

Contract of Employment

between

Lanark County Community Justice Program Inc. (LJJC), the Employer

and

Sheri Halladay, the Employee

1. SUBJECT

The Employee shall serve as the Program Coordinator of the Lanark County Community Justice Program Inc. (LCCJ).

1. EFFECTIVE TERM OF CONTRACT

Conditional upon completion of a satisfactory “Criminal Record Check”, or provision of same dated less than one year prior to this offer, this Contract of Employment (the “Contract”) is effective from the Letter of Offer for the Employee that was issued on May 27, 2019.

The Employer may terminate this Contract and the employment created herein, without cause, by giving the Employee the greater of:

1. 30 days notice, or
2. The minimum amount of written notice prescribed by the *Employment Standards Act* (Ontario), as amended from time to time.

The Employer may, at its option, in lieu of giving that amount of written notice, pay compensation that is equal to the salary that the Employee should have earned during the notice period, or give a combination or written notice and payment of compensation in lieu of the full notice prescribed by the *Employment Standards Act* (Ontario), as amended from time to time.

**3.0 DUTIES**

The employee shall perform the duties outlined in the Program Coordinator job description (page 5), which will form part of this contract. The employee shall be accountable directly to the Executive Director and shall be responsible for carrying out directions received. Unless otherwise directed by the Executive Director, any activity that the employee may choose to perform, other than those in the attached job description is a volunteer activity and is not covered by this contract.

1. **NATURE OF POSITION**

This is a part-time position (30 hours per week), effective October 1, 2020 and continuing until further notice. LCCJ will reimburse the employee for 50% of the base rate of their cell phone charges on a quarterly basis. The employee will provide a copy of their cell phone bill once per year.

1. **HOURS OF WORK**

The employee may be required to work evenings and/or weekends and/or other hours during which the office is normally closed in order to fulfill the duties set out in the job description. The employee will have one half-hour paid lunch break and two paid fifteen minute breaks in each day of 7.5 hours.

**6.0 LEAVE**

The employee has the equivalent of 6 paid personal leave days per fiscal year which may be used if needed as sick leave, for doctor’s appointments or to provide care for family members. These days are not to be used as vacation days and may not be carried over into the next fiscal year. The hours used for personal leave will be tracked on the employee’s time sheet. The employee may apply to the Executive Director for extended illness, personal, religious, family illness or bereavement leave, and such leave may be granted with or without pay at the direction of the Executive Director. The employee should inform the Executive Director that they are taking a paid personal leave day.

* 1. PUBLIC HOLIDAYS

The Employee shall not be required to work on public holidays. The Employee’s public holiday pay for a given public holiday shall be prorated to the amount of regular wages.

The Public Holidays recognized by this Contract include:

* New Year’s Day
* Family Day
* Good Friday
* Easter Monday
* Victoria Day
* Canada Day
* Labour Day
* Thanksgiving Day
* Remembrance Day – ½ day
* Christmas Day
* Boxing Day
  1. VACATION PAY AND LEAVE

The Employee shall be entitled to weeks (20 days) of paid vacation per calendar year. It is agreed that the Employee’s vacation time shall be mutually agreed upon by the Executive Director and the Employee with due consideration of office workload and to minimize any disruption to office routines or required regulatory reporting. In the event the Employee does not take the vacation to which they are entitled in any calendar year, the vacation time shall not be carried into the next year. No monetary compensation is given for unused vacation time.

**7.0 EMPLOYEE DEDUCTIONS**

The employer shall ensure that all legally required employee deductions are deducted and forwarded to the appropriate authority including Employment Insurance, Canada Pension Plan, and Income Tax deductions.

**8.0 LOCATION OF WORK**

The Employee shall work primarily in the LCCJ office but may also work at home as required and will coordinate work schedules with the Executive Director, other staff and/or volunteers.

The employee shall coordinate set office hours in consultation with the Executive Director and said hours will be posted.

**9.0 OFFICES AND EQUIPMENT**

The employer shall be responsible for providing adequate office furniture, computer, office supplies and other necessary office equipment required for the performance of the employee’s duties.

**10.0 TRAVEL STATUS**

The employee shall be entitled to reimbursement for any necessary travel expenses at the mileage, accommodation and meal rates mirroring that of the Ministry of Children, Community and Social Services. This shall not include reimbursement for travel to and from the employee’s home to the LCCJ office. The employee shall apply for travel reimbursement, by submitting a staff expense form in a timely fashion in accordance with the Expense Reimbursement Policy.

**11.0 OTHER EMPLOYMENT RIGHTS**

The employee shall have all the rights afforded to her by the Employment Standards Act and all other applicable laws of Ontario.

**12.0 CONFIDENTIALITY**

All work done or material gathered or prepared in the course of this employment shall remain the property of the employer and shall be returned to the employer upon termination of the contract for any reason. All information regarding the internal affairs, operations and clients of the employer is privileged and must be kept confidential during the contract and after the contract comes to an end. This is a fundamental term of the contract, breach of which is grounds for immediate termination. The employee must sign a confidentiality agreement and follow the organization’s confidentiality policies and procedures.

**13.0 GOVERNING LAW**

This contract shall be governed by and interpreted in accordance with the laws of the Province of Ontario and the Employment Standards Act.

**14.0 ACCEPTANCE OF THE TERMS AND CONDITIONS OF THIS AGREEMENT**

Both parties acknowledge that they have been advised of their right to seek independent legal advice regarding this contract and have done so or waived their right to do so. Upon signing below, the parties agree to abide by the terms and conditions contained in this contract and that they have agreed to do so without any compulsion or undue influence.

Signed at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in the Province of Ontario this \_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_2020.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Joellen McHard, Executive Director Sherri Halliday, Employee

**JOB DESCRIPTION – LCCJ PROGRAM COORDINATOR**

The Program Coordinator is responsible for the smooth delivery of all aspects of the community justice forum process in accordance with LCCJ policies and procedures and for providing support to the Executive Director. they will ensure efficient management of resources within the constraints of the budget and staffing levels. The Program Coordinator will report directly to the Executive Director and will ensure the following is done:

1. **Board, Executive Director and Committee Support:**
2. attend Board meetings at the request of the Executive Director
3. provide documents, information and statistics upon request
4. provide the Executive Director with forum/program updates to be presented at regular Board meetings
5. bring concerns or challenges regarding any cases or volunteers to the attention of the Executive Director as soon as they arise
6. **Records Management**
7. maintain confidentiality in all aspects of records management as well as in person, email, telephone, social media and mail communications
8. maintain information management systems, electronic and paper files according to standard documentation practices
9. maintain a system for statistical tracking as required by the Executive Director
10. maintain all filing systems and databases in good order and up to date with all the necessary documentation
11. **Office Management**
12. provide a professional appearance in the office and in the community
13. assist the Executive Director with community outreach, external communications and promotional events
14. assist with police and crown meetings and presentations as required
15. attend staff meetings as required
16. **Case Intake, Monitoring and File Management**
17. receive referrals, conduct initial telephone interviews and provide information to clients, volunteers, referral source and community agencies in accordance with LCCJ policies
18. as necessary review current referral practices and ensure the process is undertaken in a professional and efficient manner
19. conduct a review at least annually to suggest improvements to the Executive Director of the LCCJ case and file management systems
20. sit on any forum related committees, support their work and convene such committees as directed by the Executive Director
21. act as liaison with lawyers, Crown, police, referral sources, facilitators, observers, monitors and volunteers as needed in relation to specific cases
22. ensure all forms required are complete so the necessary record of the forum exists and all parties are clear regarding their responsibilities
23. monitor forum compliance and/or maintain contact with designated lead facilitator as required
24. ensure all pertinent information is on file at closure of forum
25. establish and maintain a post-forum system regarding materials to be kept and/or destroyed including documentation required to be sent to referring sources
26. attend court as LCCJ representative
27. prepare and submit Ministry of Children, Community and Social Services (MCCSS) statistics reports monthly by the due date
28. communicate with not-for-profits and community organizations to establish potential sites for community service hours
29. maintain kits for forums with all required supplies
30. **Facilitator Training and Support**
31. Recruit new volunteer facilitators from the community as needed
32. meet with and interview potential new facilitators
33. schedule and arrange for facilitator trainings, assist in conducting training and completion of the evaluations
34. assist in maintaining and developing the facilitator training and developing the training materials
35. complete and maintain records of all required documentation for volunteer facilitators, including oaths of confidentiality, Memorandums of Understanding and up to date criminal records checks and other items as required
36. maintain a record of forums completed by each volunteer facilitator, including a record of their capacity at each forum (e.g. lead, co-facilitator, observer)
37. maintain and regularly update the facilitator database including full mailing address, phone numbers and email
38. review and record peer evaluations completed by facilitators after each forum and refer any items of concern to the Executive Director
39. maintain a separate file for each volunteer facilitator that includes a check list, all required documentation and a record of training (internal and external) completed
40. survey the facilitators at least annually to determine identified training needs and advise the Executive Director of the results
41. plan and organize monthly facilitator meetings and arrange guest speakers as required
42. complete minutes at each facilitator meeting, including a record of attendance
43. mentor and support the volunteer facilitators throughout the forum process
44. assist with delivery of Crown or Police training / orientation as required
45. assist the Executive Director in planning and organizing an annual Christmas dinner as well as an event during Volunteer Appreciation Week for the volunteer facilitators and the Board
46. **Perform other related tasks from time to time as requested by the Executive Director**