

Section 4: Admin – Human Resource

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Assiniboine West Watershed District		Policy Directive
Section 4.1	Date Approved April 16, 2024	Revision No.1
Job Descriptions and Performance Appraisals	Board Chairperson Darcy Oliver	Date Issued Date of Revision
	Board Member Don Huisman Matt Terleski	Page 1 of 1

Policy:

The Assiniboine West Watershed District Human Resources Committee will collaborate with the General Manager and or the human resources coordinator in reviewing employee job descriptions and performance appraisals annually.

Procedure:

All staff roles have job descriptions developed. Employee Terms and Conditions as well as job descriptions are provided to all staff at time of hire. All job descriptions will be submitted to the Personnel Committee for their initial review and information. The Human Resource Committee will make a recommendation or report any concerns to the Board regarding staff job descriptions. Board approval for amendments to job descriptions will be made in the form of a motion.

Annual performance appraisals (PA) will be conducted by the end of November by all staff. The general manager or human resource staff will then arrange a sit down with the regional manager and other staff that report directly. Regional managers will review technicians discuss with all employees. (reflect the org structure chart) A copy of each employee’s appraisal will be forwarded to the Personnel Committee for their review.

Performance evaluation is conducted quarterly to measure progress against goals progress and achievable, at which point overtime and banked time will be addressed.

The PA will be used to rate the employee’s performance annually and serve as a tool to identify the employee’s strengths and areas that need improvement. The PA can also serve as a tool to decide on human resources issues (i.e. probation, term of employment, salary etc.). The Personnel committee will meet with the general manager and then present their recommendations to the Board at the December meeting.

A standard performance appraisal form will be used, for all AWWD staff evaluations. (a copy attached hereto).

Assiniboine West Watershed District		Policy Directive
Section 4.2	Date Approved April 16, 2024	Revision No.1
Freedom of Information and Protection of Privacy Act	Board Chairperson Darcy Oliver	Date Issued Date of Revision
	Board Member Don Huisman Matt Terleski	Page 1 of 1

Policy:

The AWWD will adhere to Federal and Provincial legislated directive for the Freedom of Information and Protection of Privacy Act.

Procedure:

The Board designates the Chair of the District as the Access and Privacy Officer and the Administrator as the Access and Privacy Co-ordinator.

Assiniboine West Watershed District		Policy Directive
Section 4.3	Date Approved April 16, 2024	Revision No.1
Professional Development	Board Chairperson Darcy Oliver	Date Issued Date of Revision
	Board Member Don Huisman Matt Terleski	Page 1 of 1

The Board believes that professional development of Board and Staff is crucial to the continued success of the District. The Board will consider any degrees, certificates, professional certification or courses that would improve the abilities or skills of a Board Member, Manager, Financial/Accounting Administrator or other staff member.

To be accepted for professional development a member must:

- Submit a letter of intent to the Board outlining the request;
- Outline the work time required by the member to complete the request;
- Outline the cost of the request;
- Indicate benefits to the Watershed District.

Successful requests shall have a motion made for approval. The Board shall make arrangements and agreements with the member on a case-by-case basis for the coverage of any incidental expenses, time worked, study time and any other financial expenditures.

For employees that do not complete the professional development program, any and all expenses and incidentals shall not be reimbursed.

Assiniboine West Watershed District		Policy Directive
Section 4.4	Date Approved April 16, 2024	Revision No.1
Conflict Resolution	Board Chairperson Darcy Oliver	Date Issued Date of Revision
	Board Member Don Huisman Matt Terleski	Page 1 of 1

In the event of a conflict with a landowner(s), project participant, local government, organization or the Provincial or Federal Governments, the Board of the Assiniboine West Watershed District shall make all reasonable efforts to resolve the conflict within the policy and mandate of the Watershed District.

If the conflict cannot be resolved at this level, the Board of the Assiniboine West Watershed District shall then seek the advice and counsel of Watershed Districts and Programs section for the conflict resolution. The Assiniboine West Watershed District will then attempt to use this advice to resolve the conflict.

If the above is not successful, the Board of the Assiniboine West Watershed District can then ask for recommendations for an independent mediator to help resolve the conflict.

If the above is not successful and is appropriate, the Assiniboine West Watershed District Board shall take the conflict to a court of law to decide the case.

Assiniboine West Watershed District		Policy Directive
Section 4.5	Date Approved April 16, 2024	Revision No.1
Inter-organization Conflict	Board Chairperson Darcy Oliver	Date Issued Date of Revision
	Board Member Don Huisman Matt Terleski	Page 1 of 1

Policy :

In the event of an inter-staff conflict, issues should try to be addressed at the local level first and then subsequent levels of authority. Regional managers should attempt to address issues within their office, secondly the general manager should attempt to address issues within the entire staff compliment. If the conflict is unresolvable or involves the general manager, then a member of the current Human Resources committee should be contacted directly. All staff will be made aware of this process.

Human Resources Chairman will be the HR contact for staff grievances unsolvable by management.

Formal complaints need to be in presented in writing, Grievance records will be kept for 2 years

In the event of conflict between staff and the Watershed District Board, the AWWD Board shall:

- Request assistance from the Manager, Watershed Districts and Programs or designate.

If the above is unsuccessful and the results of the requested assistance shows a continued standing issue with staff involved, the Board shall:

- Make it known to the staff involved that the requests or wishes of the Board take precedence over the staff's opinions or wishes.

Assiniboine West Watershed District		Policy Directive
Section 4.6	Date Approved April 16, 2024	Revision No.1
Conflict of Interest - Staff	Board Chairperson Darcy Oliver	Date Issued: Date of Revision June 17, 2025
	Board Member Don Huisman Matt Terleski	Page 1 of 1

Background:

To ensure that Watershed Districts Board staff, including manager and administrator, avoid any situation where a conflict of interest should exist or appear to exist between their private and official duties.

All staff have an obligation to act in a manner that will bear the closest public scrutiny. It is the responsibility of the employee to obtain clarification and a ruling from their Board when a situation arises that may appear to conflict with the policy. Staff and board members are encouraged to undertake projects and promote programming on there farms.

Policy:

- In order that honesty and impartiality may be beyond doubt, staff should not place themselves in a position where they are under obligation to **any person who might benefit from special consideration or favour** on their part or seek in any way to gain special treatment from them.
- Staff should exercise care in the management of their private affairs so as **not to benefit or appear to benefit from the use of information** acquired during the course of their official duties, which information is not generally available to the public.
- Staff should not give preferential treatment to any person or organization in which they have a family, financial or other interest.
- Staff is responsible to disclose any situation or matter where they have a conflict of interest or the foreseeable potential for a conflict of interest.
- Staff should obtain clarification from their Board when a situation arises that may appear to be a conflict.
- All projects that benefit staff and direct family members of staff must be reviewed and approved by the Board.
- Departure from any of these rules without Board approval may be cause for dismissal.

Assiniboine West Watershed District		Policy Directive
Section 4.7	Date Approved April 16, 2024	Revision No.1
Overtime, Vacation Time and Expenses	Board Chairperson Darcy Oliver	Date Issued Date of Revision
	Board Member Don Huisman Matt Terleski	Page 1 of 1

General:

The nature of the District Administration will require that at times overtime will be necessary to carry out normal business. These time periods can be seasonal or occur during any month.

Vacation Time will be pro-rated for each full-time employee at the start of each calendar year.

Compensation:

As per Manitoba Employment Standards, the overtime pay rate is 1½ times and employee’s regular pay rate for each hour worked during overtime. Overtime will be banked and can be used in lieu of time off or reimbursed to staff as per contract. Overtime used in lieu of time off shall not be used for more than 2 consecutive weeks, unless approved by the Board.

Banking Overtime and Vacation Time:

Overtime and vacation time earned will not be carried over into the new fiscal year, unless a written letter stating the amount of carry-over is brought and approved by the Board. Overtime will be delt with quarterly. Preference it to pay out overtime.

Expenses:

Monthly expense reports, by all staff, will be brought to the Manager for approval before disbursement of funds. In certain cases, if the Manager does not feel appropriate to approve expenses, it will be brought to the Board for final approval.

Assiniboine West Watershed District		Policy Directive
Section 4.8	Date Approved April 16, 2024	Revision No.1
Part/Full Time Personnel Hiring	Board Chairperson Darcy Oliver	Date Issued Date of Revision
	Board Member Don Huisman Matt Terleski	Page 1 of 1

Casual/Part Time Labour The District occasionally requires supplemental personnel to assist in various duties. The regional area Manager will screen all interested applicants and establish an eligibility list of candidates qualifying for the position.

Criteria for eligibility should include the following:

- Related work experience
- Education
- Capable of physical labour
- Readily available for work, when called
- Available for work with little notice (1 day)
- Available for various periods of time (1 day to 3 months) and usually on an intermittent basis
- Able to work in inclement weather

Those qualifying will be guaranteed 4 hours of work, when called, and paid at a rate established at the beginning of each work season.

Temporary placements, as directed by the Board, do not require advertisement, interview, or board participation.

Hiring of consultants will be for very specific requirements and recommended to the Board by the Manager, for approval by resolution.

Where applicable, the approved consultant hired will be required to have a certificate of liability insurance and Worker’s Compensation in order to operate within and for the AWWD.

Full Time Labour All full-time staff hiring will be conducted through a minimum 2-week advertisement and interview process.

1 committee member and reporting manager must be involved in all full-time interviews and hiring.

At the discretion of the Board, hiring will be subject to passing criminal registry check.

Assiniboine West Watershed District		Policy Directive
Section 4.9	Date Approved April 16, 2024	Revision No.1
Safety / Health / PPE	Board Chairperson Darcy Oliver	Date Issued Date of Revision
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The AWWD will follow the Manitoba Workplace Safety and Health Act and Regulation, where District Policies may not cover, as it becomes available and updated.
 [Source: https://www.gov.mb.ca/labour/safety/pdf/whs_workplace_safety_act_and_regs.pdf]

Specific to this Policy, the District will provide safety helmet, safety vest, safety glasses, work gloves (up to \$25), ear protection, and on an as-needed basis, approved by the Manager.

Where it is determined that safety footwear is required, the employee shall purchase and, at all required times, wear the appropriate safety footwear.

On an annual basis, the employee will be reimbursed the cost of purchasing the safety footwear to a maximum of \$150. If a full-time permanent employee does not require footwear in a given year, the allowance can be carried forward to a maximum of 2x the annual allowance.

- The safety footwear allowance will be paid under the following circumstances:
- The safety footwear purchased must be approved by the Canadian Standards Association.
 - Satisfactory proof of purchase (i.e. original receipt) must be provided by the employee.
 - The employee must have purchased the safety footwear specifically for employment with the Watershed District.

When an employee works alone or in isolation, the Manager will identify the risks arising from the conditions and circumstances of the job. The employer will also identify the safe work procedure to reduce the risk. The safe work procedure will include the use of cellular phone communication to the Manager and/or District office periodically and by end of day.

Assiniboine West Watershed District		Policy Directive
Section 4.10	Date Approved April 18, 2023	Revision No.1
Abuse & Molestation Policy	Board Chairperson Darcy Oliver	Date Issued Date of Revision
	Board Member Don Huisman Mike Shenderevich	Page 1 of 4

Purpose:

The Watershed District is committed to an environment free from abuse. The purpose of this Policy is to stress the importance of that commitment by outlining how the Watershed District will work to prevent abuse, and how abuse or suspected abuse can be reported and addressed by the Watershed District. Bringing awareness of the policy will serve to prevent abuse and to educate Chairman, Board Members, Employees, and Volunteers (each of whom are a “District Representative”)

Application:

This policy applies to the District Representatives and requires Watersheds and their District Representatives to deal with any instances of abuse in accordance with this policy. To the extent that there are municipal related enterprises, such as community centres, friendship centres, and other operations that may interact with children, youth, or vulnerable persons, the municipality is committed to providing those enterprise with the abuse policy, directing the enterprises abide by it, including reporting requirements set out herein.

Zero Tolerance Statement:

The Watershed District has zero tolerance for any type of abuse or molestations as defined below.

Key Definitions:

The following description of “Child” and “Vulnerable Population” and any other defined terms include, but are not limited to:

Child is defined as anyone under the age of majority, which in Manitoba is 18 years old.

Vulnerable Person is defined as a person who, because of his or her age, a disability, or other circumstances, whether temporary or permanent, is in need of assistance to meet his or her basic needs with regard to personal care or management of his or her property: or is otherwise at a greater risk than the general population of being harmed by persons in a position of authority or trust relative to him or her.

The forms of abuse referred to in this policy are defined so that all individuals bound by this policy have a clear understanding of the behaviours that will not be tolerated, and of the behaviours that must be appropriately reported.

Abuse or Molestation means any act or threat involving molestation, harassment, corporal punishment, or any other form of physical, sexual or mental abuse or mistreatment, and includes the follow:

For greater clarity,

*A person commits an assault when, without the consent of another person, they apply force intentionally to the other person, directly or indirectly, or attempts or threatens, by an act or a gesture, to apply force to the other person, or causes that other person to believe on reasonable grounds that there is present ability to effect that purpose. Assault is a criminal offence under **The Criminal Code of Canada**;*

*Sexual assault is one form of sexual violence. It involves any unwanted sexual activity. Physical touching of breasts, genitals or bum without permission or consent, is sexual assault. Forced kissing, intercourse, or demand or force to participate in an other type of sexual activity without permission or consent, is sexual assault. Sexual assault is a criminal offence under **The Criminal Code of Canada**;*

Abuse of a child means any act or omission by any person where the act or omission results in:

- (a) Physical injury to the child,
- (b) Emotional disability of a permanent nature in the child or is likely to result in such a disability, or,
- (c) Sexual exploitation of the child with or without the child's consent.

For greater clarity,

*Where a person has information that leads the person reasonably to believe that the child is or might be, in need of protections (including where the child is abused or is in danger of being abused, and where the child is likely to suffer harm or injury due to child pornography), every person is required, by **The Child and Family Services Act**, to forthwith report the information to a child and family service agency or to a parent or guardian of the child;*

Verbal Abuse is defined as, but not limited to, humiliating remarks, name calling, swearing at, taunting, teasing, continual put downs. The use of harsh words, abuse of trust, embarrassing people in public and threatening in the form of words.

Psychological Abuse is defined as, but not limited to, communication of an abusive nature, sarcasm, exploitive behaviour, intimidation, manipulation.

Neglect is defined as, but not limited to, any behaviour that leads to a failure to provide services which are necessary, such as withdrawing basic necessities as forms of punishment, failing to assess and respond to changes in health status, and refusing or withdrawing physical or emotional support. Neglect may include the failure to provide sufficient supervision, nourishment, or medical care, or the failure to fulfill other needs for which the victim cannot provide themselves.

Harassment is defined as, but not limited to, any unwanted physical or verbal conduct that demeans, humiliates, or embarrasses a person, including gender-based harassment. It can be a single incident or several incidents over time. It includes threats, intimidation, display of racism, sexism, unnecessary physical contact, suggestive remarks or gestures, offensive

pictures, or jokes. Harassment will be considered to have taken place if a reasonable person ought to have known that the behaviour was unwelcome.

Governing Legislation:

This policy references the applicable legislation that gives ground to the entity's abuse policy, including:

- **Municipal Act**, CCSM c. M225, Sections 82, 83 and 127
- **Child and Family Services Act**, CCSM c. C80, including Sections 17 and 18
- **Criminal Code of Canada**, RSC 1985, c. C-46
- **Freedom of Information and Protection of Privacy Act**, CCSM c. F175
- **Freedom of Personal Health Information Act**, CCSM c. P33.5
- **Personal Information Protection of Electronic Documents Act**, SC2000, c. 5

Abuse reporting procedures:

The Watershed District must appoint, by resolution, one or more Designated Representatives to receive reports of abuse or molestation from District Representatives.

Where a District Representative observes, becomes aware of, or receives a report of abuse or molestation, that District Representative must make a report to a Designated Representative, providing as much information as available to the Designated Representative.

Following receipt of the report, the Designated Representative, must promptly gather information, promptly report the abuse or molestation to Western Financial Group (hereunder referred to as The Program Administrator), and possibly report the abuse or molestation to official agencies depending on the circumstances. Information to be gathered includes the names or identifies of the parties involved, both victim and the perpetrator, when the event or events occurred, where, in what circumstances, the names and contact information of any or any other witnesses, and any other information the Designated Representative believes to be relevant or important.

Where the District Representative receives report of abuse of a child or a child in need of protection, the District Representative must immediately report to the relevant child and family service agency and/or parent or guardian of the child.

Where the District Representative receives report of a vulnerable person, the District Representative must immediately report the abuse to the Executive Director appointed pursuant to the **Vulnerable Persons Living with a Mental Disability Act**.

If the District Representative reasonably believes that the child or vulnerable person is in imminent danger, the District Representative must immediately call 911 or the local police station to make a report.

District Representatives and Designated Representatives must respond to such reports in a non-judgemental, supportive and comforting manner, but must also explain that the report will be reported to the Program Administrator and may need to be escalated to the proper authority, which may include the relevant child and family service agency or parent or guardian.

Screening

The Watershed District will regularly monitor those individuals who have access to or interact with children and/or vulnerable population member. This will include adherence to the Water District's hiring protocols for vulnerable populations and include:

- Criminal record check
- Vulnerable persons and child abuse registry check for those over the age of 18 years

Screening is to take place upon initial employment, and every four years thereafter.

Investigative & Disciplinary Procedures

A report of abuse or molestation to the Designated Representative that involves a District Representative should result in an employment investigation as per the usual employment practices and determine if disciplinary action is appropriate. The results of the investigation will be given to the Program Administrator.

Training

The Watershed District will provide training to all staff that includes safety and handling of "child" and "vulnerable population" as defined above.

Resources are available from the Province of Manitoba and other sources. Some possibly helpful sites are listed below. They are not exclusive:

[Province of Manitoba | fs – Reporting of Child Protection and Child Abuse \(gov.mb.ca\)](#)

[Province of Manitoba | fs – Child Abuse Registry \(gov.mb.ca\)](#)

[Province of Manitoba | fs – Adult Abuse Registry – Questions and Answers Abuse Towards Older Adults \(wrha.mb.ca\)](#)

[CMHA Manitoba and Winnipeg – Mental Health for All C.C.S.M. c. V90 \(gov.mb.ca\)](#)

Assiniboine West Watershed District		Policy Directive
Section 4.11	Date Approved April 16, 2024	Revision No.1
Staff Benefits	Board Chairperson Darcy Oliver	Date Issued Date of Revision
	Board Member Don Huisman Matt Terleski	Page 1 of 1

Policy:

AWWD employees, at the discretion of the Board, but in accordance with the Employment Standards Act, shall be entitled to benefits. Currently after the permanent staff members has employed for 6 months, they are enrolled in Manitoba Employee Benefits Program (MEBP) as well as Blue Cross (Plan II) coverage paid entirely by the Board at the boards discretion.

Procedure:

Employee performance, salaries, and benefits shall be reviewed by the board in December of each year following employee performance appraisals.

Each employee will accept and agree to the AWWD Employee Terms and Conditions.

Assiniboine West Watershed District		Policy Directive
Section 4.12	Date Approved April 16, 2024	Revision No.1
Theft / Misappropriation	Board Chairperson Darcy Oliver	Date Issued Date of Revision
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Theft of monies or assets of the Watershed District is a serious offence for a Board member or staff member to engage in. When a theft is reported or alleged, the Board shall inform the Royal Canadian Mounted Police and request an investigation. In the event that the individual is found guilty by a court of law of the offence, they shall be dismissed or terminated from the Watershed District.

If an employee is found to be guilty of theft against the District, they may be dismissed without following the termination of employment process listed in terms of Employment. The Board and staff must follow all laws in regard to employee termination.

This policy includes the misuse or theft of:

- Charge accounts at various organizations in AWWDD
- Credit cards / cardlock cards
- Watershed District property

If an employee is found to be innocent, then retroactive pay applies.