

Personnel Policy

4002

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November 5, 1996
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January 14, 2004
January 6, 2020
May 2, 2022
October 16, 2023

Policy Statement

The Board of Directors of Green Thumb Theatre is committed to providing a working environment for staff that is fair, equitable, transparent in practice, and proportionate to the capacity of the organization to fund and manage. The work of the staff at Green Thumb Theatre is valued and the Board has high expectations of staff as representatives of their craft, Green Thumb Theatre, and the broader theatre community. Professional conduct, commitment, and a strong duty of care and of loyalty are foundational attributes expected of all staff in their work on behalf of Green Thumb Theatre. The Board of Directors delegates the administration of personnel practices to the General Manager and is committed to reviewing policy from time to time to ensure it is aligned with current practice and legislative responsibility.

Principles and Procedures

This policy applies to all persons employed by Green Thumb Theatre Players Society (dba “Green Thumb Theatre”) unless otherwise specified in an individual’s employment contract, as amended. It does not apply to contractors or persons renting any part of the Green Thumb Theatre premises. This policy is supported by the company **Code of Conduct (4001)**.

Probation

New Employees shall have a probationary period of three months. Green Thumb Theatre may dismiss any Employee during the probationary period without prior notice or compensation of any kind.

Hours of Work

The standard hours of operation of the office are 8:30 AM – 4:30 PM, Monday through Friday unless otherwise discussed and approved by the General Manager. The office hours exclude statutory holidays or other communicated office closures.

Full-time Employees are required to work a 35-hour week in a flexible work schedule with one unpaid hour daily for lunch. Any exceptions must be approved by the General Manager. With the General Manager’s approval, vacations and other leaves are to be scheduled individually between the Employee and the General Manager.

Part-time Employees are required to work on a mutually agreed upon flexible work schedule with one unpaid hour daily for lunch. Any exceptions must be approved by the General Manager. With the General Manager’s approval, vacations and other leaves are to be scheduled individually between the Employee and the General Manager.

Hours of Work – Summer Hours

In July and August, Employees will have the opportunity to take advantage of Summer Hours. Pending all work being completed, Employees can adjust their schedule to Summer Hours without loss of pay. Summer Hours will be set by the General Manager each season.

Flexible Schedule

Employees are trusted to self-manage their time in a way that supports individual autonomy so long as their duties and responsibilities and Green Thumb Theatre’s operational needs are not neglected. Employees should keep their time worked within the above core Hours of Work as much as practicable, however, there may be extraordinary tasks or projects that require attention outside of core hours, on occasion. The General Manager must approve the Employee’s plan to manage their working hours during such periods, and in advance whenever practicable. Green Thumb personnel are not expected to answer emails outside of working hours unless previously discussed with Management.

Overtime

Overtime is **planned time** worked above and beyond an Employee’s regular Hours of Work. All overtime must be approved by the General Manager prior to being incurred and time off will be granted in lieu. Overtime must be taken within 10 calendar days of its accrual and may not carry forward into the next fiscal year.

Banked Hours

Banked Hours are the **unplanned time** worked above and beyond your regular Hours of Work, required to effectively manage extraordinary/unanticipated tasks, or busier-than-usual parts of your week, that you could not reasonably plan for.

Bi-monthly, an Employee is required to email a copy of their current fiscal year Banked Hours Tracker Excel workbook to the General Manager for review – on around the 15th of the month, and the first or last day of the month. This tracker reports on how many Banked Hours there are, why it was accrued, and the Employee's plan to take the time in lieu.

Banked Hours:

- Cannot be carried forward for longer than 21 calendar days (3 weeks) from the date of their accrual,
- Cannot be carried forward into the next fiscal year, and
- May not exceed a total of 7.00 banked hours (one working day) at any given time.

All exceptions to the above must be approved by the General Manager, in writing.

Employees are encouraged to self-schedule when they take their banked time in lieu, subject to the needs of Green Thumb Theatre. Employees are trusted to take ownership and autonomy over managing their own schedule, and the application of this time in lieu will not require seeking permission from the General Manager so long as the needs of the organization are not neglected.

When scheduling banked time, Employees must keep their calendars up to date, and notify the General Manager of their adjusted hours. If an Employee is not able to self-schedule their time in lieu effectively, the General Manager will direct the application of the banked hours at the General Manager's sole discretion.

Annual Vacation

Annual vacation time is tied to the fiscal year (July 1 to June 30 of each year). Full-time Employees may carry over **up to** a maximum of three vacation days into the next fiscal year. Part-time Employees may carry over up to a maximum of one vacation day into the next fiscal year. All vacation days carried forward must be used within 30 days of the carry-forward date.

Annual vacation time will not be paid out to an Employee in lieu of taking time off.

Employees are entitled to vacation time as follows when vacation pay is accrued:

Less than 1 year of service	2 weeks, pro-rated based on length of service
At least 1 consecutive year, less than 2	2 weeks
At least 2 consecutive years, less than 5	3 weeks
At least 5 consecutive years	4 weeks

Employees whose vacation pay is paid out with each pay period:

Less than 1 year of service	Rate of 4% of gross earnings to date
More than 1 year, less than 2	Rate of 4% of earnings for the current fiscal year
More than 2 years, less than 5	Rate of 6% of earnings for the current fiscal year
More than 5 years	Rate of 8% of earnings for the current fiscal year

Blackout Dates

The following dates will be considered "blackout" dates, as the company requires all staff to be working during these specified times. In extenuating circumstances, exceptions may be made on a case-by-case basis with written approval from the General Manager:

Five working days before Labour Day	No vacation to be taken
The month of September	No more than two (2) consecutive days off in a row
The first two weeks of January	No vacation to be taken

Requesting Vacation Days

Approval of vacation days is based on the operational needs of the organization, and Employees are encouraged not to make vacation arrangements until such approval has been received from the General Manager.

For vacation days of **three (3)** consecutive days or longer, vacation requests must be submitted for approval **thirty (30)** days prior to the first day of the vacation period requested.

For vacation days that are **two (2)** consecutive days or less requests can be submitted for approval with no less than **seven (7) days** before the first day of the requested vacation period.

Vacations will be scheduled so as not to disrupt the operations of the Theatre. Vacation requests will be accepted as they come in, and approval of the vacation schedule is subject to the General Manager's discretion.

Winter Break Office Closure

Green Thumb Theatre's administration office is closed for two weeks over the Christmas/New Year period, according to the BC School Districts' Winter Break schedule. Statutory Holidays occurring during this time are applied per usual. During this paid office closure, Employees are expected to be available for work business and to keep on top of their work (for example, emails and time-sensitive matters, etc) while enjoying some well-earned rest. Employees are expected to be working from home, not working remotely, during this time in the event of an emergency with the building facilities. Working remotely arrangements must be approved in advance of the office closure and in writing by the General Manager.

Statutory Holidays

There are 11 paid statutory holidays in British Columbia: New Year's Day, Family Day, Good Friday, Victoria Day, Canada Day, BC Day, Labour Day, National Day for Truth and Reconciliation, Thanksgiving Day, Remembrance Day, and Christmas Day.

An Employee may substitute an important holiday pertaining to their faith for such of the Christian holidays indicated (Good Friday or Christmas Day). Such substitution will not be withheld but the Employee must give reasonable advance notice to the General Manager of their intention to make a substitution.

Qualifying Employees

Statutory Holidays that occur on an Employee's regular day off will be applied to the following business day, if applicable.

Non-qualifying Employees

If a Statutory Holiday occurs on a non-qualifying employee's regular day of work, the Employee will have the day off with pay.

To qualify for Statutory Holiday pay, an Employee must have been employed with Green Thumb Theatre for 30 calendar days and have worked or earned wages on 15 of the 30 days before a statutory holiday.

Full information from the BC Government on statutory holiday pay can be found here:

<https://www2.gov.bc.ca/gov/content/employment-business/employment-standards-advice/employment-standards/statutory-holidays/qualify-for-statutory-holiday-pay>

Statutory Holidays – Bonus Days

In addition to the 11 statutory holidays in British Columbia, Green Thumb Theatre recognizes Easter Monday as a "bonus" statutory holiday and treats it like a regular statutory holiday, as a paid day off for all Employees.

Care Time

Employees must notify Green Thumb Theatre before 9:30 a.m. on a given workday if they are unable to come to work due to illness or require a care day. Green Thumb Theatre may request reasonably sufficient proof of illness. Care Time may not be used to supplement or in lieu of annual vacations.

In cases where Employees are sent home after they report to work because they're unfit to work due to illness or injury, available sick leave/care day credits will be applied.

Full-Time Employees, Salaried

Full-time Employees may draw upon annual assigned sick leave/care day credits at a rate of 1.5 days per month to a maximum of 15 days. These credits are valid until the end of the fiscal, June 30th of each year. Full-time Employees may draw upon annual assigned care day credits.

Part-Time Employees, Salaried

Part-time salaried Employees may draw upon annual assigned sick leave/care day credits at a rate of 1.5 days per month as prorated based on the number of days worked per month. These credits are valid until the end of the fiscal, June 30th of each year.

Part-Time, Non-Salaried Employees

Part-time, non-salaried Employees are entitled to a maximum of five (5) days of paid leave per year for any illness or injury.

All Employees

All Employees are entitled to an additional three (3) days of unpaid sick leave, under the BC ESA.

At the end of each fiscal year, June 30th, each Employee's care day credits will be reconciled with absences other than the protected leaves allowed by law, and adjustments to payroll will be made if appropriate, including recovery of wages paid to an Employee for care time that exceeds the annual care credits. Unused care day credits may not be translated into cash or vacation time either during employment or upon termination of employment. An Employee's care leave taken beyond annual assigned credits shall be unpaid.

Personal Appointments

Employees are expected to make all reasonable efforts to schedule personal appointments outside of working hours. However, Green Thumb Theatre understands that on occasion and due to circumstances beyond an Employee's control, personal appointments for themselves or a dependant may need to be attended by an Employee during working hours.

Employees are expected to use their lunch breaks for personal appointments before adjusting their working hours for the day. Employees may be instructed to either work from home or to return to the office before/after a personal appointment, at the General Manager's discretion.

Notice of personal appointment during Working Hours must be made to General Manager in writing and will be reviewed for approval on a case-by-case basis. Explicit details of the reason for the personal appointment are not required to be disclosed, but a broad generalization of nature of the appointment is required including if the appointment is for yourself or for a dependent.

Approval for personal appointments during working hours will not be unreasonably withheld. The General Manager may apply sick leave/care day credits to the personal appointment day, at their sole discretion.

Maternity and Parental Leave

Employees are entitled to maternity leave and parental leave as governed by the BC ESA. An Employee must make a request for maternity and/or parental leave in writing to the General Manager at least four weeks before the proposed start date. Green Thumb Theatre will pay the Employee their regular rate of pay for the first two weeks of maternity leave. The remainder of any maternity and/or parental leave taken by the Employee will be unpaid.

An Employee on maternity and, or alternatively, parental leave may elect to continue benefit coverage, per the BC ESA, during their leave by providing Green Thumb Theatre with post-dated cheques for the full premium costs of those benefits. The Employee can notify the General Manager upon giving their leave notice. Upon return from maternity or parental leave, the Employee will receive all increments to wages and benefits that the Employee would have been entitled to had the maternity or parental leave not been taken.

Full information from the BC Government on maternity and parental leaves can be found here:

Maternity leave - <https://www2.gov.bc.ca/gov/content/careers-myhr/all-Employees/leave-time-off/maternity-parental-pre-placement-adoption/maternity>

Parental leave - <https://www2.gov.bc.ca/gov/content/careers-myhr/all-Employees/leave-time-off/maternity-parental-pre-placement-adoption/parental>

The full **BC Employment Standards Act** can be found here: *See sections 50 and 51*
https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/00_96113_01

Family Responsibility Leave

An Employee can take up to five days of unpaid leave in each employment year to attend to the care, health or education of a child or parent in the Employee's care, or the care or health of any other member of the Employee's immediate family.

For the purpose of the Family Responsibility Leave, "immediate family" means: the spouse, child, parent, guardian, sibling, grandchild or grandparent of an Employee, and any person who lives with an Employee as a member of the Employee's family. It includes common-law spouses, step-parents, and step-children, and

same sex partners and their children as long as they live with the Employee as a member of the Employee's family.

More information from the BC Government on family responsibility leave can be found here:

<https://www2.gov.bc.ca/gov/content/employment-business/employment-standards-advice/employment-standards/forms-resources/igm/esa-part-6-section-52>

Employees are expected to give the General Manager as much notice of such leave as possible.

Bereavement Leave

Full-time Employees are entitled to a paid leave of absence to a maximum of five working days in the case of a death in the immediate family, as referenced above. Part-time Employees are entitled to a paid leave of absence to a maximum of three working days in the case of a death in the immediate family, as referenced above.

Any additional bereavement leave will be unpaid.

More information from the BC Government on bereavement leave can be found here:

<https://www2.gov.bc.ca/gov/content/employment-business/employment-standards-advice/employment-standards/forms-resources/igm/esa-part-6-section-53>

Discretionary Leave

An Employee may apply to the General Manager for discretionary leave. The General Manager will consider the circumstances of the request on a case-by-case basis and will grant such an application only with the approval of the Board of Directors. Discretionary leave will not be granted to pursue, accept or engage in employment outside of Green Thumb Theatre.

Extended Health Care Benefits

All full-time and part-time salaried Employees of the company may be eligible to participate in the Extended Benefit Plan provided by the Victor Group after a three-month waiting period. Benefits include dental, vision, and extended medical. All Employees participating in the plan must contribute toward their Long Term Disability and Life Insurance premiums. Green Thumb Theatre will cover 50% of the Plan, and the Employee will cover 50%. The Employee will be provided with a Benefit Package.

Evaluation and Reviews

The General Manager will conduct an annual performance review of each Employee's performance. Such reviews shall be made on the basis of the job description and will include a review of the past year's description.

The General Manager, when working with a new Employee, shall review the job description to make best use of the Employee's talents and skills as related to the position as indicated through the job description. The General Manager may reasonably modify an Employee's job description as a result of such review.

Any pay adjustment will be discussed as part of the performance review process, which will take place within 90 days of the end of the fiscal year (June 30th). The primary principle governing increases is to address the cost of living (COLA) increases. Any other increases will be made according to a merit review as permitted by the administrative budget and after approval by the General Manager. Salary adjustments for the Artistic Director and General Manager shall be approved by the Board of Directors.

Protection of Gender Identity and Sexual Orientation

Green Thumb Theatre will ensure that the confidentiality of the sexual orientation and gender identity of staff will be protected as determined between Green Thumb Theatre and the Employee on an individual basis.

Employees who self-identify as lesbian, gay, queer, bisexual, transgender, two spirited, or transitioning to another gender will be given support to do their work in a safe and respectful environment, as per the Theatre's **Anti-Oppression & Anti-Harassment Policy (4003)**.

All Employees of Green Thumb Theatre will be supported in identifying discriminatory attitudes and behaviours as described in this Policy and are expected to be committed to eliminating the harm, inequities and barriers that might exist in relation to orientation and gender identity.

Anti-Racism

Green Thumb Theatre and its Employees are committed to forwarding racial equity in the organization.

Green Thumb Theatre's **Anti-Racism Action Items and Annual Accountability Report** can be found here:
<http://www.greenthumb.bc.ca/resources/anti-oppression/accountability-report>

Discrimination

Discrimination of any kind is prohibited at Green Thumb Theatre. Green Thumb Theatre will work to prevent any actions or behaviors that are racist, oppressive, aggressive, micro-aggressive or that incite hatred, prejudice, discrimination, bullying or harassment. Employees are to review and commit to the Theatre's **Anti-Oppression & Anti-Harassment Policy (4003)** on an annual basis.

Workplace Complaints

Any difference or dispute concerning or arising out of personnel issues in the workplace will be settled in the following manner: Please refer to the Procedures as outlined in **the Anti-Oppression & Anti-Harassment Policy (4003)**.

Discipline and Termination

Dismissal with Cause: The Employee's service may be terminated by notice in writing from the employer to the Employee for just cause.

Notwithstanding the provisions in this policy for resignation and termination and notice for termination without cause, the Employee and Green Thumb Theatre may agree to terminate the employment agreement on a mutually acceptable date. If the Employee is on an approved leave of absence and takes employment with another theatre company, that new employment status with the new employer will be deemed to terminate the Green Thumb Theatre contract of employment.

Notwithstanding provisions in this policy for resignations, mutually agreed upon termination, and notice for termination without cause, the Society may terminate the employment of the Employee prior to the end of their contracted term, without notice in the following circumstances:

- The Employee has been convicted of a criminal offense relevant to the Employee's employment, with relevance to be determined by the Society in its sole discretion;
- The Employee ceases to hold valid or subsisting professional credentials necessary to their employment in the arts and theatre profession;
- The Employee breaches a term of this policy or their employment contract;
- The Employee receives two consecutive evaluations of their work by the General Manager or the Artistic Director that disclose the Employee is not satisfactorily carrying out their duties. Counsel, support, and a plan to improve their work performance will be provided after each evaluation with a period of no less than 60 days and no more than 150 days in which to improve their performance and either engage in the second evaluation or receive termination notice in the event the Employee has been found to have had the second unsatisfactory evaluation. for any other reason that would constitute just cause at law.

Notice Periods on Termination

In cases of termination without cause, notice and/or pay entitlement shall be as follows:

More than 3 months of service, less than 1 year	1 week of notice
At least 1 year of service but less than 2	2 weeks' notice and/or pay
At least 2 years of service but less than 3	2 weeks' notice and/or pay
More than 3 years of service	3 weeks' notice and/or pay plus one week for each additional year of employment to a maximum of eight weeks

Resignation

An Employee must give no less than 2 weeks' notice in writing prior to their resignation, unless otherwise agreed upon between the Employee and General Manager.

Expenses

Employees shall be reimbursed for expenses incurred in connection with service to Green Thumb Theatre for which the General Manager has given prior authorization and upon timely submission of receipts. Expenses not approved by the General Manager may be the financial responsibility of the Employee, at the General Manager's sole discretion.

Working from Home

Working from home is anytime you are performing company business at your primary personal residence. Employees are required to be available during the company's regular Working Hours by phone, email, and internal messaging systems - the same as they would if they were in-office.

Requests to work from home will be assessed on a case-by-case basis and are subject to the operational needs of Green Thumb Theatre. Requests to work from home must be approved in writing by the General Manager.

Working Remotely

Working remotely is anytime you are performing company business in a location that is not your primary personal residence or the company's place of work.

Requests to work remotely must be submitted to the General Manager no less than **sixty (60) days** prior to the first day of the working remote period requested. Requests to work remotely will only be reviewed in extraordinary circumstances and must be approved in writing by the General Manager. A plan to manage working remotely will be drawn up and agreed to between the Employee and the General Manager, at the General Manager's discretion.

Outside Engagements

No Employee shall accept outside employment engagements that conflict with their work at Green Thumb Theatre, without prior approval from the General Manager. No Employee shall offer to represent Green Thumb Theatre in either a paid or unpaid capacity in any context without prior approval from the General Manager. In the case of the General Manager and Artistic Director, acceptance of outside engagements must be approved by the Board of Directors, or, at least, in consultation with the President.

Professional Conduct

Employees are expected to maintain high professional standards in the discharge of duties at Green Thumb Theatre and at any event at which they are representing Green Thumb Theatre.

Employees are responsible for seeing that their work area and the Theatre in general present a well-organized and professional appearance. Employees are expected to be punctual at all times.

Regular staff meetings will be held to discuss needs and concerns relating to the workplace. These meetings are designed as information-sharing sessions to develop a collaborative and cooperative environment within the workplace. Staff may bring forward any item for discussion at a staff meeting; however, special issues requiring lengthy discussions shall be brought to the General Manager's attention in order that an agenda may be developed. It is expected that matters relating to the operation of the Theatre will be treated in confidence and that Employees will support the best interests of the Theatre at all times.

Policy Enforcement and Review

Where the terms of this Policy conflict with any applicable law, this Policy shall be deemed amended in such a way as to comply with applicable law.

Company Code of Conduct

All Employees shall read and commit to Green Thumb Theatre's **Code of Conduct (4001)** on an annual basis.