



ANSM Human Resources Policy

Definitions

AGM: Annual General Meeting

ANSM: Acronym for Association of Nova Scotia Museums

Member: An individual, institution or museum that is up-to-date on paying its annual membership fee to the Association of Nova Scotia Museums.

Regions: ANSM divides the province into four regions. We strive to have representation on the Board of Directors and all working groups from these four regions in our work. The borders for the four regions are not formally stated but roughly cover:

- Cape Breton: Cape Breton Island
- Central: Halifax Regional Municipality
- Northeast: Bay of Fundy (north of Mount Uniacke), Northumberland Shore, Eastern Shore
- Southwest: South Shore, Yarmouth & Acadian Shore, Annapolis Valley Region (roughly to Mount Uniacke)

Role of each person/group linked with ANSM and covered in this policy

Board of Directors: Elected by membership, manages the Executive Director, receives no monetary compensation in the role except for approved expenses for travel, accommodation, and meals.

Board of Directors Executive: ANSM President, Vice-President, Secretary and Treasurer of the ANSM Board of Directors

Executive Director: Manages ANSM paid staff. Responsible for interns and volunteers (these may be supervised by other staff). Reports to the Board of Directors. Is paid for the work they perform.

Paid Staff: Program Manager, Museum Services Coordinator, Communications & Administrative Coordinator who are paid for the work they perform.

Interns: Interns are tied to academic programs for credit. They are not paid by ANSM (although may receive payment from their academic program). Program Manager is responsible for recruitment and supervision, Executive Director is responsible for formal agreement and workplace safety. Unpaid interns not linked to academic programs shall not be accepted by ANSM, although those interested in such a placement may volunteer for ANSM.

Volunteers: Someone who volunteers their time on an ANSM project or initiative.

Committee/Working Group Members: Appointed by Executive Director in consultation with working group members. Reports to Committee/Working Group Chair, who is responsible for reporting to the Board of Directors and Executive Director.

All: Indicates all of the above people/groups (ANSM Board of Directors, ANSM Executive Director, ANSM Paid Staff, ANSM Interns, ANSM Volunteers, Committee Members) are covered under specific sections in this policy.

1. **INTRODUCTION**

1.1 **About the Association of Nova Scotia Museums (ANSM)**

ANSM is a members-based organization that offers a variety of programs and services.

ANSM is a registered not-for-profit Society governed by a Board of Directors elected by the membership. The Board of Directors employs an Executive Director to manage the implementation of strategy and operations of the Society. The Executive Director is responsible for ANSM staff, interns, and volunteers. Committees and working groups are responsible to the Board of Directors and Executive Director.

ANSM's purpose is to nurture excellence in and champion on behalf of museums in Nova Scotia. The purpose, vision, and values of the organization, as well as the work plan, are all outlined in the Strategic Plan, which is updated on a regular basis (1-5 years as identified in the plan). ANSM is committed to Equity, Diversity, Inclusion, and Accessibility and includes a commitment statement to this purpose in the Strategic Plan.

1.2 **Responsibility**

The ANSM Board of Directors is responsible for workplace recruitment, training, safety, disciplining, security, well-being, and continued motivation of ANSM Executive Director.

The ANSM Executive Director is responsible for workplace recruitment, training, safety, disciplining, security, well-being, and continued motivation of ANSM staff, volunteers, and working group members. Program manager is responsible for the recruitment, work planning, and supervision of interns.

The Board of Directors and the Executive Director will ensure legislated employment and human resources laws of the province of Nova Scotia and Canada will be followed.

At the start of all ANSM meetings and events ANSM Board of Directors, Executive Director, ANSM Paid Staff, ANSM Interns, ANSM Volunteers, and ANSM Committee/Working Group Members will say a Land Acknowledgement.

1.3 Purpose of Human Resources Policy

This policy will highlight the similarities and differences under each section for each specific person/group. This policy is prepared by the ANSM Board and ANSM Executive Director and approved by the Board of Directors to state the commitments to the Executive Director, Paid Staff, Interns, Volunteers, Committee Members/Working Groups, and its expectations. This policy will provide the Executive Director with parameters in which to manage the human resources of the Association.

The Board of Directors have approved the policy and their expectations of current and future board members in their role at ANSM.

This policy may not apply to those employees who are employed under specific employment grants. In cases where an employee is funded by a special employment grant, the rules and regulations of the grant prevail.

2. APPLICATION

2.1 Board of Directors

2.1.1 Staff and volunteers from ANSM membership complete a Nomination Form indicating their interest in becoming a board of director.

2.1.2 Nomination Forms are reviewed by the Nomination Committee and eligible names are brought forward for election.

Note: Board of Directors are not eligible to apply for the Executive Director position or Paid Staff positions.

2.2 Executive Director

2.2.1 Applications for the Executive Director role will be submitted as outlined in the job posting to the Hiring Committee.

2.3 Paid Staff

2.3.1 Applications for Paid Staff will be submitted as outlined in the job posting to the Executive Director.

2.4 Interns

2.4.1 Applications for academic internships will be submitted as outlined in the job posting to the Program Manager.

2.5 Volunteers

2.5.1 Applications for volunteer positions will be submitted to the ANSM Executive Director or other ANSM staff who will forward the application to the Executive Director for consideration.

2.6 Committees/Working Groups

2.3.1 Applications to be made to the Board of Directors, Executive Director, or Committee Chair, as outlined in a public call out in ANSM's electronic newsletter, *Beacon*. Individuals may be targeting to meet the criteria determined by the group's needs, for example, region.

3.0 **FAIR HIRING**

ANSM is committed to Fair Hiring practices. ANSM is an equal opportunity employer serving our diverse communities.

3.1 Board of Directors

3.1.1 The Board of Directors and Nomination Committee will identify gaps in the skill sets and representation in the current board in order to recruit appropriate candidates.

3.1.2 Nomination Forms of candidates will be reviewed by the Nomination Committee

3.1.3 The Nomination Committee will determine the candidates who meet the qualifications and would be a good fit for the role.

3.1.4 Nominations will be put forward for the membership to vote on at the AGM.

3.2 Executive Director

3.2.1 A Hiring Committee will be struck, with Board of Directors as well as external partners relevant to ANSM.

3.2.2 Resumes and cover letters of candidates will be reviewed by the Hiring Committee.

3.2.3 Candidates whose education and experience best match the job posting will be interviewed.

3.2.4 At least two ANSM Board of Directors will be on the interview panel. The same people will interview all of the candidates.

3.2.5 All candidates interviewed will be asked the same interview questions, the interview questions will not violate the *Nova Scotia Human Rights Act*.

3.2.6 The interview panel will score the candidates with the same scoring matrix.

3.2.7 References will be checked for the top candidate(s).

3.2.8 The candidate with the highest score and best references will be selected for the position.

3.3 Paid Staff

3.3.1 Resumes and cover letters of candidates will be reviewed by the Executive Director.

3.3.2 Candidates whose education and experience best match the job posting will be interviewed.

3.3.3 At least two people will be on the interview panel, the Executive Director will be one of them. The same people will interview all of the candidates.

- 3.3.4 All candidates interviewed will be asked the same interview questions, the interview questions will not violate the *Nova Scotia Human Rights Act*.
- 3.3.5 The interview panel will score the candidates with the same scoring matrix.
- 3.3.6 References will be checked for the top candidate(s).
- 3.3.7 The candidate with the highest score and best references will be selected for the position.

3.4 Interns

- 3.3.1 Resumes and cover letters of candidates will be reviewed by the Program Manager.
- 3.3.2 Interns will meet with the Program Manager and be matched to the tasks that interest them and meet ANSM's needs.
- 3.3.3 In the event there are more interns applications than positions, an interview process will take place. The interview process will be the same as the process for ANSM Paid Staff in section 3.3.
- 3.3.4 The Program Manager will meet with the intern's academic supervisor for reference check and to review internship requirements.

3.5 Volunteers

- 3.5.1 Volunteers will meet with the Executive Director and/or Program Manager and be matched to the tasks that interest them and meet ANSM's needs.
- 3.5.2 In the event there are more volunteer applications than positions, an interview process will take place. The interview process will be the same as the process for ANSM Paid Staff in section 3.3.

3.6 Committees/Working Groups

- 3.5.1 Applications are reviewed by the Board of Directors, Executive Director, and/or Committee Chair (as identified in Terms of Reference for specific committee/working group).

- 3.5.2 Applications are ranked in representation of need. If more than one person would do an interview.
- 3.5.3 In the event there are more volunteer applications than positions, an interview process will take place. The interview process will be the same as the process for ANSM Paid Staff in section 3.3.

4.0 **JOB DESCRIPTIONS**

4.1 **Board of Directors**

- 4.1.1 The responsibilities for each position shall be described in a written format and are subject to amendment at the discretion of the Board of Directors.

4.2 **Executive Director**

- 4.2.1 The responsibilities for the Executive Director shall be described in a written format and are subject to amendment at the discretion of the Board of Directors.

4.3 **Paid Staff**

- 4.3.1 The responsibilities for each position shall be described in a written format and are subject to amendment at the discretion of the Executive Director and Board of Directors.

4.4 **Interns**

- 4.4.1 The responsibilities will be described in a proposal document and are subject to amendment in consultation with the Academic Supervisor.

4.5 **Volunteers**

- 4.5.1 Job description shall be created in consultation with the candidate and their supervisor at ANSM.

5.0 **EMPLOYMENT CONTRACT**

5.1 **Board of Directors** - Not Applicable

5.2 **Executive Director**

5.2.1 The Board Hiring Committee will provide terms of employment in writing to the Executive Director at the time of hiring in a letter of employment agreement.

5.2.1 The letter of employment agreement will be renewed annually as part of performance review.

5.3 Paid Staff

5.3.1 The Executive Director will provide terms of employment in writing to the Paid Staff at the time of hiring in a letter of employment agreement.

5.3.1 The letter of employment agreement will be renewed at the end of contract period or annually as part of performance review.

5.4 Interns

5.4.1 Interns will be provided by a contract by their academic institution.

5.5 Volunteers - Not Applicable

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6.0 **PROBATIONARY PERIOD**

6.1 Board of Directors - Not Applicable

6.2 Executive Director

6.2.1 The Executive Director will begin employment with a probationary period of three months.

6.3 Paid Staff

6.3.1 The Paid Staff will begin employment with a probationary period of three months.

6.4 Interns - Not Applicable

6.5 Volunteers - Not Applicable

6.6 Committees/Working Groups - Refer to Group's Terms of Reference.

7.0 **TERMS OF EMPLOYMENT**

7.1 **Board of Directors**

Refer to ANSM Board of Directors Terms of Reference and ANSM By-Laws.

7.2 **Executive Director**

The general terms of employment are as outlined in this policy (Compensation Section 8.0; Holidays Section 13.0; Vacation Section 11.0 ; Hours of Work Section 9.0 and Overtime Section 10.0)

7.3 **Paid Staff**

The general terms of employment are as outlined in this policy (Compensation Section 8.0; Holidays Section 13.0; Vacation Section 11.0 ; Hours of Work Section 9.0 and Overtime Section 10.0)

7.4 **Interns**

Refer to the contract provided by the academic institution.

7.5 **Volunteers** - Not Applicable

7.6 **Committees/Working Groups**

Refer to Committee/Working Group Terms of Reference.

8.0 **COMPENSATION**

8.1 **Board of Directors** - Not applicable

8.2 **Executive Director**

8.2.1 The ANSM Executive Director salary will be documented in the terms of the letter of employment agreement at the time of hiring, and will be reviewed annually by the Board of Directors with a commitment to keep annual increases in line with NS PSC Civil Servants when the budget permits. Any increases to salary will take effect on April 1 of the upcoming fiscal year.

8.3 **Paid Staff**

8.3.1 The Paid Staff salary will be documented in the terms of the letter of employment agreement at the time of hiring, and will be reviewed annually by the Executive Director and Board of Directors with a commitment to keep base salaries at minimum in line with Living Wage in Halifax as determined by the Canadian Centre for Policy Alternatives, if the budget allows, as determined by the Finance Committee. Annual increases will be given at minimum in line with the NS PSC Civil Servants, and considering cost of living increases. Any increases to salary will take effect on April 1 of the upcoming fiscal year.

8.4 Interns - Not Applicable

8.5 Volunteers - Not Applicable

8.6 Committees/Working Groups - Not Applicable

9.0 **HOURS OF WORK**

The ANSM office is open Monday to Friday 9 am to 4 pm. Staff receive 1 hour for lunch and two fifteen minute breaks.

9.1 Board of Directors

9.1.1 Board of Directors are expected to attend board meetings every two months for about two hours, participate on committees and attend committee meetings, and other organized activities for the board.

9.2 Executive Director

9.2.1 The ANSM Executive Director will determine work hours, a majority of these hours within ANSM's open hours, with the option of up-to three days a week working from home, based on operational requirements.

9.2.2 A normal work week shall be 35 hours.

9.2.3 Travel for work (not to/from work) shall be considered hours of work.

9.3 Paid Staff

9.3.1 The Paid Staff will set work hours with the Executive Director with a majority of work hours within ANSM's open hours, with the option of 60%

of work working from home, determined by the Executive Director and based on operational requirements.

9.3.2 A normal work week shall be 35 hours. Staff with fewer than 35 hours of work shall have all benefits prorated to the percentage of hours contracted.

9.3.3 Travel for work (not to/from work) shall be considered hours of work. The Executive Director may set the maximum number of travel days in a week.

9.3.4 Paid Staff may participate in flexible working arrangements (modified work weeks) after their probationary period, with work hours developed in consultation with the Executive Director, providing operational requirements are met. Modified schedules still require staff to take an unpaid lunch hour of 30 minutes, and must also take 2 x 15 minutes breaks.

9.4 Interns

Refer to the contract provided by the academic institution.

9.5 Volunteers - Not Applicable

9.6 Committees/Working Groups - Not Applicable

10.0 **OVERTIME**

Hours worked over the regular 35 hours per week.

10.1 Board of Directors - Not Applicable

10.2 Executive Director

10.2.1 Every effort will be made to cope with workloads during normal hours of work. On occasion however, extra hours will be necessary.

10.2.2 All overtime is reimbursed as time off in lieu.

10.2.3 Overtime will not be carried longer than three months.

10.2.4 Overtime between 36 and 47 hours per week is calculated at straight time. Overtime over 48 hours per week is calculated at time and a half and must be approved by the Board of Directors Executive.

10.3 Paid Staff

10.3.1 Every effort will be made to cope with workloads during normal hours of work. On occasion however, extra hours will be necessary which must be authorized by the Executive Director.

10.3.2 If work cannot be completed during normal office hours, mutually satisfactory options must be discussed with the Executive Director.

10.3.3 If no other option can be designed, then overtime work must be formally recorded and approved by the Executive Director. Any overtime accumulated without approval will not be compensated.

10.3.4 All overtime is reimbursed as time off in lieu.

10.3.5 Overtime will not be carried longer than three months.

10.3.6 Overtime between 36 and 47 hours per week is calculated at straight time. Overtime over 48 hours per week is calculated at time and a half.

10.3.7 Staff will consult with the Executive Director who will approve time off if job and staffing priorities are met.

10.4 Interns

10.4.1 Every effort will be made to cope with workloads during normal hours of work, including providing some time for class work (journals, research projects, etc.). On occasion however, extra hours will be necessary which must be authorized by the Program Manager.

10.4.2 If work cannot be completed during normal office hours, mutually satisfactory options must be discussed with the Program Manager.

10.4.3 If no other option can be designed, then overtime work must be formally recorded and approved by the Program Manager. Any overtime accumulated without approval will not be compensated.

10.4.4 All overtime is reimbursed as time off in lieu.

10.4.5 Overtime will not be carried longer than three months.

10.4.6 Overtime between 36 and 47 hours per week is calculated at straight time. Overtime over 48 hours per week is calculated at time and a half.

10.4.7 Staff will consult with the Program Manager who will approve time off if job and staffing priorities are met.

10.4.8 Any clauses relating to overtime in the contract provided by the academic institution shall take precedence over the procedure listed above.

10.5 Volunteers - Not Applicable

10.6 Committees/Working Groups - Not Applicable

11.0 VACATION

Vacation allotments will be reviewed annually by the Board of Directors with a commitment to keep vacation allotments in line with NS PSC Civil Servants. Any increases to salary will take effect on April 1 of the upcoming fiscal year.

Staff contracted for less than 35 hours/week will have their vacation prorated based on hours contracted. Staff working more than 50% FTE (Full Time Equivalent) will have their seniority calculated at a full year for vacation increases. Staff working less than 50% FTE (Full Time Equivalent) will have their seniority calculated at 0.5 years for vacation increases.

11.1 Board of Directors - Not Applicable

11.2 Executive Director

11.2.1 a) Paid vacation will accumulate at a rate of 1.25 days per month **for the first** 48 months of service, maximum 15 days of vacation.

b) Paid vacation will accumulate at a rate of 1.67 days per month **after** completing 48 months of service, maximum 20 days of vacation.

c) Paid vacation will accumulate at a rate of 2.08 days per month **after** completing 180 months of service, maximum 25 days of vacation.

d) Paid vacation will accumulate at a rate of 2.5 days per month **after** having completed 324 months of service, maximum 30 days of vacation.

e) Annual vacation calculation for the year will be calculated on the number of months in each calculation category, for example you may have 10 months calculated at one rate, and 2 months calculated at the next rate for the total amount eligible for that year.

11.2.2 Vacation is to be used in the fiscal year (April 1 to March 31).

11.2.3 Vacation of 3 consecutive days or longer needs to be applied for one month in advance in writing to the ANSM President or delegate, exceptions may be made by the President or delegate. Shorter vacations (1-2 days) may be requested with 24 hours notice, pending operational requirements.

11.2.4 Vacation cannot be carried over from one year to the another nor received as pay in lieu of time off unless requested by the Board of Directors.

11.3 Paid Staff

11.3.1 a) Paid vacation will accumulate at a rate of 1.25 days per month for the first 48 months of service, maximum 15 days of vacation.

b) Paid vacation will accumulate at a rate of 1.67 days per month after completing 48 months of service, maximum 20 days of vacation.

c) Paid vacation will accumulate at a rate of 2.08 days per month after completing 180 months of service, maximum 25 days of vacation.

d) Paid vacation will accumulate at a rate of 2.5 days per month after having completed 324 months of service, maximum 30 days of vacation.

e) Annual vacation calculation for the year will be calculated on the number of months in each calculation category, for example you may have 10 months calculated at one rate, and 2 months calculated at the next rate for the total amount eligible for that year.

11.3.2 Vacation is to be used in the fiscal year (April 1 - March 31)

11.3.3 Vacation of 3 consecutive days or longer needs to be applied for one month in advance in writing to the Executive Director, exceptions may be made by the Executive Director. Shorter vacations (1-2 days) may be requested with 24 hours notice, pending operational requirements.

11.3.4 Vacation cannot be carried over from one year to the another nor received as pay in lieu of time off unless requested by the Executive Director.

11.4 Interns - Not Applicable

11.5 Volunteers - Not Applicable

11.6 Committees/Working Groups - Not Applicable

12.0 **GROUP BENEFITS (HEALTH CARE COVERAGE AND PENSION)**

ANSM's Group Benefits are arranged through the Cultural Federations of Nova Scotia. Group Benefits include Health Care Coverage and Pension Plan. Any ANSM member can join the CFNS group benefits, including board members, volunteers, and committee/working group members however all costs, including CFNS membership, remains with the ANSM member.

Participation in the plan is mandatory for ANSM's Executive Director and Paid Staff working more than 75% FTE (Full Time Equivalent).

12.1 Board of Directors - Not Applicable

12.2 Executive Director

12.2.1 Three months after hire, the Executive Director will receive Medical Benefits and Insurance Plan under the Cultural Federation of Nova Scotia medical plan.

12.2.2 Cost for the plan will be shared equally between ANSM and the Executive Director (50/50).

12.2.3 The Executive Director may choose to make additional contributions to their pension plan which will not be matched by ANSM.

12.3 Paid Staff

12.3.1 Three months after hire, Paid Staff will receive Medical Benefits and Insurance Plan under the Cultural Federation of Nova Scotia medical plan.

12.2.2 Cost for the plan will be shared equally between ANSM and Paid Staff (50/50).

12.3.3 Paid staff may choose to make additional contributions to their pension plan which will not be matched by ANSM.

11.4 Interns - Not Applicable

11.5 Volunteers - Not Applicable

11.6 Committees/Working Groups - Not Applicable

13.0 **HOLIDAYS**

13.1 Board of Directors

13.1.1 No meetings will be held on the following holidays: New Year's Day, Heritage Day, Good Friday, Easter Monday, Victoria Day, Canada Day, Provincial Civic Holiday (first Monday in August), Labour Day, Truth and Reconciliation Day, Thanksgiving, Remembrance Day, Christmas Day, and Boxing Day.

13.2 Executive Director

13.2.1 The following are paid holidays: New Year's Day, Heritage Day, Good Friday, Easter Monday, Victoria Day, Canada Day, Provincial Civic Holiday (first Monday in August), Labour Day, Truth and Reconciliation Day, Thanksgiving, Remembrance Day, Christmas Day, and Boxing Day.

13.2.2 When the holiday falls on a weekend (Saturday or Sunday), the following day, Monday will be a paid holiday

13.2.3 The ANSM office is closed over the December holidays in conjunction with the Cultural of Federations of Nova Scotia offices. Dates are set by CFNS and average 2 weeks. The Executive Director is paid during this time.

13.3 Paid Staff

13.3.1 The following are paid holidays: New Year's Day, Heritage Day, Good Friday, Easter Monday, Victoria Day, Canada Day, Provincial Civic Holiday (first Monday in August), Labour Day, Truth and Reconciliation Day, Thanksgiving, Remembrance Day, Christmas Day, and Boxing Day.

13.3.2 When the holiday falls on a weekend (Saturday or Sunday), the following day, Monday will be a paid holiday

13.3.3 The ANSM office is closed over the December holidays in conjunction with the Cultural of Federations of Nova Scotia offices. Dates are set by CFNS and average 2 weeks. Staff are paid during this time.

13.3.4 Staff contracted for less than 35 hours/week but more than 50% FTE (Full Time Equivalent) will be paid all holidays. Staff working less than 50% FTE (Full Time Equivalent) will have their holiday pay prorated.

13.4 Interns

13.4.1 Interns will not work and will not have to make-up for hours missed on the following holidays: New Year's Day, Heritage Day, Good Friday, Easter Monday, Victoria Day, Canada Day, Provincial Civic Holiday (first Monday in August), Labour Day, Truth and Reconciliation Day, Thanksgiving, Remembrance Day, Christmas Day, and Boxing Day.

13.5 Volunteers

13.5.1 Volunteers will not work on the following holidays: New Year's Day, Heritage Day, Good Friday, Easter Monday, Victoria Day, Canada Day, Provincial Civic Holiday (first Monday in August), Labour Day, Truth and Reconciliation Day, Thanksgiving, Remembrance Day, Christmas Day, and Boxing Day.

13.6 Committees/Working Groups

13.6.1 No meetings will be held on the following holidays: New Year's Day, Heritage Day, Good Friday, Easter Monday, Victoria Day, Canada Day, Provincial Civic Holiday (first Monday in August), Labour Day, Truth and Reconciliation Day, Thanksgiving, Remembrance Day, Christmas Day, and Boxing Day.

14.0 LEAVE

14.1 SICK LEAVE

Sick leave is designed to alleviate hardship at the time of employee illness. Therefore, it is regarded, not as a right to be taken, but as a benefit to be applied if and when required.

14.1.1 Board of Directors - Not Applicable

14.1.2 Executive Director

- 14.1.2.1 Sick leave is accumulated at a rate of 1.25 days per month. Sick leave resets at the start of each fiscal year and unused sick leave does not carry forward to the new fiscal year.
- 14.1.2.2 After 5 days of Sick Leave the Executive Director needs to submit an explanation and plan to return to work to the ANSM President.
- 14.1.2.3 Sick leave shall not be payable on termination of employment.

14.1.3 Paid Staff

- 14.1.2.1 Sick leave is accumulated at a rate of 1.25 days per month. Staff contracted for less than 35 hours/week will have their sick leave prorated based on hours contracted. Sick leave resets at the start of each fiscal year and unused sick leave does not carry forward to the new fiscal year.
- 14.1.2.2 After 5 days of Sick Leave the Executive Director needs to submit an explanation and plan to return to work to the ANSM President.
- 14.1.2.3 Sick leave shall not be payable on termination of employment.

14.1.4 Interns

Refer to the contract provided by the academic institution.

14.1.5 Volunteers - Not Applicable

14.1.6 Committees/Working Groups

- 14.1.1.1 If sick for an extended period of time, missing three committee/working group meetings in a fiscal year, a member will be asked to step down.

14.2 BEREAVEMENT LEAVE

14.2.1 Board of Directors - Not Applicable

14.2.2 Executive Director

- 14.2.2.1 The employee shall be allowed up to a maximum of 5 days with pay immediately following the death of an immediate family member (Current spouse, common-law spouse, child, sibling, parent -in-law). Payment is only for the days which would have been worked had the death not occurred. This allowance is not accumulative.
- 14.2.2.2 The employee shall be entitled to 3 days absence with pay following the death of the employee's grandparent or grandchild. Payment is only for the days which would have been worked had the death not occurred. This allowance is not accumulative.
- 14.2.2.3 The employee shall be entitled to one day of absence with pay to attend the funeral of a relative. Payment is only if the funeral falls on a work day. This allowance is not accumulative.

14.2.3 Paid Staff

- 14.2.3.1 The employee shall be allowed up to a maximum of 5 days with pay immediately following the death of an immediate family member (Current spouse, common-law spouse, child, sibling, parent -in-law). Payment is only for the days which would have been worked had the death not occurred. This allowance is not accumulative.
- 14.2.3.2 The employee shall be entitled to 3 days absence with pay following the death of the employee's grandparent or grandchild. Payment is only for the days which would have been worked had the death not occurred. This allowance is not accumulative.
- 14.2.3.3 The employee shall be entitled to one day of absence with pay to attend the funeral of a relative. Payment is only if the funeral falls on a work day. This allowance is not accumulative.

14.2.4 Interns - Refer to the contract provided by the academic institution.

14.2.5 Volunteers - As Required.

14.2.6 Committees/Working Groups

- 14.2.6.1 Excused from committee/working group duties for up to three months immediately following the death of a family member.

14.3 UNPAID PROTECTED LEAVE

In addition to the two paid leaves identified above, ANSM recognizes all protected leaves identified in the Nova Scotia Labour Standards Code including pregnancy and paternal, end of pregnancy, reservist, compassionate care, critically ill child care, critically ill adult care, domestic violence, crime-related death or disappearance, emergency, court, and citizenship ceremony. (Sick and Bereavement being recognized in sections 14.1 and 14.2.) Unpaid leave amounts for each type of leave will follow the NS Labour Standards Code: (novascotia.ca/lae/employmentrights/leaves.asp#SnippetTab)

14.3.1 Board of Directors - Not Applicable

14.3.2 Executive Director

- 14.3.2.1 Unpaid leave to be granted equal to the length of time indicated in the Nova Scotia Labour Standards Code.
- 14.3.2.2 As per the Nova Scotia Labour Standards Code, three days of **PAID** leave will be granted for domestic violence leave.
- 14.3.2.3 ANSM will maintain Group Benefits at 50/50 cost for leaves under 1 month after which the employee may choose to pay 100% of the cost of their Group Benefits while on leave.

14.3.3 Paid Staff

- 14.3.3.1 Unpaid leave to be granted equal to the length of time indicated in the Nova Scotia Labour Standards Code.
- 14.3.3.2 As per the Nova Scotia Labour Standards Code, three days of **PAID** leave will be granted for domestic violence leave.
- 14.3.3.3 ANSM will maintain Group Benefits at 50/50 cost for leaves under 1 month after which the employee may choose to pay 100% of the cost of their Group Benefits while on leave.

14.3.4 Interns - Refer to the contract provided by the academic institution.

14.3.5 Volunteers - As Required

14.3.6 Committees/Working Groups

- 14.2.6.1 Excused from committee/working group duties equal to the length of time indicated in the Nova Scotia Labour Standards Code.

15.0 **ORIENTATION**

15.1 **Board of Directors**

- 15.1.1 The Board of Directors will be provided with orientation to their role with documentation in the form of bylaws, terms of reference, policies, procedures, strategic plan and goals, ANSM operations, and financial information.
- 15.1.2 Orientation shall be provided by the President and Executive Director within 1 month of a new board members first board meeting.
- 15.1.3 Orientation documents will be made available to the new board member during their orientation and it is their responsibility to refer to them as needed throughout their term, seeking clarification as required from the President and/or Executive Director.

15.2 **Executive Director**

- 15.2.1 The Executive Director will be provided with orientation to their role with documentation in the form of bylaws, introduction to board, policies and procedures, strategic plan and goals, financial information, NS museum sector, stakeholders and their relation with the role, government staff, ANSM staff and operations, CFNS, and facility procedures.
- 15.2.2 The orientation plan will be developed by the hiring committee and President, and may include engaging ANSM staff and previous Executive Director in orientation.

15.3 **Paid Staff**

- 15.3.1 The Paid Staff will be provided with orientation to their role with documentation in the form of policies and procedures, strategic plan and goals in relation to their work, key stakeholders, ANSM operations, and facility procedures.
- 15.3.2 The orientation will be provided by the Executive Director and/or the Program Manager.

15.4 Interns

- 15.4.1 The Interns will be provided with orientation to their role with documentation in the form of policies and procedures, strategic plan and goals in relation to their work, key stakeholders, ANSM operations, and facility procedures.
- 15.4.2 The orientation will be provided by the Executive Director and/or the Program Manager.
- 15.4.3 Additional orientation may be provided as required in the contract provided by the academic institution.

15.5 Volunteers

- 15.5.1 The ANSM Volunteers will be provided with orientation as appropriate to their role with documentation in the form of policies and procedures, strategic plan and goals in relation to their work, key stakeholders, ANSM operations, and facility procedures.
- 15.5.2 The orientation will be provided by the Executive Director and/or the Program Manager.

15.6 Committees/Working Groups

- 15.6.1 The ANSM Volunteers will be provided with orientation as appropriate to their role with documentation in the form of terms of reference, policies and procedures, strategic plan and goals in relation to their work, key stakeholders, ANSM operations, and facility procedures.
- 15.5.2 The orientation will be provided by the Committee Chair, Executive Director and/or the Program Manager.

16.0 **PROFESSIONAL DEVELOPMENT**

16.1 Board of Directors

- 16.1.1 The Executive Director will share professional development opportunities relevant to the role.
- 16.1.2 Pre-approval from the Executive Director is required for financial reimbursement. Receipts must be submitted within one month of professional development opportunity.

16.1.3 Board members who participate in education sessions are encouraged to share their learnings with other staff and volunteers.

16.2 Executive Director

16.2.1 The Executive Director is required to participate in professional development (i.e. education sessions, conferences, online learning, etc.) related to their role and partnerships (i.e. CMA). A professional development plan is developed with the Executive Director in their annual review with the board.

16.2.2 ANSM will pre-pay any required professional development and reimburse travel costs upon successful completion of the approved course.

16.2.3 The Executive Director is encouraged to share their learnings with the board, other staff and volunteers.

16.3 Paid Staff

16.3.1 Paid Staff are required to participate in professional development (i.e. education sessions, conferences, online learning etc.) related to their role and partnerships. A professional development plan is developed for staff as part of their annual review with the Executive Director and after 3 months probationary period has been completed.

16.3.2 ANSM will pre-pay any required professional development and reimburse travel costs upon successful completion of the approved course.

16.3.3 Paid Staff are encouraged to share their learnings with the executive director, other staff and volunteers.

16.4 Interns

16.4.1 Interns may be given professional development opportunities (i.e. education sessions, online learning, etc.) related to their role and partnerships. A professional development plan will be developed as part of their work plan by the Program Manager.

16.4.2 Any costs associated with intern professional development will be pre-approved by the Executive Director. ANSM will pre-pay any required professional development and reimburse travel costs upon successful completion of the approved course.

16.4.3 Interns are encouraged to share their learnings with staff.

16.5 Volunteers

16.5.1 Volunteers may be given professional development opportunities (i.e. education sessions, online learning, etc.) related to their role and partnerships. These opportunities will be discussed with the Executive Director and/or Program Manager.

16.5.2 Any costs associated with volunteer professional development will be pre-approved by the Executive Director. ANSM will pre-pay any required professional development and reimburse travel costs upon successful completion of the approved course.

16.5.3 Volunteers are encouraged to share their learnings with staff.

16.6 Committees/Working Groups

16.6.1 Committee/Working Group members may be given professional development opportunities (i.e. education sessions, online learning, etc.) related to their role and partnerships. These opportunities will be discussed with the Committee Chair, Executive Director and/or Program Manager.

16.6.2 Any costs associated with volunteer professional development will be pre-approved by the Executive Director. ANSM will pre-pay any required professional development and reimburse travel costs upon successful completion of the approved course.

16.6.3 Committee/Working Group members are encouraged to share their learnings with staff and other working group members.

17.0 **WORKPLACE SAFETY AND SECURITY**

ANSM Board of Directors, Executive Director, ANSM staff, ANSM Interns, and ANSM volunteers will comply with all applicable measures and procedures as prescribed by the *Nova Scotia Occupational Health and Safety Act and Regulation*. Compliance includes:

17.1 ANSM Board of Directors, Executive Director, ANSM staff, ANSM Interns, and ANSM volunteers will identify and appropriately report and/or control workplace risks and hazards.

- 17.2 ANSM Board of Directors, Executive Director, ANSM staff, ANSM Interns, and ANSM volunteers will provide tools and equipment that are in good condition and appropriate for the task.
- 17.3 ANSM Board of Directors, Executive Director, ANSM staff will provide suitable training and supervision in respect to workplace safety.
- 17.4 ANSM Board of Directors, Executive Director, ANSM staff will ensure supervisors fulfill their roles.
- 17.5 ANSM Board of Directors, Executive Director, ANSM staff, ANSM Interns, and ANSM volunteers have the right to refuse unsafe work. In the event of unsafe work conditions, the Executive Director may make the decision to close the ANSM office. Regular work for ANSM Executive Director and ANSM Paid Staff may be conducted from alternative locations where possible.

18.0 **DISCRIMINATION AND HARASSMENT**

ANSM will not tolerate discrimination or harassment during the hiring process or in the workplace.

The Nova Scotia Human Rights Act prohibits actions that discriminate against people based on a protected characteristic in combination with a prohibited area (see below).

Protected Characteristics: Age; Race; Colour; Religion; Creed; Ethnic (national or aboriginal origin); Sex (including pregnancy and pay equity); Sexual orientation; Physical disability; Mental disability; Family status; Marital status; Source of income; Harassment (and sexual harassment); Irrational fear of contracting an illness or disease; Association with protected groups or individuals; Political belief, affiliation or activity; Gender Identity; Gender Expression; Retaliation.

In addition to protection from discrimination, the Act also prohibits harassment based on any of these characteristics, and prohibits sexual harassment in all areas of public life.

Prohibited Areas: Employment; Housing or accommodation; Services and facilities (such as stores, restaurants or provincially funded programs); Purchase or sale of property; Volunteer public service; Publication, broadcasting or advertisement; Membership in a professional, business or trade association, or employers' or employees' organization

Harassment means any behaviour, act, conduct or comment, whether sexual in nature or not, whether occurring on a one-time or recurring basis, by a person to whom this Policy applies, directed at and offensive to another person to whom this Policy applies, and that the person knew or ought reasonably to have known:

- would be unwelcome and cause offense or harm;

- would demean, belittle, intimidate, threaten, distress, humiliate or embarrass;
- would affect a person's reputation;
- would endanger a person's job, undermine job performance, threaten economic livelihood or interfere with one's career;
- would be discrimination on account of one or more factors listed in the *Human Rights Act*;
- would be bullying as defined under the *Education Act*; or
- would be cyberbullying as defined under the *Cyber-safety Act* or under another Act.

18.1 RESOLUTION

18.1.1 The Board of Directors, Executive Director, Paid Staff, Intern, or Volunteer will report the issue to their supervisor (as identified in their letter of employment agreement), the Executive Director or the ANSM President.

18.1.2 The person who received the report will begin to investigate within 10 days of receiving the report, interview the people involved and find a resolution if possible.

18.1.3 If resolution cannot be found, the person who received the report will bring the issue to the Board of Directors for discussion and resolution within 2 board meetings of receiving the report.

19.0 BULLYING

ANSM will not tolerate bullying in the workplace.

Bullying means behaviour, typically repeated, that is intended to cause or should be known to cause fear, intimidation, humiliation, distress or other harm to another person's body, feelings, self-esteem, reputation or property, and can be direct or indirect, and includes assisting or encouraging the behaviour in any way.

19.1 RESOLUTION

19.1.1 The Board of Directors, Executive Director, Paid Staff, Intern, or Volunteer will report the issue to their supervisor (as identified in their letter of employment agreement), the Executive Director or the ANSM President.

19.1.2 The person who received the report will begin to investigate within 10 days of receiving the report, interview the people involved and find a resolution if possible.

- 19.1.3 If resolution cannot be found, the person who received the report will bring the issue to the Board of Directors for discussion and resolution within 2 board meetings of receiving the report.

20.0 **CONFIDENTIALITY**

ANSM Board of Directors, Executive Director, Staff, Interns, Volunteers, and Committees/Working Group members will be accumulating, interpreting, and communicating confidential data such as ANSM Human Resource, membership records, and ANSM operations. Transmitting confidential information is not permitted. It is a violation of the Nova Scotia Freedom of Information and Protection of Privacy Act.

20.1 **RESOLUTION**

20.1.1 Upon first violation, the President of the Board of Directors or the Executive Director will provide the person with a written warning which will be kept on file.

20.1.2 Upon second violation, or should the first violation be seen as serious enough by both the President and Executive Director, the person shall be terminated.

21.0 **INTELLECTUAL PROPERTY**

21.1 Materials created in the process of undertaking work activities are the property of the Association of Nova Scotia Museums with corresponding applicable copyright.

21.2 Intellectual property refers to creations of the mind such as inventions, literary and artistic works, designs, and symbols, names and images, research data, databases, and course material.

21.3 This policy applies to all those directors, staff, interns, volunteers and committee/working group members who create work for the use by ANSM, during time spent working or volunteering for ANSM, are the property of ANSM.

22.0 **FREELANCE WORK AND EMPLOYMENT OUTSIDE OF ANSM**

22.1 **Non-Competition**

Board of Directors, Executive Director, Paid Staff, Interns, Volunteers and Committee/Working Group Members are asked to not directly compete with ANSM or ANSM projects.

22.2 Time Management

Executive Director, Paid Staff, and Interns are not to engage in freelance work or employment outside of ANSM during their working hours with ANSM.

22.3 No Promotion using ANSM Position

Board of Directors, Executive Director, Paid Staff, Interns, Volunteers and Committee/Working Group Members are not to use their position within ANSM to promote or advertise external work to ANSM members or any individuals or organizations associated with ANSM.

22.4 Maintaining Professional Relationships

Board of Directors, Executive Director, Paid Staff, Interns, Volunteers and Committee/Working Group Members may have established relationships with ANSM members through their external work or personal networks. These may continue however must be kept separate from ANSM work to ensure fairness and professionalism.

23.0 **CONFLICT RESOLUTION**

ANSM promotes clear and open communication with the Board of Directors, Executive Director, Staff, Interns, Volunteers, and Committee/Working Group Members.

23.1 RESOLUTION

23.1.1 Individuals involved in a conflict should try to resolve it independently.

23.1.2 When the individual(s) involved are unable to resolve the issue, they will report the issue to their supervisor (as identified in their letter of employment agreement), the Executive Director or the ANSM President.

23.1.3 The person who received the report will begin to investigate within 10 days of receiving the report, interview the people involved, and find a resolution if possible.

- 23.1.4 The person who received the report will bring the issue to the Board of Directors for discussion and resolution within 2 board meetings of receiving the report.

24.0 **GRIEVANCES**

24.1 DEFINITION OF GRIEVANCE

In the context of employer-employee (paid position) relations usually related to an employee's allegation of violation of workplace policy or contract terms.

24.2 GRIEVANCE STEPS TO FOLLOW

24.2.1 Board of Directors - Not applicable (unpaid)

24.2.2 Executive Director

24.2.2.1 Informal discussion with the President of the Board of Directors

24.2.2.2 If the informal discussion does not resolve the issue, provide a written grievance to the Executive of the Board through the President.

24.2.2.3 If issue is still unresolved, formal, written request to the Board of Directors

24.2.2.4 If the issue is still unresolved, the Executive Director may take the grievance to the NS Labour Board.

24.2.3 Paid Staff

24.2.3.1 Informal discussion with the Executive Director.

24.2.3.2 If the informal discussion does not resolve the issue, provide a written grievance to the Executive Director and the President.

24.2.3.3 If the issue is still unresolved by the Executive Director and the Board, the ANSM Paid staff may take the grievance to the NS Labour Board.

24.2.4 Interns - Refer to the contract provided by the academic institution.

24.2.5 Volunteers - Not applicable (unpaid)

24.2.6 Committee/Working Groups - Not applicable (unpaid)

25.0 **PERFORMANCE MANAGEMENT**

A process that provides feedback, accountability, and documentation for performance outcomes. It helps staff and volunteers to channel their talents toward organization goals.

25.1 PERFORMANCE REVIEW/MANAGEMENT

25.2.1 Board of Directors

The evaluation of the Board shall be undertaken annually by the Board of Directors Executive Committee.

25.2.2 Executive Director

25.2.2.1 The evaluation of the Executive Director shall be undertaken annually by the Board of Directors Executive. Prior to the evaluation, the Executive will review and update (if necessary) the evaluation forms and procedures

25.2.2.2 The Executive Director will receive written constructive feedback from the Executive Committee and it will be reviewed with the Executive Director.

25.2.2.3 If there are areas for improvement they will be documented with goals set and professional development supported for the next review.

25.2.2.4 In the event of serious performance issues that have not improved, the Board of Directors will be notified and a decision on next steps will be discussed.

25.2.2.5 The Executive Director shall be given an opportunity to provide a written response and sign the evaluation form to indicate receipt of copy of the evaluation.

25.2.3 Paid Staff

- 25.2.3.1 The evaluation of the Paid Staff shall be undertaken annually by the Executive Director.
- 25.2.3.2 The Paid staff will receive written constructive feedback from the Executive Director and it will be reviewed with them.
- 25.2.3.3 If there are areas for improvement they will be documented with goals set and professional development supported for the next review.
- 25.2.3.4 In the event there are serious performance issues that have not improved, the Executive Director will make a decision on next steps.
- 25.2.3.5 The Paid Staff shall be given the opportunity to provide a written response and sign their evaluation form to indicate receipt of a copy of the report.
- 25.2.3.6 PROBATIONARY PERIOD. Staff will be evaluated at the end of their initial 3 months probationary period. The above evaluation process will be used to determine if the staff shall be removed from probationary status or end their time with ANSM. Probationary Period may not be extended.

25.2.4 Interns

- 25.2.4.1 The evaluation of Interns shall be undertaken mid-way and at the end of academic internships by the Program Manager.
- 25.2.4.2 The Intern will receive written constructive feedback from the Program Manager and it will be reviewed with them.
- 25.2.4.3 If there are areas for improvement they will be documented with recommendations for professional development.
- 25.2.3.4 In the event there are serious performance issues that have not improved, the Program Manager will contact the Academic Institution and with them make a decision on next steps.
- 25.2.3.5 The Intern shall be given the opportunity to provide a written response and sign their evaluation form to indicate receipt of a copy of the report. Copies of evaluations shall be sent to the Academic Institution.

25.2.5 Volunteers

- 25.2.5.1 Regular meetings shall be held between volunteers and their project supervisor to discuss progress, goals, and support required.

25.2.5 Committees/Working Groups - Refer to Group's Terms of Reference.

26.0 **TRAVEL EXPENSES**

ANSM aims to keep travel expense reimbursement inline with rates provided by the Province of Nova Scotia travel rates. They are reviewed annually by the ANSM Board of Directors.

26.1 Board of Directors

- 26.1.1 Board of Directors will be reimbursed for travel expenses to in-person ANSM Board Meetings, or pre-approved travel expenses. This covers hotel, mileage, and per diem meals.
- 26.1.2 The Board of Directors will complete the ANSM Travel Expense form and submit to the Executive Director within two months of expenses. Allowable mileage reimbursement, hotel, and meal per diems are listed on the travel expense form.

26.2 Executive Director

- 26.2.1 The Executive Director will be reimbursed for approved travel expenses related to ANSM business. This covers hotel, car rental/taxis/parking/mileage/airfare, and per diem meals.
- 26.2.2 The Executive Director will complete the ANSM Travel Expense form within two months of expenses. All travel claims must be approved by the President or Treasurer and claims larger than \$500 must be pre-approved.

26.3 Paid Staff

- 26.3.1 Paid Staff will be reimbursed for approved travel expenses related to ANSM business. This covers hotel, car rental/taxis/parking/mileage/airfare, and per diem meals.

26.3.2 Paid Staff will complete the ANSM Travel Expense form and submit with receipts to the Executive Director within two months of expenses. All travel must be pre-approved by the Executive Director.

26.4 Interns

26.4.1 Interns will be reimbursed for approved travel expenses related to ANSM business. This covers hotel, car rental/taxis/parking/mileage/airfare, and per diem meals.

26.4.2 Interns will complete the ANSM Travel Expense form and submit with receipts to the Executive Director within two months of expenses. All travel must be pre-approved by the Executive Director.

26.4.3 Interns must have permission from their academic institution to travel for internship related work for insurance reasons.

26.5 Volunteers

26.5.1 Volunteers will be reimbursed for approved travel expenses related to ANSM business. This covers hotel, car rental/taxis/parking/mileage/airfare, and per diem meals.

26.5.2 Volunteers will complete the ANSM Travel Expense form and submit with receipts to the Executive Director within two months of expenses. All travel must be pre-approved by the Executive Director.

26.6 Committee/Working Groups

26.6.1 Committee/Working Group members will be reimbursed for approved travel expenses related to ANSM business. This covers hotel, car rental/taxis/parking/mileage/airfare, and per diem meals.

26.3.2 Committee/Working Group members will complete the ANSM Travel Expense form and submit with receipts to the Executive Director within two months of expenses. All travel must be pre-approved by the Executive Director.

27.0 **TERMINATION OF EMPLOYMENT/ROLE**

27.1 Board of Directors

27.1.1 In the event there is a concern with a Board of Director, the ANSM Executive will meet and discuss the concern before the next Board Meeting.

27.1.2 The ANSM Executive Committee will determine the best course of action, seeking professional advice if needed, and notify the board member of their decision within 3 months of the initial meeting.

27.1.3 All steps in the process will be documented.

27.2. Executive Director

27.2.1 The Board of Directors will meet to discuss options.

27.2.2 Dismissal of the Executive Director will follow the *Nova Scotia Labour Standards Code*.

27.2.3 All steps in the process will be documented.

27.3 Paid Staff

27.3.1 The Executive Director will discuss options with the President.

27.3.2 Dismissal of ANSM Paid Staff will follow the *Nova Scotia Labour Standards Code*.

27.3.3 All steps in the process will be documented.

27.4 Interns

27.4.1 The Program Manager will discuss options and process with the Executive Director and Academic Institution.

27.4.2 All steps in the process will be documented.

27.5 Volunteers

27.5.1 The Project Supervisor will discuss options and process with the Executive Director.

27.5.2 All steps in the process will be documented.

27.6 Committees/Working Groups

27.6.1 The Executive Director will discuss options and process with the Board President and/or Working Group Chair.

27.6.2 All steps in the process will be documented.

28.0 **RESIGNATION**

28.1 **Board of Directors**

28.1.1 In the event a board of director resigns before end of term they will provide a written letter of resignation for the President.

28.2 **Executive Director**

28.2.1 In the event the Executive Director resigns, a letter of resignation will be provided to the President with a required two weeks' notice of resignation of employment.

28.2.2 The President may choose to make the Executive Director's last day of work at any regularly scheduled work day during those two weeks but must pay the two weeks salary as long as notice was given.

28.3 **Paid Staff**

28.3.1 In the event a Paid Staff resigns, a letter of resignation will be provided to the Executive Director with a required two weeks' notice of resignation of employment.

28.3.2 The Executive Director may choose to make the Paid Staff's last day of work at any regularly scheduled work day during those two weeks but must pay the two weeks salary as long as notice was given.

28.4 **Interns**

28.4.1 In the event an intern resigns, a letter of resignation will be provided to the Program Manager and the Academic Institution.

28.3.2 The Academic Institution will determine next steps.

28.5 **Volunteers**

28.5.1 In the event a volunteer resigns, a letter of resignation will be provided to the project manager. Two weeks notice is not required as this is an unpaid position.

28.6 Committee/Working Groups

28.6.1 In the event a committee/working group member resigns, a letter of resignation will be provided to the group chair. Two weeks notice is not required as this is an unpaid position..

29.0 **NOTICE OF LAY-OFF**

29.1 Board of Directors - Not Applicable (unpaid)

29.2 Executive Director

29.2.1 Under the *Nova Scotia Labour Standards Code* an employer must provide notice of lay-off. The following notice is required for years of service:

- 3 months to 2 years of service: 1 week notice
- 2 years to 5 years of service: 2 weeks notice
- 5 years to 10 years of service: 4 weeks notice
- 10 years plus years of service: 8 weeks notice.

29.2.1 Under the *Nova Scotia Labour Standards Code* the employer may pay the employee pay in lieu of the time of notice.

29.2 Paid Staff

29.2.1 Under the *Nova Scotia Labour Standards Code* an employer must provide notice of lay-off. The following notice is required for years of service:

- 3 months to 2 years of service: 1 week notice
- 2 years to 5 years of service: 2 weeks notice
- 5 years to 10 years of service: 4 weeks notice
- 10 years plus years of service: 8 weeks notice.

29.2.1 Under the *Nova Scotia Labour Standards Code* the employer may pay the employee pay in lieu of the time of notice.

29.2.4 Interns - Refer to the contract provided by the academic institution.

29.2.5 Volunteers - Not applicable (unpaid)

29.2.6 Committee/Working Groups - Not applicable (unpaid)

30.0 **DISMISSAL WITH CAUSE**

30.1 Board of Directors - Not Applicable (unpaid)

30.2 Executive Director

30.2.1 Under the *Nova Scotia Labour Standards Code*, an employer may dismiss an employee with cause and the employee will receive no notice and no pay in lieu.

30.2.2 The Board of Directors will ensure all steps in the process are documented.

30.3 Paid Staff

30.3.1 Under the *Nova Scotia Labour Standards Code*, an employer may dismiss an employee with cause and the employee will receive no notice and no pay in lieu.

30.3.2 The Executive will ensure all steps in the process are documented.

30.2.4 Interns - Refer to the contract provided by the academic institution.

30.2.5 Volunteers - Not applicable (unpaid)

30.2.6 Committee/Working Groups - Not applicable (unpaid)

31.0 **HUMAN RESOURCE RECORDS**

31.1 The ANSM Executive Director will maintain accurate and current records of vacation time for ANSM Paid Staff and the Executive Director.

31.2 The Executive Director will keep accurate and current written records of all sick leave entitlement and use for ANSM Paid Staff and the Executive Director. Records will be reviewed with the employee quarterly.

31.3 The ANSM Executive Director will maintain accurate and current records of overtime, identifying areas of concern (overwork) to the board.

31.4 The Executive Director's human resources records will be maintained by the ANSM President at the ANSM office and a Duplicate set will be kept by the

President. The ANSM President and a member of the ANSM Executive shall each have keys to the box.

- 31.5 Human resource records for all staff members except the Executive Director shall be maintained by the Executive Director at the ANSM office with duplicates kept in a secure folder online. Access to these records is restricted to the specific staff member, the Executive Director, and the ANSM President.

32.0 **APPROVAL OF AND UPDATING HR POLICY**

- 32.1 The ANSM HR Policy must be approved by the ANSM Board.
- 32.2 The approved HR Policy must be signed by two members of the Board of Directors Executive and will be provided to the Executive Director who will in turn make sure all Paid Staff, Interns, Volunteers, and Committee/Working Group Members receive a copy.
- 32.2 The ANSM HR Policy will be updated and approved by the board every 3 years.
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