



Baseball PEI Human Resources Policy

Revised December 2024

1. Purpose

Baseball PEI employs staff to support daily operations and achieve strategic goals. All employees must sign and adhere to Employment Agreements. This policy, along with the Employment Standards Act (PEI), governs employment terms unless otherwise specified in an Employee's Employment Agreement.

2. Legal Compliance

Baseball PEI is committed to full compliance with the **Prince Edward Island Employment Standards Act**. Where inconsistencies exist, the Act's minimum standards will prevail.

3. Scope and Application

This policy applies to Full-Time, Part-Time, and Fixed-Term Employees. Summer students, temporary, or casual employees are governed by their individual Employment Agreements and the Employment Standards Act. Independent contractors, private consultants, and interns/co-op placement students are not considered employees and will have Contractor Agreements defining their roles, limitations, and payment terms.

4. Employer-Employee Relationship

Baseball PEI's commitment to employees includes:

- Providing meaningful work with opportunities for growth.
- Ensuring a safe, inclusive, and supportive work environment.
- Fostering a culture of professionalism, participation, and teamwork.

Employees are expected to:

- Adhere to Baseball PEI's policies, values, and performance standards.
- Act with professionalism, integrity, and transparency.
- Update Baseball PEI with changes to their personal information (name, address, etc.).



5. Employment Agreement

Each employee's terms of employment are outlined in an Employment Agreement. If employment continues after the agreement's expiration, the most recent agreement's terms remain in effect until a new agreement is signed. In case of conflict, the terms of the Employment Agreement will prevail.

6. Probationary Period

- **Duration:** A six (6) month probationary period applies to new hires. During this period, employment may be terminated without notice or pay in lieu unless stated otherwise in the Employment Agreement or Employment Standards Act.
- **Extension:** The probation period may be extended if the employee's absence impacts the evaluation period.
- **Internal Transfers:** Employees transferring to new roles within Baseball PEI will be subject to a three (3) month probationary period.

7. Attendance, Work Hours, and Supervision

- **Supervision:** The President or President's designate supervises the Executive Director, while the Executive Director supervises all other employees.
- **Work Hours:** Full-time employees work 37.5 hours per week unless otherwise stated. Flexibility is provided to accommodate evening or weekend work as required.
- **Attendance:** Employees must notify their supervisor of absences as soon as possible, specifying the reason and expected duration.
- **Meetings:** Employees are required to attend meetings unless the absence is pre-approved.

8. Job Responsibilities

Primary duties for each role are outlined in job descriptions. These may be revised to meet organizational needs. Salary reviews and adjustments are conducted annually to reflect inflation and market conditions.

9. Vacation and Holidays

- **Accrual:** Vacation entitlement aligns with the **PEI Employment Standards Act** unless otherwise stated in the Employment Agreement.
- **Statutory Holidays:** Employees are entitled to paid public holidays recognized under the Act.
- **Approval:** All vacation requests require prior approval. Requests for one week or more should be submitted at least three (3) weeks in advance.



10. Leave of Absence

- **Sick Leave:** Full-time and part-time employees receive 15 paid sick days annually. Sick leave is not cumulative and cannot be paid out upon termination.
- **Bereavement Leave:** Up to three (3) paid days of bereavement leave may be granted.
- **Maternity and Parental Leave:** Leave entitlements comply with the **Employment Standards Act**.
- **Jury Duty or Witness Leave:** Employees required to serve as jurors or Crown witnesses are entitled to paid leave.

11. Salary and Benefits

- **Payment:** Employees are paid bi-weekly via direct deposit. Salaries are subject to statutory deductions (CPP, EI, and taxes).
- **RRSP Contributions:** Full-time employees may receive RRSP contributions at 5% of their salary if agreed by the Board of Directors provided there is a matching contribution from the employee.
- **Parental Leave Benefits:** Employees on parental leave may maintain their benefits if they continue to pay their portion of the premiums.

12. Expense Reimbursement

Employees are entitled to reimbursement for reasonable work-related expenses, subject to Baseball PEI's Financial Policy and pre-approval from the Executive Director.

13. Other Employment

Employees may accept outside employment if it does not interfere with Baseball PEI's work or create a conflict of interest. Written approval must be obtained from the Executive Director.

14. Employee Conduct and Discipline

Employees must comply with Baseball PEI's policies, including those on confidentiality, conflict of interest, and social media use.

- **Progressive Discipline:** May include verbal warnings, written reprimands, suspension, or dismissal. Gross misconduct can result in immediate termination.
- **Examples of Gross Misconduct:** Theft, dishonesty, insubordination, property damage, drug or alcohol use at work, and physical violence.



15. Termination of Employment

- **Notice Requirements:** Baseball PEI will provide notice or pay in lieu of notice in compliance with the **Employment Standards Act** unless otherwise stated in the Employment Agreement.
- **Cause for Termination:** Termination for cause may occur for reasons including, but not limited to, theft, criminal behavior, confidentiality breaches, and insubordination.
- **Resignation:** Employees must provide notice of resignation according to the **Employment Standards Act**.

16. Grievance Procedure

- **Step 1:** Employees should raise grievances with their supervisor. If unresolved, the matter may be escalated to the Board of Directors.
- **Escalation:** If the grievance relates to the Executive Director, employees may contact the Chair of the HR Committee directly.

This policy reflects modern HR standards and compliance with the **PEI Employment Standards Act**. It promotes fairness, transparency, and equity while safeguarding the rights and responsibilities of employees and Baseball PEI.