

HR Toolkit for Community Leagues



**WHERE NEIGHBOURS MEET
and GREAT THINGS HAPPEN**
EDMONTON FEDERATION of COMMUNITY LEAGUES

HR Toolkit for Community Leagues

Contents:

Volunteer Board Positions	3
Responsibilities of Board Members who Supervise Staff	6
Risk Management with Volunteers	6
Employee/Volunteer Code of Conduct	9
Sample Employee/Volunteer Code of Conduct	10
Do we Hire an Employee or a Contractor?	12
Wage Guide for Community League Employees	13
Sample Job Description Template	14
Sample Facility Manager Job Description	15
Sample Hall Cleaner Job Description	18
Hiring an Employee	21
Sample Reference Check	23
Sample Employment Contract	24
Sample Contract	26
Employment standards	34
Payroll and CRA Requirements	35

Volunteer Board Positions

Community Leagues have a variety of board positions to meet the needs of the community. Typically the Board will comprise of the following members:

- President
- Immediate Past President
- Vice President
- Secretary
- Treasurer

Additional positions may include:

- Casino Director
- Communications Director
- Crime Prevention Director
- Event Director
- Membership Director
- Social Director
- Website Director
- Facilities Director
- Other positions as determined by the board

The board may also include Directors at Large who attend the board meetings. A sample of the job responsibilities of each position are as follows. These responsibilities should be reviewed on an annual basis before nominations to ensure they accurately reflect each board member's role.

The President:

- Supervises the matters of the Board
- Chairs the meetings of the Board and/or Executive Committee
- An ex officio member of all Committees, except the Nominating Committee
- Acts as the spokesperson for the Society or appoints a designate
- Signing authority
- Carries out other duties assigned by the Board

The Vice-President:

- Presides at meetings in the President's absence. If the Vice-President is absent, the Directors elect a Chairperson for the meeting
- Replaces the President at various functions when asked to do so by the President or the Board;
- Signing authority
- Oversees the annual review of the Bylaws, Policies and Procedures
- Member of the Executive Committee
- Responsible for overseeing the operations of the properties of the League
- Carries out other duties assigned by the Board

The Secretary:

- Attends all meetings of the Society, the Board and the Executive Committee
- Records accurate minutes of these meetings and distributes to attendees in a timely manner
- Responsible for Board's correspondence under the direction of the President and the Board
- Sends our meetings agendas and notices
- Member of the Executive Committee
- Carries out other duties assigned by the Board

The Treasurer:

- Ensures all monies paid to the Society are deposited in a chartered bank, treasury branch or trust company chosen by the Board
- Provides a detailed account of revenues and expenditures is presented at every Board and General Meeting
- Responsible for audited statement of the financial position of the Society is prepared and presented at the Annual General Meeting
- Chairs the Finance Committee of the Board as required
- Member of the Executive Committee
- Carries out other duties assigned by the Board

The Past President:

- Chairs the Nominating Committee
- Carries out other duties assigned by the Board

Casino Director:

- Recruit and organize volunteer for the casino fundraiser that is held every 2 years
- Communicate with AGLC regarding logistics of operating the casino fundraiser
- Report monthly to the Board of Directors

Communications Director:

- Create newsletter and participates in collecting articles for the newsletter
- Oversee the distribution of the newsletter
- Arrange the publicity via the newsletter & social media for League events
- Prepares an annual budget for communications and submits it to the Treasurer
- Reviews and prepare policies and procedures with respect to communications
- Report monthly to the Board of Directors.

Crime Prevention Director:

- Liaise with the Edmonton Police Service and other safety and crime prevention organizations
- Responsible for all matters pertaining to community safety and security concerns
- Report monthly to the Board of Directors.

Event Director:

- Oversee for all events, including Community League Day and a members of the Stars and Cars Committee
- Prepare an annual budget for programs and submits it to the Treasurer;
- Reviews and prepares policies and procedures with respect to programs
- Report monthly to the Board of Directors.

Membership Director:

- Responsible for the annual Membership campaign
- Keep and maintain the membership lists and other records pertaining to membership
- Ensure compliance with the EFCL Code of Ethics with respect to selling memberships
- Prepare an annual budget for membership and submits it to the Treasurer
- Review and prepares policy and procedures with respect to membership
- Report monthly to the Board of Directors.

Social Director:

- Responsible for all matters pertaining to social activities of the League
- Prepares an annual budget for social activities and submits it to the Treasurer
- Reviews and prepare policies and procedures with respect to social activities
- Report monthly to the Board of Directors

Website Director:

- Responsible for the maintenance of the League website
- Prepare an annual budget for the website and submits it to the Treasurer
- Reports monthly to the Board of Directors

Director At Large:

- Responsible for attending all meetings of the Board of Directors with full voting rights, similar to other Directors
- Participates in ad hoc Board of Directors activities

Responsibilities of Board Members who supervise staff

Most Community Leagues boards will have at least one employee or contractor that carries out the responsibilities that the board has set out for them to do. The President typically supervises the employee(s) and oversees the work of the contractor. In the absence of a President or if the board agrees, other board members may have this responsibility, or a Human Resources Committee. Even though the Treasurer may not be the supervisor, they may have a role to receive and review the timesheets for payroll processing and have regular communication with employees.

The role of board members who supervise employees include:

- Determine if there is a job description for each paid employee
- Treasurer and President oversee timesheets and payroll process for each employee
- Meet with employee to address any concerns that arise
- Conduct an annual review meeting with each employee to review the job description, expectations and performance
- Determine if it's valuable to gather feedback from those people that the employee interacts with such as hall renters, skaters, and contractors about their interactions with the employee. If it is determined, it would be valuable, create a feedback form that can be sent. Review the feedback and discuss at the annual review meeting with the employee.
- Review the hourly wages/salaries and hours of each employee to determine if they are within the budget and if they are reasonable for the work completed

The role of board members who have contracted services to a contractor include:

- Create and review the contract with the contractor
- Determine if the required services have changed and discuss with the contractor
- Review the conditions of the work being completed and if it falls under the contractor definition or employee. CRA may audit Community Leagues and if it's deemed the contractor is working under the conditions of an employee, Community Leagues will be asked to pay deductions owing.

Risk Management with Volunteers

Community League volunteer includes board members and possibly other volunteers to support the operations and programs of the community where there may potentially be risks involved. When involving volunteers, determine if there is risk and what the risk could be.

For example, questions to ask include:

1. Will the volunteer be unsupervised and interacting with children?
2. Will the volunteer be handling money or have access to money?
3. Will the volunteer be involved in any activity that could cause physical harm?

If yes is answered to questions 1 and 2, Community Leagues should consider having volunteers obtain a child intervention check and criminal record check.

If yes is answered to question 3, the Community League may consider a special request for coverage from Workers Compensation Board (WCB) to cover volunteers. Volunteers are not covered by WCB and volunteers should refrain from potentially harmful situations such as hall maintenance activities.

Volunteers and students are covered under the Occupational Health and Safety (OHS) Act. The OHS Act protects all workers, whether they are paid or not. Volunteers have always been considered under the definition of “worker” by OHS legislation.

The following is taken from the Alberta government website on Occupational Health and Safety:

<https://open.alberta.ca/dataset/29873bcd-ff5d-4be3-86b3-bfe2a56bb4a4/resource/4e9a61a1-07da-4933-9dd7-027e4945971b/download/are-volunteers-and-students-workers.pdf>

No matter if they are volunteers or employees, in Alberta, volunteers and students are covered by the Occupational Health and Safety (OHS) Act. Changes were made to the legislation to clarify that volunteers and students are considered workers (with an exemption that applies to some groups, such as farm and ranch volunteers). Volunteers and students that perform or supply services for no monetary compensation for an organization or employer or during learning activities have all the rights and obligations of workers as described in Alberta’s OHS Act, Regulations and Code.

It also means that organizations for which volunteers perform work are employers. Employers of volunteers are subject to all the employer obligations in the OHS Act, Regulations and Code.

Three conditions must be met to establish a volunteer-employer relationship:

1. the organization requests the volunteer’s participation to perform work for the organization
2. the organization accepts volunteers to do the work (informally or formally)
3. the volunteer performs or takes part in the work – for example, teaching students or staff, collecting roadside waste, helping build a house for the organization, etc.

Where there is a volunteer-employer relationship, the organization is responsible to fulfill all employer responsibilities under the OHS legislation. This includes doing what is reasonably practicable to ensure the health, safety, and welfare of its volunteers while they are volunteering with the organization.

A more comprehensive document can be found on the EFCL website: <https://efcl.org/occupational-health--safety/>.

Employee/Volunteer Code of Conduct

The Code of Conduct can be implemented for all employees and volunteers including board members and other volunteers to ensure a safe and respectful environment.

A sample Code of Ethics can be found on the EFCL website:

<https://efcl.org/about-us/governing-documents/code-of-ethics/>. The Code of Ethics consists of moral obligations aimed at upholding the dignity and integrity of Community Leagues within the Edmonton Federation of Community Leagues, ("the Society"). It attempts to define those obligations that benefit all Leagues and also areas that should be avoided. In general, the code is designed to assist the operating efficiency of all individual Leagues and of the practical interpretation of the aims and objectives of the Community League philosophy.

Sample Employee/Volunteer Code of Conduct

PURPOSE

Employees and volunteers are expected to meet certain requirements including complying with (Community League Name) Community League and the Code of Conduct.

To ensure employees and volunteers understand and practice ethical conduct when interacting with community members, potential hall renters, renters, contractors, employees, volunteers, and stakeholders.

POLICY

(Community League Name) employees and volunteers are expected to adhere to all federal, provincial, municipal laws, will respect the property of others and not willfully cause damage, and will refrain from the use of power of authority in an attempt to force another person to engage in inappropriate activities.

Employees and volunteers will conduct themselves in a professional manner by:

- Following all policies and bylaws
- Maintaining a positive atmosphere
- Being a positive role model
- Being courteous, respectful, and cooperative when acting on behalf of the Community League
- Representing (Community League Name) in a professional manner at all times
- Refraining from harassing behavior, abusive language, and disrespect of fellow employees/volunteers or engaging in personal harassment of any type will not be tolerated or permitted.

PROCEDURE

The Employee/Volunteer Code of Conduct and Ethics Policy applies to employees and volunteers at (Community League Name) during the work hours, at meetings and events.

Responsibilities:

1. (Community League Name) strictly prohibits all employees/volunteers from developing or participating in any form of abuse, including sexual, physical and emotional, with or towards any community members, potential hall renters, renters, contractors, other employees, volunteers, and stakeholders.
2. At no time will an employee/volunteer participate in, or permit to occur, any wilful behaviour intended to degrade, humiliate, or intimidate any community members, hall renter, other employees and volunteers.
3. Any information with regards to employee salaries and benefits should be considered confidential and therefore not shared with other employees and those who are not current Board members
4. Information discussed amongst volunteer Board members with regards to the governance of (Community League Name) should be kept confidential unless it is deemed appropriate and necessary to be shared with employees
5. Volunteer Board members with access to property such as hall keys, passwords or code should return this upon ceasing their volunteer role
6. Volunteers who are hired as contractors or employees of (Community League Name) must cease their volunteer role

It is understood that a violation of the Employee/Volunteer Code of Conduct may be grounds for termination of a volunteer or in the case of an employee, immediate dismissal for just cause without notice or pay in lieu of notice.

Signature:

Date:

Do we hire an employee or a contractor?

Does your Community League need to hire but doesn't know if they should be an employee or contractor? These questions can help you determine the difference between an employee and a contractor. Once the board determines if they need an employee or contractor, they can begin the appropriate process to find the person to fulfill the needs.

	Employee	Contractor
Payment for work	Receives hourly, weekly, or monthly salary with pay stubs and deductions	Submits an invoice and receives a lump sum amount after completion of work or on a monthly basis
Hours of work	Specified by the Board	Can generally choose the time to conduct work
Benefits	Receives vacation pay, Employment Insurance (EI) and Canada Pension Plan (CPP) contributions paid for	Pays for Canada Pension Plan by self and optional to contribute to Employment Insurance
Completion of Work	Personally performs the work and can not hire someone to do it	May hire subcontractors or assistants
Training	Employer pays for any training	Contractor pays for their own training
Supervision	Works under the direction of a Supervisor/Board on how, where, and when to get the work completed	Can set their manner of how, where and when they get the work completed
Facilities and Tools	Employer pays for the workspace, furniture, computer, phone and any other tools and equipment to complete the work	Responsible for providing their own workspace, furniture, computer, phone and any other tools and equipment to complete the work
Financial Risk	Not responsible for operating expenses or any losses suffered by the employer	May experience risk if project not completed as per contract
Additional expenses	Does not require to personally purchase any out of pocket expenses	May require a business license, Workers' Compensation Board (WCB) insurance, and other business insurance to operate

More information can be found on the following websites:

Alberta Government: <https://alis.alberta.ca/media/2975/contractor.pdf>

Canada Revenue Agency (CRA) RC4110(E) Rev.19:

<https://www.canada.ca/en/revenue-agency/services/forms-publications/publications/rc4110/employee-self-employed.html>

Wage Guide for Community League Employees

Paid positions within the Community League will vary in responsibilities so it's difficult to determine an hourly wage range for certain positions. Facility Managers may be involved with processing payroll or supervising employees so their hourly wage would be higher. Those employees that have been working for their Community League for multiple years tend to have had a wage increase from their starting wage.

Most Community Leagues pay on a per hour basis based on the number of hours worked. Based on current market value research conducted in 2019, here's a sample of hourly wages for employees of Community Leagues.

Position	Hourly Wage	Average Hours/Week
Facility Manager	\$19-\$27/hour	15-25 and depends on Community League operational hours
Hall Cleaner	\$15-\$17/hour	3-6
Rink Attendant	\$15-\$16/hour	Depends on rink hours

When determining a fair hourly wage or salary, it's recommended to review the Community League budget, responsibilities, expectations, and the anticipated number of hours of work. Employees will be paid at a lesser rate than contractors as Community Leagues have extra deductions to pay with employees.

Resources for wage guides and wages of comparable positions can be found on the following websites:

- <https://alis.alberta.ca/occinfo/wages-and-salaries-in-alberta/>
- <https://ca.indeed.com/>
- <https://workinnonprofits.ca/>

Sample Job Description Template

JOB TITLE:

SUPERVISOR: President or designate as assigned from the Board of Directors

LAST UPDATED:

POSITION SUMMARY

In a few sentences, state what your position is responsible for.

MAJOR RESPONSIBILITIES:

What does the position do on a weekly, monthly, and annual basis? Break it down to the functions of the job. Example: Administration, Operations and Programs. What percentage of the time is spent on this function? Allocate percentages so they add to 100%.

QUALIFICATIONS:

Education:

What is the minimum education required for the job?

Experience:

What is the ideal experience required for the job?

Skills:

What are the ideal skills required for the job?

Other Requirements:

Are there other requirements for the job?

WORKING ENVIRONMENT:

Where does the person work? Do they work out of the office or in the community? What are the working hours and days?

Sample Facility Manager Job Description

JOB TITLE: Facility Manager

SUPERVISOR: President or designate as assigned from the Board of Directors

LAST UPDATED: February 3, 2020

POSITION SUMMARY:

The Facility Manager is responsible for overall operations of the (Community League Name) including administration, hall rentals, and liaising with the volunteer Board of Directors.

MAJOR RESPONSIBILITIES:

Administration (50%)

- Respond to inquiries from callers with regards to hall rentals, memberships and other inquiries
- Liaise with potential hall renters to show them the hall, ensure they complete a contract and follow the conditions of the contract, advising on decorations, and invoicing
- Liaise with various external contractors such as hall maintenance companies, and other insurance companies as needed
- Support the Hall Cleaner with regards to cleaning of the hall and ordering of supplies
- Key point of contact for communication with the City of Edmonton Community Recreation Coordinator
- Support with organizing any events such as the Annual General Meeting
- Coordinate with Membership Director with regards to sales and supplies
- Writing and amending documents such as contracts and applications
- File Societies Act on a yearly basis
- Open and distribute all incoming mail and email as required. Advise and forward any correspondence to Executive as required
- Attend Board meetings as required
- Provide general office duties such as filing, photocopying, and maintaining League and hall supplies

Operations (30%)

- On-call 24/7 communication with the security company and hall renters
- Liaise with Security Company to be the first point of contact and arrange other contacts
- Maintain a key listing
- Looking in on rentals to see that cleaning has been completed and rental guidelines are followed
- Arrange for annual fire inspection of the hall
- Work directly with the Vice-President in regards to contractors and getting quotes
- Arranging for contractors and overseeing work when on-site for furnace maintenance and floor maintenance
- Minor maintenance including changing vacuum bags, painting, fixing lights, and removing garbage around the hall when required
- Report and remove vandalism and graffiti when able
- Ensure the hall is free from pests
- Ensure working order of the kitchen appliances
- Purchase paint for the interior and exterior of the hall

- Changing garbage at front of hall, picking up garbage around the community hall and rinks, and clean up around big garbage bins if needed
- Ensure the cleanliness of parking lot and playground by removing debris and glass when required
- Shovel the sidewalks around the hall and purchase supplied as needed
- Clean hall when the hall cleaner is away
- Prune and trim the shrubs around the hall twice a year

Finance: (15%)

- Submit invoice to Treasurer and ensure payments are made timely and with signatures of the necessary signing authorities
- Collect information for Board members regarding financial records and annual budget
- Inform the Treasurer and President of any problems dealing with the financial aspects of the League's accounts (N.S.F./non payment of accounts) immediately
- Support the Treasurer with processing payroll of employees

Other responsibilities (5%):

- Provide support to Board of Directors when Board positions are vacant; providing additional supports when needed

QUALIFICATIONS:

Education:

- Office Administration Certificate or Diploma

Experience:

- At least 3 years of office administration experience
- Facility management would be considered an asset
- Works well independently and is self-motivated
- Effective time management skills and able to prioritize multiple responsibilities
- Strong verbal and written communication skills to follow directions and communicate with various stakeholders
- Community-minded and able to operate from an inclusive and non-bias perspective

Skills:

- Excellent interpersonal and communication skills with a demonstrated ability to build strong, trusting relationships
- Strong organizational and prioritization skills to manage diverse responsibilities
- Ability to adapt to change and willingness to be flexible and versatile in a changing work environment while maintaining effectiveness and efficiency.

Other Requirements:

- Valid Driver's License and access to a reliable vehicle (if required)
- Criminal Record Check and Child Welfare Intervention Record Check (findings are reviewed on a case by case basis)

WORKING ENVIRONMENT:

The hours of work are during the office hours on Monday, Thursday, and Friday from 8:30AM to 12:00PM. There will be additional hours up to 10 hours/week for additional work such as picking up and dropping off materials, attending Board meetings, and proposal writing when required.

These hours of work are negotiable and may be adjusted to meet (Community League Name) requirements with prior permission from the President or appointed Board member(s).

Sample Hall Cleaner Job Description

JOB TITLE: Hall Cleaner

SUPERVISOR: President or designate as assigned from the Board of Directors

LAST UPDATED: February 3, 2020

POSITION SUMMARY:

The Hall Cleaner is responsible for the overall cleanliness of the (Community League Name) hall.

MAJOR RESPONSIBILITIES:

Responsibilities:

- Clean the hall including the bathrooms, kitchen, main hall, meeting area, office, janitorial room and entrances and ensure the cleaning meets the standards of the Facility Manager and President twice a week. This also includes cleaning after special events such as Blood Donor Clinics and Community League Day
- Maintain adequate supplies of cleaning materials and products for use by cleaning employees and for hall users and renters.
- Monitor when items in the hall need to be replaced (carpets/garbage bins/light fixtures/ switches for appliances, etc.) and report to Facility Manager
- Report items broken or missing, including damage to the hall, immediately to the Facility Manager
- Observe and note when maintenance is required (burnt out or broken lights/switches/clogged drains, etc.)
- Keep a record of all cleaning done and follow a checklist as required
- Maintain the janitorial room to ensure it is tidy
- Inform the Facility Manager and the President if unable to come in for a shift

Cleaning Checklist:

MAIN BATHROOMS:

- Clean toilets, urinals, sinks and mirrors, ensure paper products (paper towel / toilet paper) and soap dispensers have adequate supplies prior to rentals
- Empty all garbage cans and ensure new bags are put in place
- Wipe down bathrooms walls / stall walls, toilet paper and towel dispensers regularly

KITCHEN & BAR:

- Wipe kitchen counters, cabinets, sinks and backsplash
- Put away dishes
- Empty all garbage cans and ensure new bags put in place
- Dust top of kitchen and bar cupboards once monthly (attachment in Office)
- Clean under fridge and stove (pull out to sweep and mop underneath) 4 times/year
- Empty refrigerators (kitchen and bar) except for leftover bagged ice in the freezer. Any food products OR items left by renters should be brought to attention of Facility Manager
- Clean coffee filter holders and coffee carafes weekly

- Notify Facility manager if oven is in need of self-cleaning
- Regular checking of mice traps and or excrement. Notify Facility manager immediately if mice are suspected

MAIN HALL:

- Sweep and mop floors as required on a regular basis. Renters, not regular programs (for example: Karate, Yoga, or Zumba) are responsible for sweeping/vacuuming/mopping after events, but there are often hall users who neglect to clean thoroughly after use
- Wipe and remove marks on walls, doors and floors. Extreme damage should be reported to Facility Manager
- Clean glass display cabinet weekly with window cleaner
- Report to the Facility Manager any damages to the floor/walls or sound boards
- Ensure the East Emergency Exit is latched properly after all rentals
- Ensure the storage room door in the East Furnace room remains locked

MEETING ROOM:

- Sweep and mop floors
- Clean drinking fountain twice a week
- Clean and wipe outside and inside of refrigerator and microwave once per month
- Dust shelves weekly
- Wipe walls monthly
- Clean bathrooms twice a week or as needed
- Check sanitary disposal regularly and replace with brown bag

GENERAL/JANITORIAL ROOM:

- Ensure cleaning products are accessible to renters (kitchen products under the sink, general cleaning supplies in janitorial room)
- Maintain toilet products in the janitorial room
- Clean and replace floor mops regularly
- Replace bag in vacuum cleaner as needed
- Rinse out and clean mop buckets and sink from debris
- Regular cleaning of garbage cans, inside and out, as needed
- Keep Janitorial room neat and tidy

OFFICE:

- Remove garbage
- Dust and vacuum on a regular basis

FRONT / BACK ENTRANCE:

- Vacuum carpets twice weekly
- Wipe down walls and shoe racks as needed
- Clean window in doors weekly

OUTSIDE PERIMETER:

- Clean the immediate outside perimeter (Walkways/Patio and front sidewalk)

- Remove Cigarette butts in ashtray, and general litter on the property and garden areas. (Shoveling of walkways is not required.)

OTHER DUTIES AS ASSIGNED:

- Twice per year, or as needed, wash all walls, doors, and door trims
- Defrost freezer at least twice yearly
- Twice per year clean all tables top to bottom. Date to be determined with the Facility Manager

GARBAGE REMOVAL:

- All garbage is disposed of in bins located at the end of the school’s parking lot

QUALIFICATIONS:

Experience:

- At least 2 years’ experience cleaning and using cleaning equipment, materials and products.

Skills and attributes:

- Works well independently and is self-motivated
- Effective time management skills and ability to prioritize multiple responsibilities
- Excellent interpersonal and communication skills
- Ability to adapt to change and willingness to be flexible and versatile in a changing work environment while maintaining effectiveness and efficiency
- Community-minded and able to operate from an inclusive and non-bias perspective

Other Requirements:

- Criminal Record Check and Child Welfare Intervention Record Check (findings are reviewed on a case by case basis)

WORKING CONDITIONS AND ENVIRONMENT:

- Cleaning personnel are not permitted to move heavy items or work on ladders alone. Cleaning personnel will notify the executive when these items are to be cleaned, so that additional assistance (volunteer or hired) can be coordinated to assist with these items.
- When at the hall alone for cleaning, please ensure all doors are locked and secure. Cleaning personnel are not required to let anyone into the building, inspectors or otherwise (unless arranged through either the executive or Facility Manager with the consent of the cleaning personnel). Renters will have their own access code and key, all others can arrive during office hours.
- Facility Manager will provide a calendar of hall usage and times.

The hours of work are Monday and Friday from 8:30AM to 11:30AM. There will be additional hours when required to clean after special events or rentals. These hours of work are negotiable and may be adjusted to meet (Community League Name) requirements with prior permission from the President or appointed Board member(s).

Hiring an Employee

Once the Board has identified the need to hire an employee, here is a step by step guide on how to recruit:

1. Create and revise the job description (refer to sample job description)
 - a. What are the responsibilities of the position?
 - b. Who will the person report to (Board President or designate)?
 - c. What are the expectations that the employee has to meet?
 - d. What is the salary/hourly rate (range) of the position?
 - e. What are the hours of the position?
2. Create a job posting based on the job description (refer to sample job posting)
 - a. Provide a brief overview of your Community League
 - b. Provide a brief overview of the job position
 - c. Select the 7-10 job responsibilities that have the highest priority for the position
 - d. Determine how you want candidates to submit their resume and if an email address needs to be created
 - e. Determine a closing date for the position by working backward from the ideal start date. The closing date should be at least 2-3 weeks prior to the start date
3. Post the job posting. There are traditional ways to post a job on free job sites including:
 - a. Indeed.com
 - b. Workinnonprofits.ca
 - c. Ecvo.ca
 - d. Post-secondary job boards

Most Community Leagues have a website and social media sites. Word of mouth is the most effective way to recruit so share the posting widely on all media platforms and with Board members, and ask them to share with their networks and community members.

4. Determine interview questions and interview panel members
 - a. Interview panel should typically include at least 2 Board members
 - b. Interview questions should help interviewers assess the qualifications of the candidate and can include:
 - i. Are you fine with the hours of work and rate of pay?
 - ii. What are the skills and experiences that will help make you successful in this position?
 - iii. This position requires working independently. How will you do this to ensure you meet the expectations of the position?
 - iv. What keeps you motivated?
 - v. Describe what community engagement means to you and why is it important?
 - vi. What do you know about our community?

The interview does not need to be a long process but it should include questions that help the interviewers determine if the candidate will be able to meet the expectations of the position

and be reliable and punctual and attend their scheduled shifts. If the candidate is known to the panel, there should still be an interview to ensure a process that manages any risk and demonstrate a fair and equitable process.

5. Checks for employment
 - a. Contact two references and ask questions (refer to sample reference check template)
 - b. Criminal Record Check may be required as employees may be handling money, working independently in the hall, and within the community interacting with community members. Community Leagues may reimburse the successful employee for the cost of the check.
 - c. Child Intervention Check will be required if employees will have any interaction with children

6. Create the employment contract and provide it to the candidate you wish to hire for their review and signature (refer to sample employment contract)

Sample Reference Check

Name of Candidate:

Position Applied For:

Reference Name and Contact Information:

Relationship to Candidate:

Date of Reference:

Reference Completed by:

1. How do you know the candidate and for how long?
2. (If they worked together) What was the candidates' position and responsibilities? How did they perform these duties?
3. Comment on the candidates' communication skills.
4. Describe the candidates' reliability and ability to work independently.
5. Comment on the candidates' strengths.
6. Comment on the candidates' weaknesses
7. Other comments:
8. Would you hire this candidate? Why or why not?

Sample Employment Contract

Date

Employee Address

Dear Employee Name,

Following our recent discussions, the (Community League Name) Board of Directors has outlined the Hall Cleaner position terms and conditions agreement:

Position: Hall Cleaner

Start Date: January 1, 2020

Job Description: See attached

Hourly Wage: The hourly wage for the position is \$XX/hour and will be reviewed at the end of the probation period. Vacation pay will be paid at a rate of 4% of the annual earnings.

Hours of Work: The Hall Cleaner role will typically work on Monday and Friday mornings for up to 5 hours/week but this may vary depending on the needs of the position. The schedule will be determined by the Facility Manager in consultation with you. You will be paid for the time worked as you have indicated you are not available to work 3-hour shifts.

Absences: Any absences due to illness or vacation, will not be paid. Please provide a minimum of two weeks' notice to the Facility Manager if you are not available to work. In the absence of the Facility Manager, please contact the President.

Reporting Relationship: The Hall Cleaner reports to (Community League Name) Board President or Vice President in the absence of the President.

Probation Period: The first 3 months of your employment will be a probationary period, during which time your performance will be monitored, assessed and evaluated for suitability to this role. You may be terminated without notice during the probationary period.

Termination: (Community League Name) may terminate your employment at any time for just cause. If your employment is terminated for cause, we will not be obligated to make any further payment to you except for wage earned expenses to the date of termination and any accrued vacation pay.

We look forward to continuing to work with you in an atmosphere that is successful and mutually challenging and rewarding.

Sincerely,

President Name, President

(Community League Name)

With the signature below, I accept this offer of employment, with the specified terms.

Name

Date

Sample Contract

This Agreement is made effective this ___ day of _____, 20__

Between:

Community League Name

(hereinafter referred to as the "Community League")

-and-

{Name of Contractor}

(hereinafter referred to as "Contractor")

WHEREAS the Community League is a legal entity incorporated under the *Alberta Societies Act*, pursuant to the laws of Alberta and is engaged in the business of providing the **(Community League Name)** community with a variety of programming and yearly social events;

AND WHEREAS the Community League wishes to engage the services of Contractor on as an independent contractor to provide the Services, as defined herein;

AND WHEREAS the Contractor wishes to provide the Services on the terms and conditions set out in this Agreement;

NOW THEREFORE THIS AGREEMENT WITNESSES that in consideration of the covenants and agreements hereinafter contained, and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged and accepted, the parties agree as follows

1. ENGAGEMENT AND SERVICES

- 1.1 Contractor shall provide those services set forth in the attached Schedule "A", which schedule forms part of this Agreement, or such other services as may be otherwise requested by the Community League from time to time (the "Services"). Contractor shall perform the Services at the hall of **(Community League Name)** Community League (the "Premises"), or such other location as may be necessary.
- 1.2 The Community League may, from time to time, give such instructions to Contractor as the Community League considers necessary in connection with the provision of the Services, and Contractor shall comply with the same, but Contractor shall not be subject to the control of the Community League in respect of the manner in which such instructions are carried out.
- 1.3 The Contractor specifically acknowledges that he has fully informed himself of the provisions of the Community League's policies and procedures, and will, at all times, observe and comply with the provisions of such applicable policies and procedures.

2. INDEPENDENT CONTRACTOR

- 2.1 Both parties enter this Agreement with the common understanding that the Contractor is an independent contractor and not an employee or agent of the Community League.

- 2.2 Nothing in this Agreement shall be construed as creating a partnership, joint venture, agency, or employer/employee relationship between the Community League and the Contractor.
- 2.3 At no time will the Contractor represent that he is related to the Community League in any way other than as an independent contractor.
- 2.4 Except where expressly authorized in writing by the Community League, at no time will the Contractor represent that he is authorized to enter into any agreement or other commitment on the Community League's behalf. The Contractor indemnifies and agrees to save harmless the Community League from and against all liabilities, actions, damages or expenses (including costs as between a solicitor and his own client on a full indemnity basis) arising from the breach of this article by the Contractor.
- 2.5 The Contractor agrees to pay all applicable taxes, Canada Pension Plan, Employment Insurance Premiums and other governmental charges or assessments relating to the compensation the Contractor receives pursuant to this Agreement. Payments relating to any of the above shall be the responsibility of the Contractor and shall be paid directly to the Federal and Provincial Agencies involved. Contractor shall provide, upon request, satisfactory proof evidencing that proper remittances have been made and that WCB coverage has been obtained or waived by Worker's Compensation Board. Contractor further confirms and certifies that Contractor shall not be in receipt of any benefits whatsoever from the Community League, including, without limitation: life insurance, health care, disability income, and dental plans.
- 2.6 The Contractor shall be liable and responsible for, and shall indemnify, release and save harmless the Community League and its officers, directors, employees and agents, from and against any and all claims, demands, actions, proceedings, causes of action, losses, damages, liabilities, deficiencies, interest, penalties, fines, and amounts paid in settlement, costs and expenses of every nature and kind whatsoever (including, without limitation, all legal fees rendered on a solicitor-and-client basis and other professional fees and disbursements) which any of the Community League may suffer, sustain, pay or incur resulting from, arising out of, attributable to, or connected with, directly or indirectly:
- (a) any act or omission of the Contractor in the performance of the Services;
 - (b) any breach of or default in any covenant, term or condition of this Agreement by the Contractor;
 - (c) all taxes, contributions, charges, interest, penalties or other amounts imposed by any governmental or other public authority having jurisdiction with respect to this Agreement, the performance of the Services, or the Contractor, including but not limited to, all payments pursuant to the Workers' Compensation Act (Alberta), the Income Tax Act (Canada), or the Excise Tax Act (Canada), or any legislation similar or supplemental thereto; and
 - (d) in the event the Contractor is determined by Canada Revenue Agency or any other governmental body to be an employee rather than an independent contractor, the Contractor shall be responsible to pay the employee portion of Canada Pension Plan, the Employment Insurance Act (Canada) contributions assessed as a result of the determination of status.

3. TERM

3.1 The term of this Agreement commences on _____, and automatically terminates on _____ (the "Term"), unless earlier terminated in accordance with the provisions of this Agreement.

3.2 This Agreement terminates in the event of death of Contractor or upon the death of the individual executing this Agreement on behalf of Contractor if Contractor is a corporation.

4. PAYMENT AND WORKING HOURS

4.1 The compensation that the Community League shall pay the Contractor for the Contractor's performance of the Services and in consideration of the covenants set out herein will be set at \$AA CDN per hour.

4.2 Unless otherwise permitted in this Agreement, the Contractor shall work up to a maximum of X hours per week and YY hours per month.

4.3 The Contractor shall perform the Services during the hours of its choosing. However, the Contractor shall not interfere with scheduled programs, meetings, or events taking place at the Premises.

4.4 The Contractor shall submit to the Community League for review a monthly schedule detailing their proposed working schedule. The Contractor shall take into account all activities scheduled at the Premises when producing their schedule. This schedule may be amended or updated as needed by the Contractor and submitted to the Community League for review.

4.5 From time to time, the Contractor may be required to work greater than X hours per week in performing the Services. The Contractor shall inform the Community League in writing prior to working greater than X hours in one week. In doing so, the Contractor shall inform the Community League of the reasons for the additional hours and if the additional hours will result in exceeding the maximum of YY hours in the current month. The Contractor may work reduced the hours in subsequent weeks to ensure the total monthly hours remain under YY hours.

4.6 If the performance of the Services requires the Contractor to work in excess of the monthly maximum of YY hours, the Contractor must seek written approval from the Community League prior to working such excess hours. In seeking approval to work excess hours, the Contractor shall include a detailed account of the hours already worked that month, a description of the work already performed that month and a description of the work to be performed during the excess hours. If approved, the Community League shall pay the Contractor for the excess hours at the rate of \$AA per hour.

4.7 The Contractor shall submit an invoice showing the number of hours worked and a description of the work performed on the first Tuesday of each month, for approval and payment by the Community League. The description shall provide sufficient detail to allow a clear understanding of the work performed by the Contractor. Upon request of the Community League, the Contractor shall provide further details of the work performed prior to payment of the Invoice. The Contractor shall be paid within 15 days of the Community League's approval of the Invoice.

4.8 The Contractor is solely responsible for all expenses incurred in the course of providing the Services, except as specifically approved in advance by the Community League. Following advance approval by the Community League, the Contractor shall submit approved expenses for reimbursement to the Community League along with the Contractor's monthly invoice following the month in which the approved expenses were incurred. The Contractor shall provide receipts or other satisfactory supporting documentation evidencing such expenses prior to reimbursement. If this Agreement is terminated for any reason, the Contractor must submit all approved expenses for reimbursement requests within five (5) days of such termination.

5. REPORTS

5.1 At such times or intervals requested by the Community League, Contractor shall:

- (e) fully inform the Community League in writing of the work done and to be done by Contractor in connection with the provision of the Services; and
- (f) provide the Community League with such written reports as the Community League may reasonably require, in a form which is satisfactory to the Community League.

6. OWNERSHIP

6.1 Contractor agrees that:

- (a) all work product and intellectual property (“Work Product”) relating to the Services and the Community League shall at all times be the exclusive property of the Community League and shall forthwith be delivered by Contractor to the Community League as the Community League may at any time direct. Information and property which is confidential and competitive in nature shall not be divulged to any other party;
- (b) any furniture, equipment, supplies or other property which is provided by the Community League to Contractor shall remain the exclusive property of the Community League at all times.

7. CONFIDENTIALITY

7.1 Contractor agrees and acknowledges that during the course of this Agreement there may be disclosed certain confidential and classified information and trade secrets relating to the Community League’s business, which includes but is not limited to: all information related to the Community League’s clients and members; developments, financial information and service provision details of the Community League; all lists, names, addresses, preferences and other information of clients and/or members; contracts; reports; or any other document or work composed, assembled or produced by the Community League and containing confidential information, howsoever received by Contractor from, through, or relating to the Community League, and in whatever form (whether oral, written, machine readable or otherwise), which pertains to the Community League (“Confidential Information”), provided, however, that Confidential Information shall not include:

- (a) information which is in the public domain without any fault or responsibility on Contractor’s part;
- (b) is lawfully received by Contractor from another person or entity who is lawfully in possession of such information and such other person or entity was not restricted from disclosing the said information to Contractor; or
- (c) is approved by the Community League for disclosure in writing, prior to its actual disclosure.

7.2 Contractor shall treat as confidential and shall not, without the prior consent of the Community League, publish, release or disclose or permit to be published, released or disclosed, either before or after the expiration or sooner termination of this Agreement, the Confidential Information except insofar as such publication, release, or disclosure is necessary to enable Contractor to fulfill any obligations under this Agreement. Further, Contractor shall ensure that Contractor’s facilities, systems and files are secure and

that access to data and confidentiality of data and information gained while performing the services are strictly controlled to the satisfaction of the Community League.

8. COMPETENCY AND LAWS

- 8.1 The Contractor represents and warrants that the Contractor has the requisite skills, training, certifications and experience necessary to perform the Services in accordance with the terms and conditions of this Agreement. Notwithstanding the foregoing, the parties acknowledge that Contractor shall require training, guidance and experience for ongoing professional development to improve Contractor's skill level.
- 8.2 During the term of this Agreement, the Contractor will perform the Services in an efficient, prompt, economical, skillful and workmanlike manner in accordance with good industry standards and practices.
- 8.3 In performing its duties and obligations under this Agreement the Contractor shall comply with all federal and provincial statutes and orders, directives, codes, and regulations thereunder, and all municipal by-laws and orders, directives, codes, regulations and permits which apply to or otherwise affect the Community League, the Contractor or are applicable to the Services (collectively "Applicable Law").

9. CONFLICT AND STATEMENT OF NON-OBLIGATION

- 9.1 The Contractor is free to pursue such other business activities and to devote such portion of his time, energy, efforts and skills to such other activities as he sees fit, provided that the provision of such services does not interfere with the efficient and timely provision of the Services and is not inconsistent with the Contractor's obligations under this Agreement.
- 9.2 Contractor shall not, during the term, perform a service or provide advice to any person, firm or corporation where the performance of the service or the provision of the advice may or does, in the opinion of the Community League, result in a conflict of interest between the obligations of Contractor to the Community League under this Agreement and the obligations of Contractor to such other person, firm or corporation.

Contractor confirms that Contractor is not a party to any other agreement or under any other obligation to any other person or corporation, nor does Contractor have any other interests inconsistent with or in conflict with any obligations to the Community League, or which would prevent, limit or impair the performance of any of any obligations under this Agreement.

10. ASSIGNMENT

- 10.1 Contractor shall not, without written approval from the Community League:
- (a) assign, either directly or indirectly, this Agreement or any right of Contractor under this Agreement; or
 - (b) sub-contract any obligation of Contractor under this Agreement.
- 10.2 Contractor agrees that the officer executing this Agreement on behalf of Contractor shall be the individual performing the Services on behalf of Contractor and that no other individual shall perform the Services without the express, written agreement of the Community League.

11. TERMINATION

- 11.1 Either party may terminate this Agreement for any reason, by giving written notice to the other party at least thirty (30) days prior to the termination date stated in the notice.
- 11.2 In addition, the Community League, in its sole discretion, may terminate this Agreement immediately and without notice upon the occurrence of an **Event of Default**.
- 11.3 For the purpose of this Agreement, "Event of Default" includes:
- (a) a material breach or violation of this Agreement by the Contractor, or other failure or failure to remedy any other breach of this Agreement within three (3) days after written notice of such breach;
 - (b) the malfeasance or misfeasance of the Contractor in the performance of his duties and responsibilities under this Agreement to the extent that the Services are materially hindered or delayed as a result thereof;
 - (c) the death of the Contractor;
 - (d) the inability due to illness or incapacity of the Contractor to act for a period exceeding thirty (30) days;
 - (e) any improper act in the performance of the services relating to integrity or ethical behaviour or any misconduct detrimental to the reputation of the Community League, the determination of which lies in the absolute and sole discretion of the Community League; or
 - (f) any other reason that may constitute breach of contract at common law.
- 11.4 Notwithstanding the foregoing, if the Contractor, in the Partnership's sole opinion, is in default of any provision of this Agreement, the Partnership may, without limiting any other remedy it may have, correct the default and may deduct the cost of correction from any payment then or thereafter due to the Contractor.
- 11.5 Termination of this Agreement by the Partnership shall not operate to relieve or discharge the Contractor from any obligation under this Agreement in respect to the Services that have been completed or confidentiality.
- 11.6 Upon termination of this Agreement for any reason, the Contractor shall submit to the Community League for verification and approval an itemized invoice for Services performed and approved expenses incurred up to and including the date of the termination of the Agreement.
- 11.7 Should this Agreement be terminated, any outstanding fees owed shall be paid:
- (a) 30 days following the effective date of the termination; or
 - (b) upon such other terms as agreed in writing by the parties.
- 11.8 The Community League shall have no further liability of any nature whatsoever to the Contractor for any consequential damages, loss of profit or any other losses suffered, either directly or indirectly, by the Contractor as a result of the termination of this Agreement.

Witness Signature

Contractor

Witness Signature

The Community League
Per:

SCHEDULE A

The Services

The Services to be provided by the Contractor are as follows:

1. Responding to any email or phone correspondence regarding rental of the Premises;
2. Arranging viewings of the Premises with potential renters;
3. Showing potential renters the Premises;
4. Ensuring rental agreements and contracts with renters are signed and completed;
5. Ensuring payment of rental fees and damage deposit from renters;
6. Ensuring renters have access to the Premises for their scheduled time;
7. Meeting renters upon arrival for their scheduled event and completing a checklist accounting for the condition of the Premises.
8. Showing renters where supplies are located (including, but not limited to, cleaning supplies);
9. Completing a checklist at the conclusion of the rental to account for the condition of the Premises;
10. Deciding whether a renter shall receive their damage deposit back, in whole or in part based on the condition of the Premises following each rental;
11. Responding in a timely and appropriate manner when contacted to deal with an urgent situation at the Premises; and
12. Such other duties as required by the Community League from time to time.

Community League Rules

In performing the Services, the Contractor shall ensure that:

1. The Contractor may perform most duties during hours of their choosing, though they shall not interfere with scheduled programs/meetings taking place at the Premises;
2. If the Contractor is not available to perform tasks that must be done at a specific time, the Contractor is responsible for finding and paying a suitable sub-contractor for those tasks, which must be performed in accordance with the terms and conditions of the Agreement.
3. Any sub-contractor engaged to perform the Services in the Contractor's absence shall be approved by the President of the Community League; and
4. The Community League may reimburse the Contractor up to \$100 per year for the completion of Services performed by a Subcontractor in the Contractor's absence.

This schedule shall remain in force for the same period as the Agreement, unless amended by the Parties in writing.

Employment standards

Hours Worked:

The hours worked by Community League employees must follow the Alberta Employment Standards.

According to the standards, rules for payment for a minimum of 3 hours is as follows:

Employees must be paid for at least 3 hours of pay at the minimum wage each time they're required to report to work, or come to work for short periods. This 3-hour minimum doesn't apply if the employee isn't available to work the full 3 hours.

If an employee works for fewer than 3 consecutive hours, the employer must pay wages that are at least equal to 3 hours at the minimum wage.

If an employee's regular wage is greater than the minimum wage, the employer may pay them for less than 3 hours of work at this higher rate, as long as the total is higher than 3 hours at minimum wage.

Example 1:

A Facility Manager attends a board meeting that lasts 2 hours. They are paid an hourly wage of \$25/hour. The Community League pays the Manager for 2 hours at \$25/hour which is \$50 and is higher than 3 hours at the minimum wage (currently \$15/hour) which is \$45.

Example 2:

The Hall Cleaner is not able to work full 3 hours shifts but able to work 2 hours at a time for 2-3 shifts/week. The Community League pays the Cleaner for the actual hours worked.

More information can be found on the website: <https://www.alberta.ca/hours-work-rest.aspx>

Holiday Pay:

Employees may be eligible for holiday pay and information can be found on the following website: <https://www.alberta.ca/general-holidays-pay.aspx>.

Payroll and CRA requirements

Community Leagues when processing payroll for each employee must ensure they pay the following deductions:

- Employment Insurance (EI)
- Contribute to Canada Pension Plan (CPP)
- Income taxes

Is it the responsibility of Community Leagues to send these deductions to Canada Revenue Agency (CRA).

For those that are contractors and not employees, it is the contractor's responsibility to ensure they are paying the required deductions to CRA.

More information can be found on the website:

<https://www.canada.ca/en/revenue-agency/services/forms-publications/publications/t4117/income-tax-guide-non-profit-organization-information-return.html>

Information regarding GST and non profits can be found on the website:

<https://www.canada.ca/en/revenue-agency/services/forms-publications/publications/rc4081/gst-hst-information-non-profit-organizations.html>