



Employee Handbook

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This handbook is provided to outline information about your employment with the Canadian Pacific District (CPD). It is not intended to be a complete statement of all employment policies but to serve as a guide. No legal liability or other responsibility is accepted by or on behalf of the CPD for any errors, omissions, or statements. Your supervisor or the District Superintendent will be able to provide further clarification as needed. The provision of these policies may, at the discretion of the District Superintendent, be modified or revoked and you will be informed of these changes.



The Canadian Pacific District

Vision

The following Vision Prayer is shared nationally in The Alliance Canada:

**O God, with all our hearts, we long for you.
Come, transform us to be Christ-centred, Spirit-empowered, Mission-focused people,
multiplying disciples everywhere.**

Mission

The CPD is one of six districts that together comprise The Alliance Canada.

We collaborate with leaders and churches to make disciples who extend the message of Jesus, locally and globally.

Values

We are committed to:

Leading in Step with the Holy Spirit

We pray, listen to the voice of God, and respond accordingly.

Collaborative Partnerships

We engage in partnerships within the Alliance, and with like-minded denominations, parachurch organizations, and leaders.

Intercultural Fluency

We embrace a multicultural expression of leadership teams and the Church.

Thinking Christianly

We engage in biblical and theological reflection and cultural awareness.

Lifelong Learning

We train and resource leaders and churches for ongoing growth and development.

New Wineskins

We develop new strategies, raise up new leaders, and launch New Ventures.¹

¹ A “New Venture” refers to a strategy for reaching new people, and over time, this strategy – and these people – may grow to become a new church.



Employment and Hiring Policies

Equal Employment Opportunity

We maintain a strong policy of equal employment opportunity. We seek to achieve equal opportunity for all employees as articulated by national and provincial laws and according to the policies contained in the *Manual of The Christian and Missionary Alliance in Canada*. The CPD actively seeks to recruit individuals without discrimination and in accordance with human rights legislation. Our equal employment opportunity approach applies to all aspects of employment, including recruitment, training, promotion, transfer, job benefits, pay, and dismissal.

Work Eligibility

Employees will be required to provide documentation that establishes their identity and ability to work in Canada. All employees are expected to sign a confidentiality agreement. Official Workers are also expected to meet the requirements for licensing which includes providing a current criminal record check with a vulnerable sector check.

Offer of Employment

Each employee will receive a written offer of employment stating their remuneration and any other conditions of employment. An offer of employment is not required every time there is an increase in salary or minor change in duties, however a new job description will be prepared every time there is a change of position. Any employee operating without an offer of employment will be assumed to be a casual employee.

In the event that a contract employee's contractual term expires, and the District Superintendent has authorized the continuation of employment, the conditions of the current contract will be presumed to remain in force until a new contract is signed.

Agreements relating to benefits and conditions of employment are not binding unless they are in writing. If any employee believes that a verbal commitment has been made that differs from their existing offer of employment or the policies in this handbook, they should speak to their supervisor immediately.

Job Description

Each employee will receive a job description outlining the primary functions and responsibilities of their job. The job description is not designed to spell out exhaustively the duties and tasks associated with employment. All employees are expected to fulfill their job duties and requirements as well as contribute as needed to the greater good of the CPD.



Job descriptions will change in whole or in part over time. Should any changes in an employee's functions and responsibilities be initiated by their supervisor and/or the District Superintendent, they will discuss these changes with the employee before the changes are implemented. Further, employees are expected to discuss any significant changes in their roles and responsibilities with their supervisor, who will formalize changes in job descriptions.

Probationary Period

An offer of employment may include a probationary period of the first 90 calendar days of employment. During the probationary period, the supervisor will monitor an employee's job performance, ability to work with others, work skills, and attendance. This period also provides the employee with the opportunity to assess how well their new position suits them. At the end of the probationary period, a performance review may be held.

Employment is a mutual relationship between the employee and the CPD which either party may end during or at the end of the probationary period. Completion of a probationary period is not a guarantee of continued employment. If an employee fails to successfully meet the requirements of the position, employment may be terminated.

Annual Employee Handbook Review

Each employee is expected to review the *CPD Employee Handbook* on an annual basis and attest to completing the review in writing.

Employee Development

Annual Performance Review

In addition to a performance review after a probationary period, employees participate in an annual performance review process. As a part of this annual process, the employee and their supervisor will assess performance during the previous year and set new goals for the coming year.

Continuing Education and Professional Development

In addition to on-the-job learning and training, the CPD encourages employees to enhance professional and job-related skills through external education.

Support Staff – Time off (whether paid or unpaid) and expenses for external education require advance approval by the employee's supervisor. Whether the time is paid or unpaid and any potential coverage of costs will be determined in consultation with the employee's supervisor.



Lead Team members should refer to **Employee Information for Lead Team Members** on page 14 for further information.

Promotions

Changes to an employee's job description may result in changes in supervisory responsibilities and/or salary. All such changes will be approved by the District Superintendent.

Personal Life and Conduct

The lifestyle and conduct of every employee reflect upon the Lord Jesus, the CPD, and our churches and it is encouraged that employees attend a local Alliance Church. Should the lifestyle or conduct of a non-licensed employee not demonstrate godly character as articulated in the *Manual of The Christian and Missionary Alliance in Canada*, a supervisor will enter into a conversation with the employee that may initiate a disciplinary procedure and potentially result in termination of employment. For employees that are Official Workers, the discipline process is outlined in the applicable discipline policies contained in the *Manual of The Christian and Missionary Alliance in Canada*.

Work Hours, Benefits, and Expenses

Definitions

Full-Time – a permanent employee working 30 or more hours per week

Part-Time – a permanent employee working less than 30 hours per week

Contract – an employee hired for a specific period of time

Casual – a part-time employee hired on an on-call basis with irregular hours, or employees working only a few hours per week

Work Hours

Full-time remuneration is based on a 37.5-hour week. Each employee is entitled to a half-hour unpaid lunch break and either two paid 15-minute breaks or one paid half-hour break. Employees working in the office may choose to come in a half-hour early or stay a half-hour after the office closes to ensure they put in enough hours per week.

The office is open 8:00am – 4:30pm Monday to Thursday and all staff are able to work from home 8:00am to 1:00pm on Fridays.



Employees will be asked to fill out appropriate forms, including the TD1 and TD1BC, for payroll purposes and personnel records.

Employees are paid on the 15th day and the last day of the month unless that day falls on a holiday or weekend, in which case employees will be paid on the last business day before the holiday or weekend. Pay will be deposited directly into the employee's bank account.

Overtime for Support Staff

Under normal circumstances, overtime hours should not be necessary. Whenever possible, overtime hours must be approved in advance by the employee's supervisor. When overtime does occur, hours are to be recorded and submitted for each pay period to the employee's supervisor. Overtime compensation will be given either as time off in lieu of payment, or payment according to the regulations in the *BC Employment Standards Act*.

Benefits

The CPD participates in a group benefits plan that provides comprehensive coverage including extended health and dental benefits, basic life insurance, long term disability benefits, and a pension plan. Benefits are offered to full-time employees and will be included in the offer of employment. Each employee will be provided with coverage information. Additional information on benefits and related forms are available from the Benefits Assistant.

Alliance Retiral Fund (ARF)

All full-time employees are required to participate in the ARF pension plan. Part-time employees may be eligible after two years of employment or at the discretion of the District Superintendent. The contribution for each employee is 5% of their gross earnings through payroll deductions. The CPD contributes a matching 5% for each eligible employee.

In addition, an employee may increase the size of their pension investment by making voluntary contributions by payroll deduction. Additional information is available from the Benefits Assistant.

Expense Reimbursement

Employees will be reimbursed for approved expenses submitted on the Expense Requisition Form. Receipts must be included with the completed form and submitted to the Accountant for reimbursement.



Employees will be reimbursed for out-of-town accommodation and meal expenses for pre-approved trips. Conference and registration fees planned for in the budget and approved by the employee's supervisor will be reimbursed. Hotel room charges and meals will be reimbursed in full for submitted receipts.

Employees on CPD business will be eligible for mileage according to the guidelines in the *Mileage Expense Reimbursement Policy* at the current set rate. This allowance does not include daily travel to and from work.

Non-Lead Team employees are covered for up to \$55 per month plus tax for their cell phone usage. Coverage for Lead Team employees is outlined on page 15.

Vacations and Leaves

Paid vacation time is provided to eligible employees for their rest and recreation away from work. Should employment commence during the calendar year, the number of accrued vacation days will be prorated accordingly. Part-time employees earn paid vacation on a prorated basis determined by the number of hours they are regularly scheduled to work per week. Previous years of ministry or business experience may be considered when determining vacation time at the time of hiring, at the District Superintendent's discretion.

Employees are required to take their available vacation days within each calendar year unless prior arrangements have been approved by their supervisor. Vacation requests must be submitted to an employee's supervisor in advance by completing a Time Away Request Form.

Unless otherwise specified, full and part-time employees earn paid vacation at their regular rate of pay as follows:

Years of Service Completed	Vacation Days per Year
0-4	15
5-10	20
11 or more	25



Observed Holidays

The following holidays will be observed:

New Year's Day	January 1
Family Day	3 rd Monday in February
Good Friday	
Easter Monday	
Victoria Day	3 rd Monday in May
Canada Day	July 1
BC Day	1 st Monday in August
Labour Day	1 st Monday in September
Truth and Reconciliation Day	September 30
Thanksgiving Day	2 nd Monday in October
Remembrance Day	November 11
Christmas Day	December 25
Boxing Day (BC)	December 26

The office is closed from Christmas Eve to New Year's Day, at the District Superintendent's discretion.

Leaves

Immediate Family – means the spouse, child, parent, guardian, sibling, grandchild, or grandparent of an employee, and any person who lives with an employee as a member of the employee's family

Health Leave

Health leave may be used for personal physical or mental illness or to care for immediate family members who are ill. Health leave is accrued by employees at a rate of 1.25 days per month of employment for full-time staff and prorated for part-time staff to a maximum of 15 days per year. Health leave days are not carried over to future years. A cash payout or time off in lieu is not given for accrued days when an employee leaves employment.

If a health leave extends longer than an employee's accrued days, it is expected that the employee would first use any available vacation time and then, if necessary, take an unpaid leave. Employees must complete the Time Away Request Form for all health leaves.



Compassionate Leave

Compassionate leave for bereavement will be allowed for up to 10 days with pay for the death of a spouse, child, sibling, or parent, and up to five (5) days with pay for a parent-in-law or grandparent.

Any additional workdays requested for compassionate leave beyond the allowed time must be taken as vacation time or unpaid leave, at the discretion of the District Superintendent. Employees must complete the Time Away Request Form for all compassionate leaves.

Jury Duty

All employees are eligible for paid leave when called to serve as a juror. Employees will be asked to provide documentation showing the required days of attendance. If the court releases the employee after serving a partial day, they are expected to report to work and complete a normal workday unless they have made other arrangements with their supervisor.

Unpaid Leave of Absence

All employees are entitled to unpaid leave for the birth or adoption of a child, or to tend to family matters in accordance with the appropriate provisions of the *BC Employment Standards Act* and BC Employment Insurance regulations.

Any leaves not covered in the aforementioned sections must be approved by an employee's supervisor or the District Superintendent.

Safe Working Environment

The CPD is fully committed to providing a safe work environment characterized by cooperation and professionalism. This includes maintaining a workplace that is free of threatening, intimidating, bullying, and harassing conduct, including sexual harassment.

The CPD expects its employees to work in a safe manner, to use good judgment and common sense in matters of safety, to observe all published and posted safety rules, and to follow all federal and provincial regulations.

Substance-Free Workplace

In consideration of the health and safety of all our employees, we maintain a smoke-free environment. Employees are prohibited from being intoxicated or under the influence of illegal substances, recreational drugs, or alcohol while working.



If an employee is convicted of violating any criminal drug statute, they are required to notify their supervisor within five (5) calendar days of the conviction.

Use of Facilities and Equipment

Care should be exercised when using CPD property and equipment. If office equipment is found to be damaged or malfunctioning, the Office Manager should be notified immediately. Minimal use of equipment and supplies for personal reasons is permitted with permission of the Office Manager, provided such use does not create a hindrance for other users.

Harassment and Bullying

The CPD is committed to fostering a workplace free from harassment and bullying where all employees are treated with respect and dignity. As such, it has implemented the *Anti-Harassment and Bullying Policy and Procedures* that can be found on StaffShare. The BC *Human Rights Code* protects employees from harassment and bullying due to race, colour, ancestry, place of origin, religion, marital or family status, physical or mental disability, sex, sexual orientation, gender identity or expression, or age.

Harassment and bullying at the CPD are not tolerated. Employees who are found to have harassed another individual may be subject to disciplinary action. This includes any employee who interferes with the resolution of a complaint, retaliates against an individual for filing a complaint, or files an unfounded complaint intended to cause harm.

The Alliance Canada and the CPD are committed to creating and ensuring safe environments for worship, witness, and work free from sexual misconduct and will not tolerate sexual misconduct in any form including sexual harassment, sexual abuse, and child abuse by its licensed workers, (non-licensed) employees, contract workers, or volunteers in service to or with The Alliance Canada, its churches, congregations, districts, institutions, agencies, organizations, or other bodies that operate under its name. **To make a complaint regarding sexual misconduct where a real or perceived differential in power or authority is involved, please go to thealliancecanada.ca/report-sexual-misconduct/.**

All employees are also subject to the *Policy and Procedures on Sexual Misconduct for Official Workers and Churches*, which governs all complaints and processes for sexual misconduct. Employees who are Official Workers are also required to complete clergy abuse prevention training through the C&MA as part of their licensing process.



District and National Events

CPD employees may, at the District Superintendent's discretion, be given the opportunity to attend District Staff Retreat and District Conference, with costs covered as outlined in the *District and National Events Attendance Costs Policy*.

Information and Communication

Confidentiality

Confidential information obtained during or through employment with the CPD may not be used by any employee to further current or future outside employment and activities, or for obtaining personal gain or profit. At no time should an employee disclose confidential or sensitive information to other individuals. Should employees disclose confidential or sensitive information inappropriately, consequences may include disciplinary procedures and/or termination of employment.

All employees are required to sign a confidentiality agreement before beginning employment and a copy will be filed in the employee's personnel file.

Communication and Documents

All employees are required to use a 'pacificdistrict.ca' email address. Employees should be aware that voicemail and email messages are not private and are subject to review by the District Superintendent or their designate.

All emails sent from and received to CPD-owned devices and that relate to the work of the CPD, regardless of the ownership of the device used, are the legal property of the CPD in perpetuity. As such:

- 1) the CPD undertakes to safely store, archive, and guard the confidentiality of all such emails in its possession, and
- 2) each employee, upon termination of their employment with the CPD, will securely delete and erase all personal emails from all CPD-owned devices in their possession by the last day of employment.

All documents created as part of employment duties are the property of the CPD and must not be removed or deleted at the end of employment.



Employee Personnel Files

Personnel files must contain current information regarding each employee. Employees should inform the appropriate District personnel immediately whenever there are changes to their personal information. Personnel records are the property of the CPD and are not allowed to leave the office without authorization.

Employees have the right to view and request a copy of their personnel file, in accordance with the *CPD Privacy Policy*. Access can be requested through the CPD Privacy Officer to make an appointment during regular office hours for viewing the file. The Privacy Officer or the employee's supervisor will be present during this appointment.

As outlined in the *CPD Privacy Policy*, viewing rights or copies of personnel files do not include certain documents, such as those which may reveal confidential information about other persons, those deemed potentially harmful to the employee or another person, or those which violate privacy rights under the *Personal Information Protection Act*. If the information in an employee's file will not be fully revealed, they will be informed of this by the Privacy Officer as well as the reasons why information has been withheld.

Speaking to the Media

DEXCOM has designated the District Superintendent as the person responsible for speaking with the press and making written and oral statements for publication on behalf of the CPD. The District Superintendent may designate another Lead Team member to speak to the media. All communication with the media should be in alignment with the *Crisis Management Plan*.

Ending Employment

Wherever possible, exit interviews will be conducted with departing employees by the final day of employment. The departing employee will return to the Office Manager all CPD property (e.g. keys, credit card, laptop, files, etc.). Employees will receive their final paycheque and a completed Record of Employment within five (5) business days of their final day of work.

A minimum of two weeks' written notice of resignation is requested.

Involuntary Termination of Employment

The District Superintendent has the authority to terminate the employment of CPD employees in accordance with the *BC Employment Standards Act*, the *Anti-Harassment and Bullying Policy and Procedures*, the *Policy and Procedures on Sexual Misconduct for Official Workers and Churches*, and for Official Workers the *Policy on Discipline, Restoration, and Appeal of Official Workers*.



Employee Information for Lead Team Members

Expectations and Flexible Time

A typical work week will involve a minimum of 37.5 hours of ministry, with many weeks involving more due to ministry demands. Lead Team members do not receive overtime pay or equal amounts of time off for hours exceeding the minimum per week. However, flexible time is available to Lead Team members in recognition of their demanding schedules. Days taken in lieu may be taken, in consultation with the District Superintendent.

Continuing Education and Professional Development

In addition to on-the-job learning and training, the CPD encourages employees to enhance professional and job-related skills through external education programs and conferences. Five (5) paid days per calendar year and funds, at the discretion of the District Superintendent and as the budget allows, are provided for full-time Lead Team members who wish to enhance their ministry. Notification of time away for educational or professional development will be provided to the District Superintendent through the Time Away Request Form.

District and National Events

Lead Team members will attend General Assembly at CPD expense. Spouses may attend any district and national event, with costs covered by the CPD where funds are available.

Sabbatical

Lead Team employees will have opportunity for a sabbatical. Such leaves will agree with the *Pastoral Sabbatical Guidelines and Best Practices* wherever portions of that document can be appropriately applied to the CPD context. The District Superintendent will administer sabbaticals and inform DEXCOM of any Lead Team members taking a sabbatical.

Sabbaticals of up to three (3) months may be applied for after seven (7) years of full-time ministry with the CPD. The appropriate timing for the sabbatical in the ministry year as well as any vacation taken in conjunction with a sabbatical will be negotiated with the District Superintendent.

Application for a sabbatical must be made to the District Superintendent in writing at least six (6) months before the proposed start date of the leave. The proposal should include:

- 1) Reason(s) for the leave
- 2) Length and timeline of the leave
- 3) Nature of the leave



No more than one member of the Lead Team may be absent on sabbatical at any one time. If sabbatical requests overlap or are identical by Lead Team members, consideration and priority will be given to the Lead Team member with the highest number of years of full-time service without leave or since their most recent leave from the CPD.

Salary and benefits during a sabbatical will be appropriately arranged by the CPD with the Lead Team member to ensure coverage during the leave. Travel, tuition, or other such expenses will be the Lead Team member's responsibility. If those expenses include professional development costs, such expenses may be negotiated with the District Superintendent.

External Services, Fees, and Honorariums

Lead Team employees may accept fees and/or honorarium for speaking at outside engagements and events. These will not be put through the CPD payroll, but instead, each Lead Team employee is responsible for claiming these with their personal taxes.

Cell Phones

Lead Team employee cell phone expenses will be covered by the CPD in alignment with the *Cell Phone Policy*.

