

ADD COMPANY LOGO

2024

Employee Handbook

This document is intended as a reference guide to provide non-union businesses operating in Saskatchewan's Tourism & Hospitality industry with an overview of what should be included in an employee handbook. While efforts have been made to ensure that this document is as comprehensive as possible, it is important to recognize that policies, procedures, and structures will vary between businesses. Users are responsible for ensuring that their employee policies meet the needs of their organization and are compliant with current employment-related legislation.

NOTE: To update Table of Contents, update the Headings directly within the document first, then follow steps to update the Table.

1. Click on the Table of Contents
2. Go to References in the Toolbar > Update Table
OR
Right click on the Table of Contents > Update field
3. Select "Update page numbers only" (This will only update the pages that the headings are on) or "Update entire table" (This will reflect any updates to the heading text, and any page changes)
4. Select OK

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1 INTRODUCTION

1.1. Welcome to [Company]

1.2. About This Handbook

This handbook is intended to be a reference guide to provide answers to questions about employment with [Company], and to communicate the terms and conditions of employment that apply to each of us as we carry out our responsibilities. These policies apply to all employees at [Company] and ensure the respective rights and responsibilities of the employer and employees are clearly defined and comply with applicable Employment Standards, Workers Compensation, Privacy and Human Rights legislation. Information in this handbook will be updated and revised as needed, and [Company] will provide reasonable notice to all employees regarding any changes.

1.3. [Company] History and Overview

1.4. About Our Team/Organizational Chart

1.5. Company Vision, Mission and Values

2 EMPLOYMENT AT [COMPANY]

2.1. Employee Status

Define employee status such as full time, part-time, casual, temporary.

2.2. Equity, Diversity, and Inclusion (EDI)

We are committed to creating and maintaining an inclusive workplace that welcomes, respects, and values diverse backgrounds, viewpoints, and abilities. We are committed to removing barriers for underrepresented groups in Canada and supporting every employee to actively engage in the workplace and reach their full potential. We want all employees to feel welcomed, included, and able to bring their authentic selves to the team.

[Company] recognizes the evolving nature of our EDI policies. We are starting the journey and [Company] is committed to developing and advancing policies that represent best practices in the upcoming year and beyond.

We intend anyone who interacts with [Company], regardless of race, religion, family status, gender, age, disabilities, or sexual orientation, to feel comfortable and welcome when working with us. If an employee finds any of our policies or practices to be contradictory to our Equity,

Diversity, and Inclusion policy, they are encouraged to bring any thoughts or concerns forward to their manager.

2.3. Recruitment & Selection

When recruiting for open positions at [Company], we determine the knowledge, skills, competencies, and behaviour required to deliver the work or service in that position. The screening and selection of candidates through the recruitment process is based on the candidate's match to the required criteria for the position, to ensure that the best-qualified candidate is chosen.

[Company] is committed to following an objective, fair, timely and competitive hiring process in order to select the best candidate for the position.

2.4. Employee Referral Program (if applicable)

Our employees know better than anyone what it's like to work at [Company] and what it takes for a new hire to succeed. For this reason, [Company] encourages employee referrals as a way to recruit high-potential candidates.

Add program details.

2.5. Internal Transfer/Application process

2.6. Orientation and Training

2.7. Probationary Period

[Employment Standards | Information for Saskatchewan Businesses and Industry | Government of Saskatchewan](#)

2.8. Performance Reviews

2.9. Professional Development

Membership Fees/Dues

2.10. Educational Assistance/Tuition Reimbursement Program (if applicable)

2.11. Hours of Work

2.12. Overtime

2.13. Meals and Breaks

2.14. Attendance & Absenteeism

2.15. Business Travel and Expenses (if applicable)

3 WORKPLACE BEHAVIOUR

3.1. Code of Conduct/Respect in the Workplace

3.2. Bullying and Harassment

[Bullying and Harassment in the Workplace | Hazards and Prevention in Saskatchewan Workplaces | Government of Saskatchewan](#)

3.3. Progressive Discipline

3.4. Conflict of Interest

3.5. Conflict Resolution

3.6. Substance Use in the Workplace

3.7. Consumption of Alcohol at Company Events (if applicable)

3.8. Smoke and Vape-free Workplace

[Company] is a smoke-free facility and smoking, including the smoking of tobacco or cannabis, is prohibited on [Company] premises at all times.

If it is medically necessary, an employee has a prescription, and it is properly documented as an accommodation, smoking or vaping cannabis may be allowed, though employees must still follow building smoking rules. Employees must discuss this with their manager prior to use.

3.9. Guidelines for Work Attire/Uniforms

3.10. Cash Handling

3.11. Tips and Gratuities

3.12. Gifts

3.13. Social Media Use

3.14. Use of Company Resources and Equipment

3.15. Use of Company Internet

3.16. Flexible Work Environment (if applicable)

Working from Home

4 TIME AWAY FROM WORK

4.1. Annual Vacation

Vacation Requests

4.2. Statutory Holidays

4.3. Sick Time

Personal Days (if applicable)

4.4. Pregnancy and Parental Leave

4.5. Family Responsibility Leave

4.6. Compassionate Care Leave

4.7. Bereavement Leave

4.8. Jury Duty

4.9. Voting Leave

[Am I required to give my employees time off to vote? | CFIB \(cfib-fcei.ca\)](#)

4.10. Other Leaves of Absence

For all other leaves, [Company] will follow the provisions outlined in the Saskatchewan Employment Standards including, for example: reservists' leave, leaves respecting the death or disappearance of a child, critical illness or injury leave, and leave respecting domestic or sexual violence.

5 COMPENSATION & BENEFITS

5.1. Compensation Philosophy/Overview

5.2. Payroll

5.3. Salary Review/Wage Increases

5.4. Bonuses (if applicable)

- 5.5. Retirement Savings Plan/Pension Plan
- 5.6. Group Benefits/Extended Health Benefits
- 5.7. Employee (and Family) Assistance Program (EAP/EFAP)
- 5.8. Health & Wellness Benefit (if applicable)

6 HEATH AND SAFETY

[Service Hospitality « Healthy & Safe Workplaces. Prospering.](#)

- 6.1. Occupational Health & Safety Program/Policy
- 6.2. Health & Safety Orientation & Training
- 6.3. Joint Health & Safety Committee
[WorkSafe Saskatchewan](#)
- 6.4. Health and Wellness at Work
- 6.5. Reporting Accidents, Injuries, and other Safety-related Concerns
- 6.6. Workplace Accommodation
[Accommodation in the workplace | Saskatchewan Workers' Compensation Board \(wcbsask.com\)](#)
- 6.7. Fire Safety & Emergency Response
- 6.8. Medical Emergency Response
- 6.9. Communicable Disease Prevention Plan

7 SECURITY

7.1. Safety and Security

8 PRIVACY AND CONFIDENTIALITY OF INFORMATION

8.1. Employee Files

8.2. Privacy of Personal Information

[Company] is committed to protecting the privacy, confidentiality, accuracy, and security of employees' and clients' personal information. Any personal information provided to us is collected, used, and disclosed in accordance with the Personal Information Protection Act (PIPA) and other applicable legislation.

[Company] only collects personal information that is required for business, personnel and legal purposes. The information collected and maintained in [Company]'s records is protected from disclosure in accordance with provincial privacy laws, and internal access to personal records is restricted to those having an authorized, business-related need-to-know. Any employees involved in maintaining records will be required to adhere to [Company]'s privacy policies and practices. Violations may result in disciplinary action, up to and including termination.

[Company] does not release personal information to outside sources without written approval, unless legally required to do so. [Company] will not provide reference information beyond verifying dates of employment or last position held without written permission from the employee.

Employees have a right to inspect their personnel file, as provided by PIPA, in the presence of a [Company] representative at a mutually convenient time. Any employee request to correct an error or omission with regard to personal information contained in their personnel file will be handled in accordance with PIPA. Personal information in possession of [Company] is destroyed when it is no longer legally required to store such records.

8.3. Confidentiality

8.4. Use and Reproduction of Information

9 EMPLOYEE RELATIONS

9.1. Employee Recognition Programs

9.2. Employee Events

9.3. Internal Committees

10 EMPLOYEE DEPARTURE

In the event that you or [Company] decide to terminate your employment with [Company], your Manager and Human Resources (if applicable) will review Exit Procedures with you.

10.1. Resignations and Terminations

10.2. Abandonment of Position

10.3. Exit Interviews

10.4. Return of Property

10.5. References

11 CONCLUSION

We want to sincerely welcome you to [Company]! We are thrilled to have you join our team and we are confident that you will be a great asset to our continued success. We hope that this Handbook has provided with you all the information you need to understand the expectations of your role and the benefits of employment with us. If you have any outstanding questions or are seeking advice or clarification, please do not hesitate to speak with your manager.

We look forward to helping you grow and succeed in your new role!

EMPLOYEE ACKNOWLEDGMENT

I acknowledge that I have received a copy of the [Company] Employee Handbook. I understand that by executing this acknowledgement, I am affirming my agreement to act in accordance with the policies and procedures to follow the rules and policies set forth therein.

I understand that the Employee Handbook sets forth the current policies and rules of [Company], and that it is not intended to be and is not a contract or implied contract with employees. The Company retains the discretion to amend, withdraw or modify the provision of this Employee Handbook at any time.

Employee Name (please print): _____

Employee Signature: _____

Department: _____

Date: _____