member performance.

9.3. Performance reviews will follow the procedure set out in the *Staff Performance Evaluation Form*. Annual reviews will be regarded as confidential.

Training:

10. Onboarding training will be tailored to each position and will utilize succession plans created by previous staff members in collaboration with the Executive Director. Onboarding training will include the review of the following policies:

- Personnel policy;
- Respectful Workplace policy;
- Equity, Diversity, and Inclusion policy;
- Additional policies with relevance to specific roles.

10.1. Staff will be encouraged to participate in subsequent career enhancement and training opportunities. The museum may reimburse some or all associated expenses and/or provide paid time off based on discussions between the Executive Director and staff.

10.3. Staff assigned to the Visitor Centre must complete the *Tourism/Visitor Information Counsellor Training Program*, as per the SRM's contract with Destination BC.

10.4. The Board of Directors will allocate a portion of the annual budget for staff training.

Terminations:

11. Staff are entitled to written notice and termination pay in accordance with the Employment Standards Act and Common Law.

Health and Safety:

12. Executive Director will ensure that all Health and Safety procedures are adhered to and remain up to date.

12.1. New staff members will provide two emergency contacts on their first day of employment.

12.2. At least one staff member will be trained in first aid and act as the health and safety representative.

12.3. All staff will be informed of health and safety hazards in the workplace and trained in their management or mitigation. Staff have the right to refuse unsafe work and the responsibility to report workplace hazards.

12.4. In the event of a workplace injury, staff must fill out a *Workplace Injury Report*.

Confidentiality:

13. Staff, volunteers, the Executive Director, and the Board of Directors will avoid the careless or deliberate disclosure of any information concerning the management and security of the SRM. Staff will respect the privacy of donors, lenders, other staff, members of the public, partner organizations, and volunteers.

13.1. As per the Personal Information Protection Act, the SRM may use a staff member's personal information if the use is reasonable for the purposes of establishing, managing, or terminating an employment relationship. The SRM will notify staff members at the start of employment that their personal information will be used for these purposes. In instances where there is reason to believe a child is facing abuse or neglect, or illegal activity is disclosed, this information must be reported to the relevant authority.

Conflict of Interest:

14. Staff will avoid all activities which could be construed as an actual, potential, or perceived conflict of interest with respect to that of the SRM. Staff may not use their affiliation with the SRM for personal gain or to benefit any third party. Where the possibility of conflict of interest exists, staff will discuss the concern with the Executive Director prior to engaging in any such activities.

Commitment to Ethical Conduct:

15. All staff members will follow the Canadian Museums Association (CMA) Ethical Guidelines and the International Council of Museums and Museum Professionals (ICOM) Code of Ethics for Museums.

15.1. Staff with a supervisory role over volunteers are responsible for informing the volunteers of the CMA Ethical Guideline and the ICOM Code of Ethics.

16. All staff must review and adhere to the Respectful Workplace policy.

16.1. Staff may raise any concerns or suggest updates to the Respectful Workplace policy with the Executive Director.

17. All staff must review and adhere to the Equity, Diversity, and Inclusion policy.

17.1. Staff may raise any concerns or suggest updates to the Equity, Diversity, and Inclusion policy with the Executive Director.

Resources:

BC Employment Standards Act -

https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/00_96113_01#part8

BC Personal Information Protection Act

https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/03063_01#section16

Canadian Museums Association Human Resources Guidelines -

https://www.museums.ca/site/hr_toolkit#section6

City of Waterloo Museum - Human Resources Policy -

<https://www.waterloo.ca/en/government/resources/Documents/Cityadministration/Policies/Corporate-Policy/Administrative/City-of-Waterloo-Museum-human-resources-policy.pdf>

Human Resources Policy for Huronia Museum - <https://huroniamuseum.com/about-2/huroniamuseum-policies/human-resources-policy-for-huronia-museum/>

Craigdarroch Castle Historical Museum Society Collective Agreement -

<https://www.lrb.bc.ca/media/1528/download?inline>

BC Paid Sick Leave

<https://www2.gov.bc.ca/gov/content/employment-business/employment-standards-advice/paid-sick-leave>

Community Foundations of Canada – HR Guide

https://communityfoundations.ca/wp-content/uploads/2021/08/HR-Guide_-_Policy-and-Procedure-Template.pdf

Ontario Human Rights Commission – Defining Family Status

<https://www.ohrc.on.ca/en/cost-caring-report-consultation-discrimination-basis-family-status/iv-defining-family-status>

Non- Biased Dress Code Guidelines

<https://www.g2.com/articles/dress-code-policy>

Animikii - Holiday Substitution

<https://open.animikii.com/policies/substituting-statutory-holidays>