

POL-308

Title: *Responsibilities of the Employee/Employer Relationship*



Type: Human Resources

Authority: Board

Related Documents:

Purpose

The Grey Bruce Hospice Inc. (GBH) sets the responsibilities of employees to the employer, and of the employer to the employee. These responsibilities shall be clear and promoted in a manner such that each party fully understands the expectations.

Scope

This policy refers to all class of Personnel.

308.01 Attendance

1. Personnel shall:
 - 1.1. Attend work regularly and on time;
 - 1.1. Dress professionally at all times. If they are unsure of professional attire they should speak with their direct supervisor. Those working in clinical positions should not wear full scrubs as Chapman House aims to have a family home feel;
 - 1.2. Give six weeks notice for vacation or leave requests (in order to meet pre-release of monthly schedule). Any request received within a minimum two (2) weeks will be entertained but not guaranteed;
 - 1.3. Give immediate notice upon registering for school/courses which limits the regular availability of scheduling (typically no less than six-weeks notice to onset of school);
 - 1.4. In the event of an unplanned sick day, hourly staff are asked to call the Hub at least 2 hours prior to the start of your shift (where possible), in order for relief staff to be found as soon as possible.

308.02 Resignation

1. Personnel shall:
 - 1.1. Give at least two (2) weeks written notice of resignation;
 - 1.2. Return all property to the GBH, including access codes, technology, and keys;
 - 1.3. Reimburse any amounts owed to the employer, if any, within the next pay period. This includes but it not limited to when a full-year entitlements has been used, but an employee resigns during the year. (e.g. 3 weeks vacation taken, but the prorated year would have given a lesser entitlement).
2. The GBH shall:

- 2.1. Pay the employee accrued lieu time, accrued annual leave time, or outstanding unpaid wages for time worked.
- 2.2. Sick time entitlements are not payable.

308.03**Review Cycle**

The Human Resources policies will be reviewed every three years, or as required by legislation, or legislated updates and changes.

Original Approval: 10-19-2022

Reviewed On:

Revised On: