

TO: Bobby Suluk, Renewable
fax: (819) 857-2986

FROM: Jim Lehman, Coral
fax: (819) 925-9015

DATE: November 8 '95

RE: Tunnuq Harvest

1) The only difficulty in combining **individual** Job Descriptions with **universal** Terms & Conditions of Work is that it might appear that you're matching up a specific person with a specific job for the duration of the harvest, i.e. it might make it difficult to assign, for whatever reasons, that person to another job when he's read, agreed to, and signed a contract entitled Terms and Conditions of Work which includes his specific position and duties. It may never happen but a person could say, "hey, I'm doing a good job, I'm doing the job I signed to do and I'm staying put".

2) Another problem is the length of the working day/week/overtime and all that good stuff and what is permissible under the Labour Standards. In other words we're going to have reconcile the operational requirements of the harvest with any territorial law which might be applicable. I assume you've gone through the regulations. Does the harvest come under its purview? Can you split shifts, i.e. if the kitchen is operative from 6:30 AM to 8:00 PM everyday, not every kitchen worker is working 13½ hours per day so can we say you're working 3 hours in the morning, 2 hours in the afternoon, and 3 hours in the evening? Is it necessary to specify an hourly rate as opposed to a daily rate? What about down time due to weather? What does the law say about working hours and being at you place of work when we're talking about a remote working/living camp site? Does overtime kick in at any point? Can some workers be classified as contract (self-employed) as opposed to employed? What would be the practical (re: resentment, animosities, etc.) and legal ramifications (re: WCB, Revenue Canada, labour standards) of such a two tier classification? I guess the first thing you should do is obtain the normal working day/week duration for hunters, abattoir workers, haulers, kitchen staff, and camp maintainers (during mobilization, harvest, and demobilization periods) and then figure out how you can square those operational requirements with what is demanded by the law. Work with somebody in Safety and Public Services on this.

3) Theoretically, just as you have it, you would have all operational staff reporting to an Assistant Project Manager who in turn would report to the Project Manager. At this stage of development you may or may not want to do this. If you do everybody should be made aware that the ultimate boss is still the Project Manager.

Leaving aside, for now, the vexatious problems of hourly rates and working hours I would draft a contract of employment somewhat along the following format. I'm a bit verbose and 'legalistic' so you could easily shorten it down to one page. Once you figure out the working hour/day/week you can include a section for that while rates of pay, if you wish, could also be added (right after the first sentence) or appended to the individual job descriptions (if you want to formulate & publish 'em). I've included sample job descriptions and a short article which might help out.

Terms & Conditions of Work

JOB

I accept the position of _____ with Tunnuq Harvest's 1996 season. I understand that although operational requirements may necessitate a re-assignment of job, Tunnuq Harvest will attempt to retain me in a job for which I am most suited unless I request otherwise. I also understand that I may be requested to assist during camp mobilization and demobilization. I will be paid at the published rate for any position which I occupy.

ADVANCES

Every new employee may request an advance of up to \$300; this will be deducted in its entirety from the first pay cheque. No further advances may be requested or granted.

PAY

Pay calculations are based on bi-weekly time sheets which are prepared and authorized by the Project Manager (or his designate). Each employee will initial verification of their time sheet prior its submission to payroll.

Pay cheques are issued bi-weekly with the first cheque being issued on the third Friday worked and then every second Friday thereafter. The precise method and time of cheque distribution will be determined by the Project Manager prior to the start of the Harvest. In case of termination or resignation the final pay cheque (which will include any and all vacation pay earned to date) will be issued the first Friday following the week of termination.

BONUSES

Any bonuses will be awarded on the basis of project completion and individual evaluation and will be paid at the completion of the job. Those hired after project commencement will have their bonuses calculated on a pro-rated basis.

INDEMNIFICATION

Tunnuq Harvest is not responsible for the loss or damage of any personal items brought onto the job site and will not pay for any personal assets used or reimburse any expenses incurred by any employee if the use and/or expenditure was neither requested nor authorized prior to the occurrence as evidenced by a duly approved invoice or requisition form.

OTHER

No employee should be absent from his job without first obtaining Project Management approval.

Unauthorized or improper use of Project assets may result in suspension or dismissal and theft of Project assets will result in immediate dismissal.

The conditions regarding payment of bonuses and pay days may be waived in the case of extreme medical emergency.

The Project Manager is the chief operational authority of the project. He may, at his discretion, appoint a designated authority.

I have read and accept the above terms and conditions of employment.

Signed: _____

JOB DESCRIPTIONS

Job descriptions are simply that, written descriptions of a job. A good job description should list the essential tasks of that job, and, by outlining the responsibilities and authorities of that job, place that job within the overall hamlet organization. Finally a completed job descriptions should list the educational qualifications and skills which are necessary to perform that specific job.

USES OF JOB DESCRIPTIONS

- 1) By breaking down the job into essential tasks a job description can be used to train an employee.
- 2) If the employee is made aware of what his job is there is created an understanding and agreement, between employer and employee, of what the employee's responsibilities and authorities are.
- 3) All job descriptions, taken together, present management with a total picture which shows what activities are engaged in by the Hamlet and how they are organized.
- 4) A good job description can assist with the hiring process; a summary of the main points can be extracted to write an advertisement or posting, a job description can be used to explain to candidates what the job is and once a candidate is selected it can be used to train an employee..which takes us back to point 1.

WRITING A GOOD JOB DESCRIPTION

Job descriptions can be simple or complex, but unless you have a personnel staff to engage in the composition, interpretation, and evaluation of job attributes it is best to keep job descriptions simple and specific to the Hamlet's situation. That way everybody can understand it without requiring the intervention of a personnel....oops human resource....staff member. These are the main points one should remember when writing a job description:

- 1) Describe the job, not the person holding it.
- 2) Include all major points but don't include every minor point or let the description ramble on.
- 3) Be precise and factual.
- 4) Don't use jargon and inflated words; keep it simple.
- 5) Don't use a standard or generic job description, make it specific to the Hamlet's situation.

6) Compile the description from observations and from talking to the employee, after which go over it with the employee to see what he has to say what he thinks his job is.

RECREATION COORDINATOR

FUNCTION

To plan and provide recreational, sports, and crafts programmes. To administer the operation and maintenance of all recreational facilities, and to engage in fund-raising activities for community initiated events and programmes.

REPORTS TO

Senior Administrative Officer

DUTIES AND RESPONSIBILITIES

- Develop and implement a regularly scheduled recreation programme and publish and promote a monthly calendar of such activities.
- Recruit and coordinate community volunteers to assist in delivering such a scheduled programme.
- Order, maintain, and control all necessary canteen, gaming, sports, and crafts supplies for the purpose of carrying out such a recreational programme.
- Administration of the operations and maintenance of all community recreational facilities.
- Plan and implement fund-raising activities (BINGOS, Nevadas, special events, canteen, etc.) to finance community initiated projects and events.
- Maintain, complete, and submit all necessary records and reports required for fund-raising activities.
- Prepare Recreation Committee agendas and minutes, and prepare regular reports for Hamlet Council meetings.
- Prepare proposals and funding applications whenever it becomes necessary.

QUALIFICATIONS

Diploma in Recreation Leaders Programme or a related degree.

Proven ability to work with a minimum of supervision and ability to motivate and work with community volunteers.