

Policy & Procedure Manual

INSERVICE CANCELLATION – HR-III-8

POLICY:

Employees will receive notice in advance, wherever possible, when an in-service cancellation occurs.

PURPOSE:

1. To ensure the least possible disruption to employees, people supported, and supervisors.
2. To ensure employees receive adequate compensation where required.

PROCEDURE:

COMPULSORY INSERVICE:

1. Employees attending: who are on a regular day off/prior to working a regular shift.
 - a. If a scheduled in-service is cancelled, and the employee is provided with one (1) hours prior notice regarding cancellation, then no compensation shall result.
 - b. If a scheduled in-service is cancelled, and the employee does not receive one hour prior notice of in-service cancellation, the employer will reassign the employee to another work location, or where this is not feasible, compensate the employee for those estimated scheduled hours of the in-service which would otherwise have been off-duty hours to a maximum of four hours pay, at the applicable straight time hourly rate.
2. Employees attending during working hours.

If a scheduled in-service is cancelled, the employee shall return to their regular area of assignment and report to their immediate supervisor.

PROCEDURE (continued):

VOLUNTARY INSERVICE:

1. Employees voluntarily attending in-service outside of working hours will be contacted, wherever feasible, with as much advance notice as possible regarding cancellation, but in no circumstances will receive compensation.

RECOMMENDED BY: Director, Human Resources

APPENDICES: 0

OPERATIONAL ACCOUNTABILITY: Administration, Finance, Human Resources, Community Services (all)

ORIGINAL POLICY DATE: July 1994

AUTHORIZED BY: Executive Director

SIGNATURE: _____

A handwritten signature in black ink, appearing to be 'W. A. ...', written over a horizontal line.