

**Campus Radio Saint John (CRSJ) inc.
Employee Policy
&
Staff Handbook**

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The Campus Radio Saint John (CRSJ) inc. is a non-profit organization that operates the campus/community radio station, Local 107.3 FM (CFMH). CRSJ is an equal opportunity employer who employs personnel without regard to race, ancestry, place of origin, ethnic origin, language, citizenship, creed, religion, gender, sexual orientation, age, marital status, and physical and mental disability.

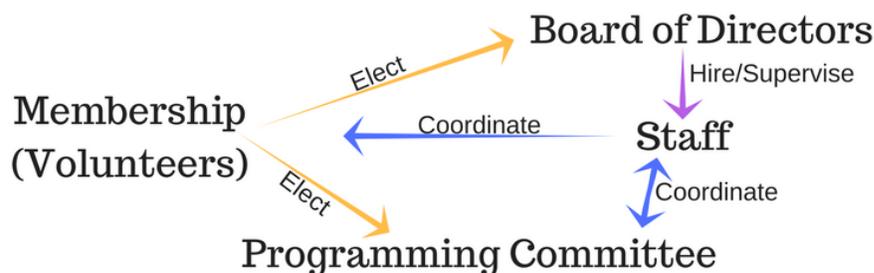
This document is superseded by the Employment Standards Act of New Brunswick and the Canada Labour Code. Should any information in this document be found to conflict with provincial or federal law, it is to be reported to the CRSJ board of directors for immediate revision, and decisions will be made with deference to provincial and/or federal legislation.

1. Outline of Organization Structure

a) Membership, Board of Directors, Programming Committee, and Staff

- i) As a non-profit incorporation registered in the province of New Brunswick, the CRSJ does not have shareholders, but instead is a member-driven organization. Membership is available to all individuals who pay membership fees and volunteer with Local 107.3 FM.
- ii) The membership are the governing body of the CRSJ and elect and delegate responsibility to a volunteer board of directors. The directors of the CRSJ are responsible for the overall management of the organization, and delegate day-to-day operations, and to the staff.
- iii) Membership elect a volunteer programming committee who oversee the broadcast and volunteer programmers who contribute to the broadcast. The programming committee is responsible for ensuring that the Local FM broadcast meets the requirements of the current CRTC license.
- iv) Staff are not considered members, and are not allowed voting rights, or speaking rights at meetings of the membership, without approval of the membership.

The following chart demonstrates the relationship between members, programming committee, board of directors, and staff.

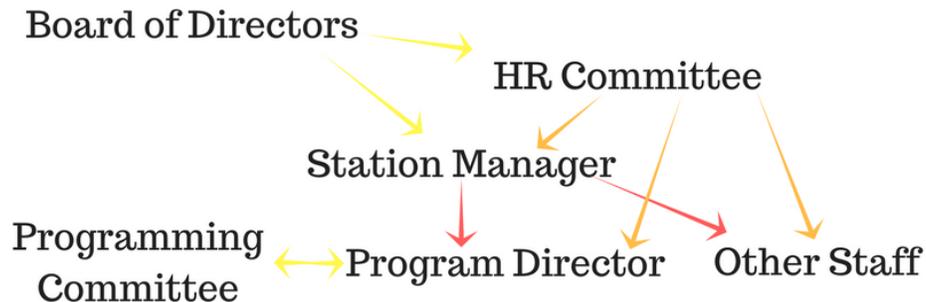


b) Staff Organization

- i) The Station Manager is responsible for all administrative tasks. This includes matters of finance, labour, legal, and land; operations, equipment, and daily management and supervision of all staff and volunteers.
- ii) The Program Director is responsible for supervising all programmers and collaborates with the Programming Committee to ensure our broadcast meets CRTC license requirements and broadcast policy.

- iii) The HR Committee (consisting of Board members) is responsible for the overall supervision of all staff members.
- iv) At times, dependent on funding, other positions may be developed. These positions will be tasked with certain tasks, and will be supervised by the station manager.

The following chart describes the relationship between staff members and the board of directors.



2. Employment

a) Hiring Process

- i) The station manager and HR committee are responsible for the creation of a job posting, and developing a contract for the position.
- ii) The board will create a hiring committee.
- iii) The hiring committee will consist of at least three members:
 - 1) The station manager.
 - 2) A representative from the board of directors.
 - 3) A second representative from the board or the Program Director.
- iv) The hiring committee is responsible for evaluating and interviewing candidates.
- v) The hiring committee shall present their decision to the HR committee for ratification.
- vi) The station manager is responsible for contacting the successful candidate, and presenting them with their contract in advance of the contract signing.
- vii) The chair of the Board, representing the HR committee, shall conduct the contract signing with the new employee.

- viii) Should the need to modify an existing contract arise, modifications will be made with input from the individual employee, station manager, and HR Committee.

b) Orientation and Training

- i) The station manager is responsible for providing new employees with all necessary documentation and information on the CRSJ.
- ii) The station manager shall ensure that all new employees are fully aware of their duties and responsibilities.
- iii) The station manager is responsible for providing new employees with sufficient training before they begin performing their assigned duties.

c) Conduct

All CRSJ employees are expected to:

- i) Foster a safe, inclusive environment for fellow staff and volunteers.
- ii) Behave in a professional and respectful manner.
- iii) Avoid conflicts of interest and instances of favouritism when supervising volunteers.
- iv) Communicate effectively with fellow staff and volunteers.
- v) Operate in a transparent and ethical manner at all times.

d) Evaluation

- i) Periodically throughout a contract staff will be provided with a self-evaluation form to fill and discuss with management.
- ii) The station manager shall conduct the self-evaluation process for all staff members.
- iii) The HR committee shall conduct this process for the station manager.
- iv) In addition to self-evaluation the station manager and program director shall, in consultation with the HR committee, develop annual work-plans.
- v) The HR committee shall approve of annual work-plans and conduct midyear and end-of-year evaluations with both the station manager and program director.
- vi) All evaluation material shall remain confidential and only available to the station manager and HR committee.

e) Hours of Work

- i) The hours of work per week are determined by the station manager and HR committee.

- ii) In some cases, dependant on grant funding, additional hours may become available.
- iii) Employees are expected to self-track their hours.
- iv) Employees receive an hour-long lunch break.
- v) Management will supervise all staff to ensure that hours are fairly distributed and worked.
- vi) Certain weeks will see employees work more than their standard hours/week. Employees are encouraged to “zero” out by the end of their contract. This can be accomplished in several ways, including, but not limited to:
 - 1) Occasionally working fewer hours on some days.
 - 2) Taking a long-weekend now and then.
 - 3) Adding a day or two to vacation periods.

f) Statutory Holidays

- i) The following days are considered statutory holidays in New Brunswick:
New Year’s Day, Family Day, Good Friday, Victoria Day, Canada Day, New Brunswick Day, Labour Day, Thanksgiving Day, Remembrance Day, Christmas Day, Boxing Day.
- ii) Employees are encouraged to **not** work on statutory holidays.
- iii) In situations where employees do work on a statutory holiday, they are entitled to take a day off within the next 7 days, with pay and without it counting as use of their allocated vacation time.

g) Benefits

- i) The CRSJ provides permanent employees (Station Manager and Program Director) with an annual \$200 health benefit.
- ii) Employees are provided with ongoing professional development and training dependant on approval from the Board of Directors.

3. Departure

a) Termination with Cause

- i) A contract may be terminated by the employer at any time for cause, without notice, or payment in lieu of notice or severance whatsoever.
- ii) Outstanding wages and vacation pay will still be paid in the case of termination.
- iii) Cause includes but is not limited to:
 - 1) Violation of the Criminal Code of Canada.

- 2) Physical and verbal harassment.
- 3) Failure to disclose conflict of interest when appropriate.
- 4) Abuse of staff or volunteers.
- 5) Gross negligence of responsibilities.
- 6) Failure to comply with Local FM regulations and policies.
- 7) Fraud, theft, and misuse of CRSJ funds, spaces, and equipment.

b) Termination without Cause

- i) In the event that it becomes necessary to terminate a contract without cause, the CRSJ will provide notice or payment in lieu of notice as outlined in the New Brunswick Employment Standards Act.
- ii) The CRSJ is under no obligation to provide any additional payments or provide you with additional notice of termination.

c) Resignation

- i) Employees who wish to terminate a contract before the end of its term are required to provide 30 days written notice.
- ii) At the discretion of the HR committee, and with approval from the board, an employee may provide less than 30 days written notice.
- iii) Written notice is to be provided to both the Station Manager, and the Chair of the board.

4. Time Away from Work

a) Vacation time

- i) Both the Station Manager and Program Director are granted three weeks (fifteen days) of vacation during the year (starting from their contractual start date).
- ii) Vacation cannot be carried over from one year to the next.
- iii) Vacation pay is equivalent to 4% of gross wages.
- iv) Vacation pay is to be paid in a lump sum the week prior to the start date of the employee's vacation.
- v) Vacation pay can be paid in lieu of vacation time with written consent from the board of directors.

b) Sick days

- i) All employees are allowed to take sick days as specified in the Employment Standards Act of New Brunswick.

- ii) When taking a sick day, employees are requested to inform management as soon as able.

c) Compassionate leave

- i) Compassionate leave is available for employees when necessary. It is requested that employees taking compassionate leave inform management in advance whenever possible.

d) Parental leave

- i) Parental Leave is available to applicable employees as specified in the Employment Standards Act of New Brunswick.
- ii) Employees taking parental leave are requested to inform management in advance.

e) Other forms of leave

- i) As specified in the Employment Standards Act of New Brunswick.

5. Dispute resolution

a) In the case of dispute among/between fellow employees and volunteers

- i) Employees may formally lodge a written complaint with the Station Manager.
- ii) The Station Manager may disclose that a complaint, but not the content of the complaint, has been made to other staff.
- iii) The Station Manager shall conduct an investigation of the complaint.
- iv) The Station Manager is required to conduct the investigation with due care to confidentiality and respectful of personal privacy. The station manager may disclose the complaint to the HR committee, with consent from the complainant.
- v) Should the Station Manager deem the complaint as serious, require aid in developing a resolution, or the Station Manager's resolution be deemed insufficient by employees, the complaint is to be forwarded to the HR Committee to investigate further.

b) In the case of dispute concerning the station manager

- i) Employees may formally lodge a written complaint with the HR Committee by notifying the current Chair of the Board of Directors.

- ii) The HR Committee shall conduct an investigation of the complaint.
- iii) The HR Committee is required to conduct the investigation with due care to confidentiality and respectful of personal privacy.
- iv) The Station Manager is under no circumstances allowed to confront the complainant or discuss the complaint with them.

6. Related Documents

- [Campus Radio Saint John Bylaws](#)
- [Employment Standards Act of New Brunswick](#)
- [The Canada Labour Code](#)
- [CRTC License](#)