



# Exhibition Place

12

November 16, 2016

**ACTION REQUIRED**

To: The Board of Governors of Exhibition Place

From: Dianne Young  
Chief Executive Officer

Subject: **Exhibition Place - Employee Policies**

## Summary:

This report recommends the approval of all of the Employee Policies for Exhibition Place detailed in Appendices A and B attached.

## Financial Implications:

There are no financial implications resulting from the adoption of this report.

## Recommendation:

**It is recommended that the Board approve the Employee Policies attached as Appendices “B” and direct staff to give notice of these new / amended policies to all employees to be effective January 1, 2017.**

## Decision History:

The Exhibition Place 2014 – 2016 Strategic Plan had an Organizational and Staffing Goal to *Review and revise our corporate systems* and as a Strategy to support this Goal *we will complete an annual review of By-Laws, Policies and Procedures of the Board of Governors.*

The employee policies last underwent a total revision in 2006 and were approved by the Board at its meeting of November 3, 2006. Many of the policies contained clauses and recommended actions that have since been changed due to amended legislation and in most cases reflect the policies of the City of Toronto.

## Issue History:

As as an agency of the City, it is important that the Exhibition Place policies be accurate, complete and up-to-date.

## Comments:

Attached as Appendix “A” are the revised and/or new Employee Policies which form the basis of the employment relationship with Exhibition Place.

The last major review of the majority of Employee policies took place almost 10 years ago, although on an annual basis specific ones are updated or introduced and approved by the Board. One initiative of the 2014 to 2016 Strategic Plan was to review all employee policies which review involved consultation with the City of Toronto and comparison of employee policies at the City and Exhibition Place.

Major changes that are reflected in these policies are as follows:

1. Removal of any references to the CNEA program and its employees;

2. Incorporation of the amendments to the Employment Standards Act, 2000 approved by the Province in 2014;
3. Directions/ changes approved and requested by City Council;
4. Changes resulting from the revisions to the Exhibition Place Compensation Plan; and,
5. Assessment and revisions of the policies following a review of best practices included in similar City policies.

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## APPENDIX "A"

Policy	Revised	New	City Policy Standards / Directives	Provincial Legislation
Accommodation		■	■	
Acting Assignments		■	■	
Alcohol and Substance Abuse	■			
Annual Performance Review		■	■	
Attendance Management	■		■	
Benefit Program & Eligibility	■		■	
Bereavement Leave		■		
Business/Membership/Travel Expense & Reimbursement	■			
Care for Ill Dependents		■		
Cellular Phone	■			
Citizenship Ceremony		■	■	
Conflict of Interest & Confidentiality	■		■	
Crime Related/Child Death/Disappearance Leave		■		■
Critically Ill Child Care Leave		■		■
Disclosure of Wrongdoing & Reprisal Protection		■	■	
E-Cigarette Use in Exhibition Place Workplaces		■	■	
E-Mail	■		■	
Employment Equity	■		■	
Employment of Relatives	■		■	
Employment References		■		
Family Caregiver Leave	■			■
Family Medical Leave	■			■
Frozen Sick Bank		■	■	
Holiday Entitlement	■		■	
Human Rights & Anti-Harassment / Discrimination	■		■	
Indemnification of Employee Legal Expenses		■	■	
Information & Technology Acceptable Use	■		■	
Job Sharing		■		
Jury Duty/Witness Service		■	■	
Leave Without Pay	■			
Lieu Time / Overtime / Statutory Holiday Time	■			
Military Leave for Reservist Employees	■			■
Organ Donor Leave		■		■
Parental Leave	■			■
Police Reference Check		■	■	
Political Activity	■		■	
Pregnancy Leave & Accommodation for Pregnant Employees	■			■
Professional Development	■			
Protection of Privacy	■			
Recognition for Service	■			
Short-Term Disability Plan	■		■	
Uniform and Dress Code	■			
Use of Exhibition Resources During an Election	■		■	
Vacation Entitlement and Carry-Over	■			
Workplace Rules and Conduct	■			
Workplace Violence	■		■	