



ALBERTA EQUESTRIAN FEDERATION

POLICY AND PROCEDURES

REVISED MARCH 2003

In all cases the Alberta Employment Standards Code
will take precedence over this Policy Manual

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A. Administrative Policies & Procedures

1. Employee & Board Member Roster

To ensure that an up to date permanent employee and Board member roster is available at all times, the AEF office will maintain a current roster of permanent employee, board members and committee members.

Roster Format

- a) The current employee roster shall include:
 - Job Title
 - Employee's Name
 - Employee's Current Address
 - Employee's Current Telephone Number
- b) The current Board Member roster shall include:
 - Member's Title
 - Member's Name
 - Member's Current Address
 - Member's Current Telephone Number
 - Member's Organization Affiliation
 - Names of Committees on which the Board Member sits
- c) The Executive Director (ED) of the AEF is responsible for maintaining these rosters and making them available upon request.

Maintenance of the Organizational Chart

- a) It is the responsibility of the Executive Director of the Alberta Equestrian Federation under the direction of the President to ensure that the Alberta Equestrian Federation organizational chart is kept up to date by deleting or adding to the chart when structural changes are approved.
- b) The current organizational chart of the Alberta Equestrian Federation in Exhibit I.

EXHIBIT 1

Board of Directors

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President

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Executive Director

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Employees

2. **Job Descriptions**

To ensure that current job descriptions for AEF Employees are on file.

Job Description Format

- a) All job descriptions will consist of the following elements:
 - Job Title
 - Reporting Relationships
 - Position Functions
 - Position Responsibilities
 - Position Authorities

- b) Maintenance of Job Descriptions
 - The Executive Director will ensure that all job descriptions are kept available in the filing system of the AEF office.

 - The President and any other Board members, from whom he/she may wish advice, will ensure that all job descriptions are kept current. Should a position change, the Executive Committee must pass such changes. A revised job description when drawn up must be signed by the affected employee.

3. **Conditions of Employment**

To clarify and explain the conditions of employment to AEF employees.

Terms of Employment

The employee's commencement date establishes the initial anniversary date for initial payroll benefits and years of service purposes. Where an employee is reclassified for salary purposes on a date other than the anniversary date, the date of the reclassification may, at the discretion of the President, become the new anniversary date for salary purposes only. The full time employee will provide 35 hours a week staff support in the AEF office Monday to Friday. It is the employees responsibility to notify the ED in writing of any changes in personal status, such as changes in address or telephone number, marital status, number of dependents, etc.

Salary deductions will be made in accordance with existing legislation.

Probationary Period and Annual Evaluations

All employees shall serve an initial probationary period of at least six months. Should it not be practical to evaluate the employee's ability for the position during the initial period, the probation period may be extended upon the approval of the President, but in no instance shall the length of the extension exceed another six months. When the initial period of probation has been extended, the employee shall be advised in writing prior to the end of the initial period of the reason of the extension. In addition, the employee shall be provided with suggestions for improving his/her suitability for permanent employment.

The initial period of probation shall start on the date of commencement of employment, and this shall become the employee's anniversary date for salary purposes.

Current employees who are transferred to another position will complete a secondary probationary period of at least three months, after which a performance appraisal shall be conducted. If the employee does not successfully complete the period, he/she shall revert to his/her previous classification and salary.

A performance evaluation will be completed on an annual basis as described in the performance evaluation policy and procedures.

Attendance

An employee who is absent from duty without prior authorization shall contact the ED and report the reason for the absence form work.

Hours of Work

The normal hours of work for full time employees shall be 35 hours per week, based on normal working day of 8:30 am to 4:30 p.m. with one hour for lunch.

Part-time employees will be required to work hours as determined and agreed between the parties.

An employee may be required to work hours beyond regularly scheduled hours to overcome unexpected workloads and to meet extraordinary situations. The ED or his/her designate shall authorize such work.

Extra work shall be defined as time worked in excess of the regular assigned hours (7 hours per day). The ED and/or President may grant time off in lieu of extra time worked and the time accumulated must not exceed five working days.

Casual Illness

Casual Illness is defined as an illness, which causes an employee to be absent from duty for a period of three or less consecutive working days, and includes medical/dental/optical treatment involving an absence of ½ day or longer which has been given prior authorization by the ED.

General Illness

General Illness is defined as:

- An illness which causes an employee to be absent from duties for a period of more than three consecutive work days; or
- An ongoing chronic medical condition, requiring absence from work from time to time.

The ED shall request a medical certificate under this category.

At the commencement of each calendar year of employment, an employee shall be entitled to general illness leave according to the following guidelines:

Full and Part Time Employees

- After completion of the probationary period, 10 working days with full pay;

Paid Holidays

- New Years Day
- Family Day
- Good Friday
- Easter Monday
- Victoria Day
- Canada Day
- Heritage Day
- Labour Day
- Thanksgiving Day
- Remembrance Day
- Christmas Day
- Boxing Day

Annual Vacation Leave

An employee shall not take vacation without the prior authorization of the ED.

Full Time:

- After one year of employment the full time employee will be entitled to 15 days paid vacation.
- After five year of employment the full time employee will be entitled to 20 days paid vacation
- After twenty years of employment the full time employee will be entitled to 25 days of paid vacation.

The employment anniversary year is the basis on which vacation credits are calculated.

Carry over of vacation leave to the next vacation year will not be permitted unless authorized by the ED and President together.

An employee who terminates his/her service with the AEF or who is terminated shall receive vacation pay in lieu of a vacation.

Benefits

After an employee's initial probation period the AEF will subsidize employee benefits (to be determined) and will pay for 50% of an employee's Alberta Health Care Premiums and the Alberta Blue Cross Premiums.

Notice of Resignation

An employee who wishes to resign in good standing is required to provide the ED with ten working days prior to his/her notice of resignation.

Position Abolishment

The ED on direction from the AEF Board shall give the full time AEF employee one-month prior written notice where possible that his/her position is to be abolished. During the period of notice of position abolishment, the ED will allow the affected employee a reasonable amount of time off, with pay, in order to locate alternate employment.

Discipline or Termination of Employment

An employee whose conduct, performance or suitability as an employee of the AEF does not meet the objectives or standards established may be dismissed. Such dismissal will be carried out in the following sequence:

- Verbal warning by the ED or designated member of the AEF board
- Written warning by the ED or designated member of the AEF board
- Termination in writing

Management Recognition

The ED in consultation with the President or his/her designate retains all the function, rights, powers and authority not specifically delegated by these policies where necessary.

In the event that an employee contends that he/she has been unfairly dealt with, said employee has the right of appeal to the Executive Committee of the AEF. The President will call a special Executive Committee meeting within 21 working days of receipt of written appeal from the employee.

4. Performance Evaluation

To state the timing and the format of employee performance evaluations. The President will evaluate the performance of the ED.

The ED or a designate of the board evaluates all other AEF Employees.

Performance Evaluation of the ED:

- The President will complete an employee performance review for the ED on an annual basis
- Evaluation forms may be distributed to other Executive Committee members requesting their participation in the evaluation process.
- Having received the evaluation of other Executive committee members when requested the President will then discuss the rating chosen for him/her under each performance factor
- Upon completion of the evaluation discussion, the evaluation form must be dated and signed by the President and employee. **Signature denotes having discussed the employee evaluation only. It does not denote agreement of the evaluation by the employee.**
- Additional comments, objectives, recommendations, etc. may be made on separate sheet of paper dated and signed by the President and employee and noted on the evaluation that such an attachment exists.
- The President of the AEF retains all employee evaluation review forms for the ED and the complete history file of all evaluation material is passed from one President to another.

Performance Evaluation of Other Employees

- The ED or delegate will complete an employee performance evaluation from for each employee at three months, and annually thereafter
- The ED may also request evaluations from members of the AEF Executive Committee
- The ED must then discuss with the employee the rating, which has been chosen for him/her under each performance factor.
- Upon completion of the evaluation discussion, the evaluation form must be dated and signed by the ED and employee. **Signature denotes having discussed the employee**

evaluation only. It does not denote agreement of the evaluation by the employee.

- Additional comments, objectives, recommendations, etc. may be made on separate sheet of paper dated and signed by the ED and employee and noted on the evaluation that such an attachment exists.
- The ED, in the confidential employee files in the AEF office retain all employee evaluation forms

5. Travel Allowances

The AEF will reimburse reasonable travel expenses incurred by employees or board members in the performance of their duties. To receive reimbursement, pre approval may be required and approved by the President or Treasurer.

Authorization of travel

- The President or Treasurer must authorize travel by the ED or board members in writing
- The ED on written direction of the AEF Board may authorize staff travel
- Where travel is authorized the most economical and logical mode of transportation must be used.
- If personal activities extend the period of working time required for a trip, then the additional time shall be deducted from vacation leave or may be arranged as leave without pay from the ED and President

Accommodation & Meals

- When an employee or board member is required to travel on AEF business and overnight accommodation is necessary, the actual cost of the accommodation for single room rates and food will be reimbursed on presentation of receipts.

Transportation

The following expenses will be reimbursed on presentation of receipts:

- Bus Fare*
- Railway Fare*
- Airport Limousine Fare
- Taxi Fare
- Parking charges
- Air Fare*
- Automobile rental*

*When prior authorization for the expense has been granted

An employee who is authorized to use his/her own motor vehicle on AEF business shall be reimbursed.

The Federation does not pay standard monthly automobile allowance in lieu of reimbursement for mileage. The Executive Committee must approve any changes in this procedure.

Hospitality Expense

Staff of the AEF may be required to entertain or to incur other hospitality expenses. These expenses may not be incurred without the prior approval of the President or the Treasurer. When such expenses are incurred without prior approval, they will not be reimbursed.

Overtime Expense

Employees will be encouraged to travel during regular working hours. Where this is not possible, time in lieu will be allowed. The AEF will not pay overtime rates for any travel time incurred. Any deviation from this policy will have to be approved by the Executive Committee.

Travel Advances

A travel advance must be approved by the President or the Treasurer. A condition of the advance is that an expense report form will be submitted within two weeks of the travel. A cheque will accompany the expense report for any unused portion. Refund cheques will be issued promptly after receipt of the report.

6. **Information Technology**

To ensure the AEF staff is aware of the permissible use of the office computers.

The AEF has a number of computers in the office in order to process the daily work and to communicate with our clients, suppliers and members. Misuse of this equipment will not be tolerated. Misuse may be defined as follows:

- Downloading of information for personal use, i.e. changing settings, screen savers or other personal items that affect the speed of the computer.
- Using the computers to surf the net
- Using the computers as a chat line
- Using the computers for personal email.

7. **Information Release**

To state how public information shall be released from the AEF office. Any comments or opinion on policy matter shall originate from the AAEF Board of Directors. The Board bears the ultimate responsibility for all information released to the public. Any announcement or new policy or future plans should originate with the Board, whose senior spokesman is the President.

The AEF staff, because of the close contact with the Board activity, may provide background information on new policies after the Board has announced them. The staff must bear responsibility for release of information on behalf of the AEF as an organization not on behalf of the AEF Board as an elected body.

8. Representation at Public Functions

To ensure that the AEF presence is neither duplicated nor omitted at important public functions and meetings and is to be channeled through the President.

Attendance

- Notice of all invitations to represent the AEF are to be channeled to the President
- The President in consultation with the Executive Committee will decide who would be best suited to attend the particular function.
- Once the decision has been agreed upon either the President or the ED will notify the incumbent.
- All unofficial or personal invitations to AEF staff to attend meetings must also be reported to the President. In the case of such personal invitations, it is the discretion of the employee to attend with the understanding that no expression of AEF business may be made. The President or Treasurer must approve reimbursement of expenses to attend such meetings.

9. Complaints

The Board of the AEF welcomes all questions, complaints or concerns of individuals or groups and will respond to such issues in a timely and effective manner.

Attitude

- It is important that all AEF staff adopt a positive perspective to complaints and that any concerned individual should be encouraged to bring their complaints to staff or board members.

Procedure

- Complaints received from members or the public at large is to be documented and brought to the attention of the President or his designate.
- Complaints should be viewed as a means of feedback from the public at large and as such all board members and their groups should be encouraged to report complaints to the Board to avoid “whispering campaigns.”
- Complaints may be submitted in confidence to either the AEF ED or the President.
- The President must review all complaints and wherever possible deal with them on an individual basis. If deemed necessary, the President may involve members of the Executive Committee or AEF staff

Financial Policies and Procedures

1. Budgeting Process

The AEF shall prepare an annual budget prior to the new budget year.

Methodology

- The annual budget for the AEF shall be prepared in two phases:
 - Written budget requests must be submitted by all committees requiring funds prior to the preliminary budget discussions
 - A preliminary budget will be developed by the Treasurer using the data provided by the various committees.
 - The preliminary budget will be presented to the board for discussion and subsequent approval.

2. Auditors Reports

The AEF will have the year-end financial statements audited or reviewed as may be required under current Registry legislation by an accountant appointed by the members at the Annual General Meeting.

3. Financial Reporting

Internal Financial Reports for the AEF will be prepared and presented to the board at its regular meetings. Other specific financial program reports may be presented to the board by the activity coordinator or chairperson within one month of the completion of that activity or program.

4. Fees & Charges of the AEF

The AEF will have in place a fiscal policy for each of its goods and services. Such fiscal policy guidelines will be reviewed by the Treasurer and presented to the Board on an annual basis during the budget preparation process.

Goods and Services sold by the AEF

- The Board reviews the selling price of each of these goods and services on an annual basis during the budget preparation process.
- The Board must first approve the consideration of any other good and services to be sold by the AEF.

Third Party Charges

- The central office will not accept or perform work on behalf of other individuals or organizations which they may undertake themselves at their own cost.
- Such work typically involves the incurring of an expense by the AEF and subsequent rebilling of that expense to the requesting individual or organization.
- Specific activities which fall into this category of third party charges include:
 - undertaking mailing and postage
 - printing and photocopying
 - incurring travel arrangements, etc.

5. Cash Receipts and Deposits

All cheques and cash received by the AEF must be deposited in a timely manner.

Cash Recording and Receipting

- A stamp indicating that the payment is for deposit to the Alberta Equestrian Federation must endorse all cheques received
- Funds received by the AEF must be recorded on a cash journal and show name, bank, cheque number, item description, code, and amount.
- A receipt if requested, will be issued.

Deposits

- The deposits of funds for the AEF are to be made as soon as possible, so as not to have client's funds on hand.
- All funds are to be deposited in the General Account of the AEF unless otherwise specified.

6. Investments

All decisions regarding the investment of AEF funds are to be made with the approval of the Treasurer and the Board.

7. **Allocation of Funds**

The AEF offers financial assistance to its various member organizations, clubs and individuals within the province of Alberta in the form of Casino funds. Groups who worked the Casino are entitled to a maximum of \$1,000 per application; individuals \$500 providing the requests fall under the Casino guidelines.

Groups of individual who did not work the Casino are entitled to a maximum of \$500 per application; individuals \$250 providing the requests fall under the Casino guidelines.

Application for Casino Funds

- Groups or individuals who worked the Casino can make the application
- Member clubs, member associations, or individual AEF members may apply for Casino Funds.
- Applications must be received by the office on the AEF Casino Funds Application Form and must include all required documentation.
- Applications will be reviewed, then approved or denied by the AEF Board
- Funds will be forwarded to the applicant as soon as possible after Board approval.

Alberta Equestrian Federation

Casino Application Policy and Procedure

As of January 2008

7. Allocation of Funds

The AEF may distribute Casino funds as financial assistance to member Provincial Associations, Affiliate Organizations and Individual Members who apply from within the Province of Alberta.

General:

- Individual members in good standing who volunteer to work an AEF Casino on behalf of a member Association or Affiliate Organization must be compliant with the volunteer rules of Alberta Gaming and Liquor Commission.
- A request for member volunteers will be circulated in a timely manner to the membership by the AEF website and/or newsletter.
- Applications for funding or financial assistance from Casino generated funds may be received at any time at the AEF office.
- All funding applications must be signed by officers of the applicant Association or Affiliate Organization or the individual applicant or parent or guardian.
- All applications will be received by the AEF office, reviewed for clarity and completeness, and then presented at the next meeting of the AEF Executive Committee or Board of Directors.
- Applicants may be requested to provide supplemental or clarified information.
- The AEF may consider applications related to costs for delivery of programs and/or clinics with an educational focus directed at Senior and/or Youth, sport related, amateur athletes to compete at higher levels and may consider National and International travel. All details must be clearly outlined in application including budget.
- All applications may be approved as applied for or varied at the discretion of the AEF Executive Committee or Board of Directors.
- If an applicant group is of Provincial scope, volunteer worker time may be applied to be assigned to one specific regional group Affiliate of the Provincial organization.
- All Affiliate Organizations and/or Provincial Associations applying for funding must have had a representative registered and present at the most recent AGM of the AEF
- All applications that have been approved will receive funding after the AEF has received proof of expenditures as described in application
- Any applications that have been approved and received Casino Funding must show recognition to the AEF in the form of publicity and promotion (AEF banner, AEF logo presentation, article in local newspaper, etc)
- Regional Affiliates of a Provincial Association or Affiliate Organization as defined in the AEF Bylaws may apply directly for funding or may apply through their Provincial Association and/or Affiliate Organization.

a) Provincial Associations and/or Affiliate Organizations are eligible to apply who provided volunteer workers for designated events or projects of AEF including but not limited to the Alberta Gaming and Liquor Commission Casino:

- Applicant Associations and/or Affiliate Organizations must be AEF members in good standing,

- The volunteer workers representing the group at a project or event must be an AEF member in good standing pursuant to the AEF Bylaws,
- Volunteer members must provide AEF with the name of the Association or Affiliate Organization for which they are contributing their volunteer time,
- Application eligibility is a maximum of \$1000 per application, per calendar year, for a Provincial Association and/or Affiliate Organization
- All applications for funding must include signatures of officers of the Association or Affiliate Organization and project details,
- Funding may be approved pursuant to Alberta Gaming and Liquor Commission rules of eligibility and at the discretion of the AEF Board or Executive Committee.

b) Individual members in good standing that work as a volunteer for designated events or projects of AEF including but not limited to the Alberta Gaming and Liquor Commission Casino are eligible to apply for Casino funds on their own behalf or on behalf of a person under the age of majority and for whom they are the guardian or parent. The following will apply to these individuals:

- Application eligibility is a maximum of \$500 per applicant, per calendar year,
- All applications must include signature of the applicant and/or a parent or guardian if the applicant is under the age of majority and all project details,
- Funding may be approved pursuant to Alberta Gaming and Liquor Commission rules of eligibility and at the discretion of the AEF Board or Executive Committee.

c) Provincial Associations and/or Affiliate Organizations who did not have a volunteer working at designated events or projects of AEF including but not limited to the Alberta Gaming and Liquor Commission Casino are eligible to apply for Casino funds.

- Applicant Associations and/or Affiliate Organizations must be AEF members in good standing,
- Application eligibility is a maximum of \$500 per application, per calendar year
- All applications must include signatures of officers of the Association or Affiliate Organization and project details,
- Funding may be approved pursuant to Alberta Gaming and Liquor Commission rules of eligibility and at the discretion of the AEF Board or Executive Committee.

d) Individual members in good standing who did not work as a volunteer for designated events or projects of AEF including but not limited to the Alberta Gaming and Liquor Commission Casino may apply for Casino funds on their own behalf or on behalf of a person under the age of majority and for whom they are the guardian or parent.

- Application eligibility is a maximum of \$250 per application, per calendar year
- All applications must include signature of the applicant and/or a parent or guardian if the applicant is under the age of majority and all project details,
- Funding may be approved pursuant to Alberta Gaming and Liquor Commission rules of eligibility and at the discretion of the AEF Board or Executive Committee.