

HUMAN RESOURCES

SECTION F

COMPENSATION - BENEFITS

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Horizons Centre	<p style="text-align: right;">Section F: Compensation - Benefits Human Resources</p>
Policy F1:	Vacation
Policy:	Horizons Centre employees earn vacation entitlement or vacation pay.
Guiding Principle:	Horizons Centre recognizes that an employee needs time for rest and recreation from work and expects them to schedule vacation time subject to the Agency's approval.
Cross Reference	<ul style="list-style-type: none"> • Alberta Employment Standards
Date Approved	January 22, 2008
Revised Date	April 12, 2018

Horizons Centre	<p style="text-align: right;">Section F: Compensation - Benefits Human Resources</p>
Procedure F1:	Vacation
Procedure	<p>1.1 ENTITLEMENT</p> <p>Employees are encouraged to wait a full year of employment before utilizing accumulated vacation days.</p> <p>Full Time Employees (with the exception of the Executive Director and Program Director):</p> <ul style="list-style-type: none"> • First three years of service - 2 weeks • Three year anniversary - 3 weeks • Eight year anniversary - 4 weeks • Fourteen year anniversary - 5 weeks • Nineteen year anniversary – 6 weeks <p>Program Director/Executive Director:</p> <ul style="list-style-type: none"> • First two years of service - 2 weeks • Two year anniversary - 3 weeks • Five year anniversary - 4 weeks • Ten year anniversary – 5 weeks • Fifteen year anniversary - 6 weeks • Twenty year anniversary - 7 weeks • Twenty-five year anniversary– 8 weeks <p>For the purpose of determining vacation entitlement, any break in employment with the employer of less than three months is counted as a period of continuous employment.</p> <p>1.2 VACATION PAY</p> <p>Casual and part time employees will receive vacation pay on each cheque at the rate established by Employment Standards.</p> <p>1.3 VACATION CARRY FORWARD AND PAY OUT</p> <p>Earned vacation accumulated to the anniversary date of the employee must be taken before the next anniversary date.</p>
Date Approved	April 26, 2011
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Horizons Centre	<p style="text-align: right;">Section F: Compensation - Benefits Human Resources</p>
Procedure F1:	Vacation (continued)
Procedure:	<p>Vacation carry forward or pay out of vacation time may only be granted by the Executive Director.</p> <p>Upon termination of employment, the employee will be paid the amount of vacation owing to them in compliance with Employment Standards.</p> <p>1.4 SCHEDULING</p> <p>Vacation requests must be submitted to the immediate supervisor a minimum of 2 weeks and a maximum of 6 months prior to the start date of the vacation.</p> <p>The following criteria may be used to determine whether an employee's request can be granted.</p> <ul style="list-style-type: none"> • the operational demands of the Agency • the responsibilities of the employee • co-workers vacation requests • number of employees approved for vacation <p>Client Support Workers, Program Coordinators and Program Supervisors may take up to a maximum of 4 consecutive weeks. Program Director may take up to a maximum of 4 consecutive weeks, unless otherwise approved by the Executive Director. Executive Director may take up to a maximum of 4 consecutive weeks, unless otherwise approved by the Chairman of the Board of Directors’.</p> <p>Employees are encouraged to take their vacation in increments of at least half (1/2) days.</p> <p>An employee may reschedule their vacation if the following occurs during their scheduled vacation time:</p> <ul style="list-style-type: none"> • the death of an immediate family member • employee becomes ill requiring hospitalization
Date Approved	April 26, 2011
Revised Date	April 12, 2018

Horizons Centre	<p style="text-align: right;">Section F: Compensation - Benefits Human Resources</p>
Policy F2:	General Holidays (Statutory Holidays)
Policy:	<p>Horizons Centre follows Alberta Employment Standards in regard to general holidays.</p>
Guiding Principle:	
Cross Reference	<ul style="list-style-type: none"> • Alberta Employment Standards
Date Approved	April 26, 2011
Revised Date	April 12, 2018

Horizons Centre	<p style="text-align: right;">Section F: Compensation - Benefits Human Resources</p>
Procedure F2:	General Holidays (Statutory Holidays)
Procedure:	<p>2.1 RECOGNIZED HOLIDAYS Employees who qualify for general holiday pay shall receive the following general holidays with pay:</p> <ul style="list-style-type: none"> • New Years Day • Family Day • Good Friday • Easter Monday • Victoria Day • Canada Day • Civic (August) Holiday • Labour Day • Thanksgiving • Remembrance Day • Christmas Day • Boxing Day <p>A day off in lieu may be provided for holidays that fall on a Saturday or Sunday.</p> <p>2.2 RATE OF PAY</p> <p>Employees are entitled to general holidays and receive general holiday pay or a day off in lieu, regardless of the day of the week the general holiday falls.</p> <p>General holiday pay or day off in lieu is calculated at 5% of the employee's wages, general holiday pay, banked time taken, wellness time taken, and vacation pay earned in the 28 days immediately preceding the general holiday.</p> <p>Performing Work on a General Holiday</p> <p>Any eligible employee who is required to attend and work on a recognized general holiday that is a regularly scheduled work day will be:</p> <ul style="list-style-type: none"> • paid their regularly scheduled hours, and 1.5 times the number of hours worked. <p>Any eligible employee who is required to attend and work on a recognized general holiday that is not a regularly scheduled work day will be:</p>
Date Approved	January 22, 2008
Revised Date	April 12, 2018

Horizons Centre	<p style="text-align: right;">Section F: Compensation - Benefits Human Resources</p>
Procedure F2:	General Holidays (Statutory Holidays)
Procedure:	<ul style="list-style-type: none"> • paid for each hour of work and be provided with the same number of hours as banked time. <p>2.3 ELIGIBILITY Employees are eligible for general holidays and holiday pay immediately upon employment.</p> <p>An employee is not entitled to holiday pay when they:</p> <ul style="list-style-type: none"> • don't work on a general holiday but are required or scheduled to do so, or • are absent from employment without consent of the employer on the employee's last regular working day preceding, or first regular working day following, the general holiday <p>2.4 SPECIAL CONSIDERATIONS</p> <p>The Agency will allow reasonable accommodation of an employee's religion and religious holidays through the use of:</p> <ul style="list-style-type: none"> • wellness time • banked time • vacation time • leave of absence without pay
Date Approved	January 22, 2008
Revised Date	April 12, 2018

Horizons Centre	<p style="text-align: right;">Section F: Compensation - Benefits Human Resources</p>
Policy F3:	Leave of Absence with Pay
Policy:	<p>The Executive Director may grant Leaves of Absence with pay in the following circumstances:</p> <ul style="list-style-type: none"> • bereavement • civic duty
Guiding Principle:	
Cross Reference	<ul style="list-style-type: none"> • Alberta Employment Standards
Date Approved	January 22, 2008
Revised Date	April 12, 2018

Horizons Centre	<p style="text-align: right;">Section F: Compensation - Benefits Human Resources</p>
Procedure F3:	Leaves of Absence with Pay
Procedure:	<p>The employee shall:</p> <ul style="list-style-type: none"> • submit request to the Executive Director using the <i>Request for Leave of Absence</i> form <p>These leaves do not affect vacation entitlement, benefit plans or increases in wages or benefits.</p> <p>3.1 BEREAVEMENT LEAVE</p> <p>Bereavement leave will follow Employment Standards with the addition of:</p> <p>a) In the event of the death of an employee`s immediate family member, the employee may receive up to 5 working days off with pay in order to attend or arrange a funeral (With consideration to travelling time and the complexity of the situation)</p> <p>Immediate family is defined as:</p> <ul style="list-style-type: none"> • spouse (including common-law) • child, grandchild, parent, or siblings of an employee or spouse • father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, or sister-in-law of an employee or spouse • grandparent of an employee <p>b) Employees may request additional unpaid leave, or use available wellness, vacation or banked time upon approval</p> <p>c) Verification of death and the nature of the relationship may be requested by the Executive Director</p> <p>3.2 CIVIC DUTY</p> <p>Civic duty may include:</p> <ul style="list-style-type: none"> • jury duty • witness duty for the Agency • time off to vote
Date Approved	January 22, 2008
Revised Date	April 12, 2018

Horizons Centre	<p style="text-align: right;">Section F: Compensation - Benefits Human Resources</p>
Procedure F3:	Leaves of Absence with Pay
Procedure:	<p>a) Jury Duty</p> <p>Employees are required to show the jury summons to their immediate supervisor as soon as they receive it so arrangements for coverage may be made.</p> <p>Employees are granted time off with pay for up to five of their regularly scheduled days while serving on jury duty, this includes time off for the selection process.</p> <p>Employees are required to be in attendance at work whenever the court schedule permits.</p> <p>b) Witness Duty</p> <p>If employees have been subpoenaed or are otherwise requested to testify as witnesses for Horizons Centre, they will receive paid time off for the entire period of witness duty.</p> <p>Employees should show the subpoena to their immediate supervisor as soon as possible so that operating requirements may be adjusted to accommodate the employee's absence.</p> <p>The employee is expected to report for work whenever the court schedule permits.</p> <p>Employees will be granted unpaid time off to appear in court as a witness when requested by another party other than Horizons Centre. Employees are free to use any available paid leave benefit (such as vacation) to receive compensation for this period of absence.</p> <p>c) Time off to Vote</p> <p>Employees should request time off to vote from their immediate supervisor at least 2 working days prior to Election Day.</p>
Date Approved	January 22, 2008
Revised Date	June 26, 2014

Horizons Centre	<p style="text-align: right;">Section F: Compensation - Benefits Human Resources</p>
Policy F4:	Leave of Absence without Pay
Policy:	<p>Horizons Centre will grant protected leaves of absence without pay as per Alberta Employment Standards and will consider other leaves of absence without pay as requested.</p>
Guiding Principle:	
Cross Reference	<ul style="list-style-type: none"> • Alberta Employment Standards
Date Approved	January 22, 2008
Revised Date	April 12, 2018

Horizons Centre	<p style="text-align: right;">Section F: Compensation - Benefits Human Resources</p>
Procedure F4:	Leave of Absence without Pay
Procedure:	<p>4.1 JOB PROTECTED LEAVES</p> <ul style="list-style-type: none"> • As determined by Alberta Employment Standards • Submit a request using a <i>Request for Leave of Absence</i> form <p>4.2 OTHER LEAVES</p> <p>Other leaves may be granted but not limited for the following:</p> <ul style="list-style-type: none"> • educational • witness duty • travel <p>All employees requesting a leave of absence of more than one day shall:</p> <ul style="list-style-type: none"> • have worked for the Agency for at least 12 consecutive months • submit a request using a <i>Request for Leave of Absence</i> form • submit written notice as required prior to returning to work • submit written notice as required if not returning to work <p>If an employee`s position is terminated for business reasons during their leave and an alternate comparable position cannot be found, the employment may be terminated.</p> <p>4.3 BENEFITS</p> <p>The employee has the option of paying the full premiums for any or all benefits during the leave to keep them in effect. It is the employee`s responsibility to indicate in their letter of request and in the Request for Leave of Absence Form whether they wish to continue the benefit package and assume full responsibility for the premiums.</p> <p>4.4 PAYMENT OF PREMIUM</p> <p>The employee shall:</p> <ul style="list-style-type: none"> • indicate that they are continuing the benefit package • submit payment at the beginning of each month • be aware that default in payment will result in the discontinuation of benefits
Date Approved	January 22, 2008
Revised Date	April 26, 2018

Horizons Centre	<p style="text-align: right;">Section F: Compensation - Benefits Human Resources</p>
Policy F5:	Group Insurance Benefits
Policy:	Horizons Centre will subscribe to a group insurance plan.
Guiding Principle:	
Cross Reference	
Date Approved	January 22, 2008
Revised Date	

Horizons Centre	Section F: Compensation - Benefits Human Resources
Procedure F5:	Group Insurance Benefits
Procedure:	<p>5.1 ELIGIBILITY</p> <p>Full time (30+ hours per week) non-contract employees who have successfully completed their qualifying period are eligible to participate in the plans.</p> <p>Eligible employees participating in the health insurance plan are subject to all the terms and conditions of the agreement between Horizons Centre and the insurance carrier.</p> <p>5.2 BENEFIT PLANS AND COST SHARING AMOUNTS</p> <p>a) Workers Compensation</p> <ul style="list-style-type: none"> • Workers Compensation is provided for all employees • Agency pays 100% of premium <p>b) Group Insurance Benefits Package</p> <ul style="list-style-type: none"> • A group benefit package is available for all employees meeting the eligibility criteria • Cost sharing outlined in 'Use of Benefit Package' <p>5.3 USE OF BENEFIT PACKAGE</p> <p>The Agency will only assume the cost of premiums of benefits that were in effect prior to the employee`s disability leave.</p> <p>Employees have the option of retaining or discontinuing all their benefits during disability leaves. Should an employee wish to discontinue benefits during a disability leave, the employee will not receive any form of compensation from the insurance carrier.</p> <p>a) Life Insurance and Accidental Death and Dismemberment</p> <ul style="list-style-type: none"> • Compulsory for full time employees - employees pay 100% of premiums • Employee pays 100% of premiums in the event of a disability <p>b) Short Term Disability</p> <ul style="list-style-type: none"> • Compulsory for full time employees - employees pay 100% of premiums • Employee pays 100% of premiums in the event of a disability
Date Approved	January 22, 2008
Revised Date	April 26, 2018

Horizons Centre	<p style="text-align: right;">Section F: Compensation - Benefits Human Resources</p>
Procedure F5:	Group Insurance Benefits
Procedure:	<p>c) Long Term Disability</p> <ul style="list-style-type: none"> • Compulsory for full time employees - employee pays 100% of premiums • Agency will pay 100% of premiums in the event of a disability (with the retention of the package during short term disability) for up to three months. In the event that a disability leave is longer than three months the employee pays 100% of the premiums <p>d) Extended Health and Dental</p> <ul style="list-style-type: none"> • Optional (only if covered by a comparable plan) • Agency pays premiums to a maximum of 50% of the total overall insurance premium • Employee pays 100% of premiums in the event of a disability
Date Approved	January 22, 2008
Revised Date	April 26, 2018

Horizons Centre	<p style="text-align: right;">Section F: Compensation - Benefits Human Resources</p>
Policy F6:	Group RRSP Contributions
Policy:	Horizons Centre supports employee investment in Group Retirement and Savings Plans.
Guiding Principle:	Horizons Centre shall contribute to individual RRSPs as a means of support and recognition for the contribution made by the employees of Horizons Centre.
Cross Reference	
Date Approved	January 22, 2008
Revised Date	April 26, 2018

Horizons Centre	<p style="text-align: right;">Section F: Compensation - Benefits Human Resources</p>										
Procedure F6:	Group RRSP Contributions										
Procedure:	<p>6.1 Employee Eligibility</p> <p>Enrolment shall be optional for all non-contract employees working an average of 30 hours or more per week. RRSPs are calculated on regular hours of work.</p> <p>Eligibility shall take place after 12 months of continuous employment.</p> <p>In addition to the table below, individuals shall have the option of making additional contributions. These contributions will not be matched by the employer.</p> <p>6.2 Employer Contribution</p> <p>The employer contribution shall commence with the first pay period following the 1st anniversary of the employee.</p> <p>Contributions shall be calculated on the gross earnings of the employee.</p> <p>The employer contribution is contingent on the financial resources of the Agency. Should at any time the employer find itself unable to continue with the contributions, their contributions will cease. In such case, employees will be encouraged to continue with their contribution.</p> <p>The employer contribution shall be based on the following criteria:</p> <table data-bbox="505 1318 964 1493"> <tr> <td>One year anniversary</td> <td>3.00%</td> </tr> <tr> <td>Five year anniversary</td> <td>3.25%</td> </tr> <tr> <td>Ten year anniversary</td> <td>3.75%</td> </tr> <tr> <td>Fifteen year anniversary</td> <td>4.00%</td> </tr> <tr> <td>Twenty year anniversary</td> <td>4.25%</td> </tr> </table>	One year anniversary	3.00%	Five year anniversary	3.25%	Ten year anniversary	3.75%	Fifteen year anniversary	4.00%	Twenty year anniversary	4.25%
One year anniversary	3.00%										
Five year anniversary	3.25%										
Ten year anniversary	3.75%										
Fifteen year anniversary	4.00%										
Twenty year anniversary	4.25%										
Date Approved	September 26, 2011										
Revised Date	April 26, 2018										

Horizons Centre	<p style="text-align: right;">Section F: Compensation - Benefits Human Resources</p>
Procedure F6:	Group RRSP Contributions
Procedure:	<p>6.3 Withdrawal Restrictions</p> <p>The following penalties shall occur should an employee prematurely withdraw their funds:</p> <p>The 1st and 2nd withdrawals will result in the employer contributions being suspended for one year.</p> <p>The 3rd withdrawal will result in the permanent discontinuation of the employer contribution.</p> <p>6.4 Acceptable Withdrawal Exceptions</p> <p>The employee may withdraw funds without restrictions for the following reasons:</p> <ul style="list-style-type: none"> • home purchase • education • divorce • retirement withdrawal plan (maximum of 3 years prior to retirement) • other considerations will be reviewed by the Executive Director <p>6.5 Discontinuation of Employer Benefits</p> <p>Employees on leaves may continue to contribute their portion of the RRSP benefit, however the employer contributions will discontinue for the duration of the leave of absence.</p>
Date Approved	January 22, 2008
Revised Date	April 26, 2018

Horizons Centre	<p style="text-align: right;">Section F: Compensation - Benefits Human Resources</p>
Policy F7:	Wellness Leave
Policy:	<p>Eligible employees are entitled to one day, equivalent to their average hours of work per day, of paid leave each month.</p>
Guiding Principle:	
Cross Reference	
Date Approved	January 22, 2008
Revised Date	May 12, 2014

Horizons Centre	<p style="text-align: right;">Section F: Compensation - Benefits Human Resources</p>
Procedure F7:	Wellness Leave
Procedure:	<p>7.1 PAID LEAVE ELIGIBILITY</p> <p>Full time (30+ hours per week) non-contract employees who have completed their qualifying period are entitled to this benefit.</p> <p>Employees working two or more positions where the consolidation of hours meet the above noted criteria are entitled to this benefit.</p> <p>Earned time will be taken as accumulated and not in advance. Time taken shall be recorded on each employee`s timesheet.</p> <p>Entitlement shall be consistent with the Agency`s fiscal calendar, March 26 through March 25 of the following year.</p> <p>7.2 UNPAID TIME OFF – PART TIME AND CONTRACT EMPLOYEES</p> <p>Part time (less than 30 hours per week) and contract employees are not eligible for paid wellness leave. However, Horizons Centre will accept one day, equivalent to the employee`s average hours of work per day, of unpaid time off each month, prior to penalty on evaluation.</p> <p>7.3 NOTIFICATION</p> <p>Employees who are unable to report to work are required to notify the Agency before 7:30 a.m. If the absence is for more than 1 day the employee is required to inform the Agency on a daily basis unless alternative prior arrangements have been made. Failure to do so will be considered a dereliction of duties and may result in termination.</p> <p>7.4 MEDICAL CERTIFICATION</p> <p>Before returning to work after an absence of 5 or more days of sick time an employee must provide a doctor`s verification that he or she may safely return to full duties.</p> <p>7.5 RECORDING</p> <p>All absences must be documented on the employee time sheet and requisitions for time off must be filled out and signed.</p>
Date Approved	January 22, 2008
Revised Date	April 26, 2018

Horizons Centre	<p style="text-align: right;">Section F: Compensation - Benefits Human Resources</p>
Policy F8:	Service Recognition
Policy:	Horizons Centre will acknowledge and recognize employee's length of service.
Guiding Principle:	
Cross Reference	
Date Approved	January 22, 2008
Revised Date	May 26, 2014

Horizons Centre	<p style="text-align: right;">Section F: Compensation - Benefits Human Resources</p>
Procedure F8:	Service Recognition
Procedure:	<p>Employees having reached established milestones with the Agency will be presented with a gift* representing years of service and a monetary award following the guidelines below.</p> <p>5 Years: \$50 10 Years: \$150 15 Years: \$250 20 Years: \$450 25 Years: \$650</p> <p>*Each gift valued at approximately \$50</p>
Date Approved	January 22, 2008
Revised Date	June 26, 2014

Horizons Centre	<p style="text-align: right;">Section F: Compensation - Benefit Human Resources</p>
Policy F9:	Travel and Expense Allowance
Policy:	Horizons Centre will make allowance for approved employee costs incurred during Agency business.
Guiding Principle:	
Cross Reference	
Date Approved	January 22, 2008
Revised Date	

Horizons Centre	<p style="text-align: right;">Section F: Compensation - Benefit Human Resources</p>
Procedure F9:	Travel and Expense Allowances
Procedure:	<p>Expense claims may include:</p> <ul style="list-style-type: none"> • accommodation • course registrations • parking • mileage • Personal Protective Equipment (PPE) <p>Payment of claims is contingent upon:</p> <ul style="list-style-type: none"> • prior authorization • proper documentation • no other form of claim • successful completion of course <p>TRAVEL REIMBURSEMENT</p> <p>Reimbursement at the rate of 50 cents per kilometre for employee use of personal vehicles.</p> <p>This mileage log shall be submitted to the employee’s supervisor on the last pay period of the month for approval.</p> <p>Reimbursement for personal vehicle use is limited to the transportation of clients unless preauthorization has been given.</p> <p>PERSONAL PROTECTIVE EQUIPMENT</p> <p>Reimbursement is contingent upon the sole purpose of providing supports to individuals in situations where specific PPE is required by the job site.</p> <p>Employees will be reimbursed up to \$100/fiscal year for approved PPE expenses, with submitted receipts.</p> <p>Employees are responsible to replace lost or damaged PPE at their own expense during the fiscal year.</p>
Date Approved	October 26, 2011
Revised Date	April 26, 2018

Horizons Centre	<p style="text-align: right;">Section F: Compensation - Benefit Human Resources</p>
Policy F10:	Use of Personal Vehicles
Policy:	Employee vehicles shall be used for Agency business when required.
Guiding Principle:	
Cross Reference	Motor Vehicle Act
Date Approved	January 22, 2008
Revised Date	July 26, 2012

Horizons Centre	<p style="text-align: right;">Section F: Compensation - Benefit Human Resources</p>
Procedure F10:	Use of Personal Vehicles
Procedure:	<p>10.1 EMPLOYEE REQUIREMENTS</p> <ul style="list-style-type: none"> • \$2,000,000.00 (two million dollars) liability insurance on personal vehicles used for client transport. • receive prior approval for reimbursement as outlined in Human Resources Policy <i>Travel and Expense Allowances (F9)</i> • Comply with the “<i>Personal Vehicle Checklist</i>” • It is the employee’s responsibility to discuss with their insurance carrier as to whether they require the SEF6A Endorsement. <p>10.2 TRAFFIC VIOLATIONS OR INCIDENTS</p> <p>All motor vehicle accidents or traffic violations incurred while transporting agency clients must be reported immediately to the Executive Director, followed by a written report on the Motor Vehicle Accident Incident Report. Any accidents with anticipated damages in excess of \$500.00 or where injury has occurred, must be reported immediately to the RCMP.</p> <p>Incident reports will be required for any injury to clients and any injury to staff will require the completion of a WCB form.</p> <p>When off duty, all motor vehicle accidents/traffic violations resulting in charges and or convictions under the <i>Motor Vehicle Act</i> and like statutes shall be reported in writing within 10 working days of the occurrence to the Executive Director. Such reports shall be filed in the employee file.</p> <p>10.3 VIOLATIONS</p> <p>Employees will be subject to disciplinary action and or termination of employment under the following conditions:</p> <ul style="list-style-type: none"> • fraudulent information regarding convictions • conviction or criminal conviction which affects the employee’s ability to perform his or her duties as required • conviction or criminal conviction which results in an increase in the Agency’s insurance premiums • failure to comply with <i>Personal Vehicle Checklist</i> <p>The Agency cannot condone a situation that has an adverse effect on the Agency clientele or that causes hardship to the Agency and fellow employees.</p>
Date Approved	January 22, 2008
Revised Date	June 26, 2014

Horizons Centre	<p style="text-align: right;">Section F: Compensation - Benefits Human Resources</p>
Policy F11:	Agency Surplus
Policy:	Horizons Centre will determine surplus of Agency funds within operational practices.
Guiding Principle:	
Cross Reference	
Date Approved	January 22, 2008
Revised Date	

Horizons Centre	<p style="text-align: right;">Section F: Compensation - Benefits Human Resources</p>
Procedure F11:	Agency Surplus
Procedure:	<p>REALLOCATION OF FUNDS</p> <p>The Executive Director, in consultation with the Contract and Procurement Specialist, will make a decision regarding the reallocation of surplus funds.</p>
Date Approved	January 22, 2008
Revised Date	May 3, 2018