



CSWU Soccer Club – Policy Manual

POLICY - EMPLOYMENT POLICY

Effective Date: 2019 Revision

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Employee (or Worker) shall mean a person who:

- A. Performs work and/or services for an employer for wages; and
- B. Works for regular pay, with income taxes, unemployment insurance premiums and government pension plan contributions withheld by the employer; and
- C. May have a job description; participate in the employer's benefits and private pension program; or a
- D. written employment agreement with the employer; and
- E. Provides tasks which are integral to the day-to-day business of the employer; and e) Is issued a T4 slip from the employer.

Workplace: A location owned, rented, permitted or contracted by the CSWU, where a CSWU worker has to carry out their duties - e.g. office, soccer field, gym, camp etc.

Calgary South West United Soccer Club is an equal opportunity employer.

Employment policies are available to all Employees in the CSWU Employment Handbook. This document forms the nexus of the General Employment Agreement and explains club policy on matters such as:

- General Work Rules,
- Employee Absences,
- Statutory Annual Holidays,
- Vacation Accrual,
- Technology Resources Use,
- Expenses and Reimbursement, and
- Employee Proprietary Rights Acknowledgement.

All full time and part time staff positions, plus contract positions (including temporary/occasional/seasonal), must be approved, complete with job descriptions, by the Board prior to initiating the hiring process. Hiring committees will be established and approved by the Board.

All positions or job opportunities will initially be released internally, to ensure that current employees and members are made aware of and have the opportunity to apply for open positions either before or concurrent with CSWU's consideration of external candidates for employment. If not filled, all positions will then be advertised (at a minimum, on the CSWU website).

This employment policy allows managers, within the confines of the law and their job responsibilities, to recommend to the Board of Directors, the hire, transfer, promotion, discipline, termination, and to otherwise manage their employees in a way that is appropriate to the circumstances of the situation.

All contract, full time and part time staff will be notified in writing of any deficiencies in their performance prior to dismissal. Just cause must be shown for all dismissal and approval by the Executive Committee is required.

The Executive Committee will conduct annual performance reviews, no later than November thirtieth (30th), for full time and part time staff.

All staff, with the exception of temporary/occasional staff will be subject to statutory source deductions unless the individual meets Federal requirements for contractual status.

Contract and full time staff is entitled to CSWU monogrammed clothing as approved by the Board as part of the annual budget.

The Club Head Coach is permitted to take on any team Head Coaching position on an interim basis.