

ED Absence Plan

Date: June 13, 2018
Submitted by: ED
To: President, First VP, SHRC and EA
Re: Office Plan (June to August)

Dates	Work	Status
<p>ED out of office – July 5th for a 6-8 week period. (Aug 30th earliest return)</p>	<p>July 5th – 10th ED will not be monitoring email July 11th to 16th ED will monitor but not respond to emails...will forward items to EA or President or SHRO that require response.</p> <p>ED will advise when able to do more ... in interim EA will have access to ED's email & ED office phone will be forwarded to EA.</p> <p>Will be an out of office message on computer. ED has a token from the City to access information as required</p>	<p>During this period (July 5-16) President or 1st VP will be key contact for office if required –</p> <p>EA to contact Pres or 1st VP only as necessary.</p> <p>Physical return to work - May require an accommodation in regard to the stairs at 77 Elizabeth St...</p> <p>Will advise President as to return date etc.</p> <p>ED's Absence Plan will replace the 'Hand-Off Note' as per office policy</p>
<p>In Place</p>	<p>SHRC Work</p>	<p>SHRC will determine own work during this period</p> <ul style="list-style-type: none"> • Will do a review of Recent Common Law Review on Reasonable Notice <p>As per Office Protocol she will prepare a Handoff Note for the EA as to any work that may come forward during her absence and it will outline actions required</p> <p>Only exception will be in the event any legal costs above the norm are/may be required. In this event she will: Send an email to the Exec members (signatories) cc'ing the ED,</p>

		<p>looking for direction and/or approval (her message will outline: 1) issue 2) estimated cost 3) if it is in the budget etc.).</p> <p>There will be a required response time o indicated – so Exec Committee knows the urgency Email to also include - a clearly worded MOTION for the Exec to vote on ... There is an expectation for the Exec to vote via email. SHRC to keep e-approvals to the MOTION and those MOTIONS will be viewed as a recorded vote and brought forward as a 'minuted' item at the Sept/2018 Exec Committee Meeting to provide an audit trail...</p> <p>(Note: Goes to Exec only in summer as there is no Board meeting, and Exec has the authority to decide/direct).</p>
In Place	EA Work	<p>EA has work appointed for summer:</p> <p>As per Office Protocol she will prepare a handoff note for the SHRC as to any work that may come forward during her absence/vacation.</p> <ol style="list-style-type: none"> 1) Authorization Representation Forms (ARF) 2) IT project – research finalized, discussed with team for budget 3) Member Events listings for 2018-19 finalized 4) Municipal Election Survey Project (with ED) design and ready 5) Audit preparation and 2018-19 Budget final 6) General Operations - membership, payables, payroll etc. <p>EA will continue to book events into the Fall on the ED's schedule</p>
In Place	Social Media Consultant work	<p>Jessica to continue working on social media postings (3 per day) Will contact with EA and ED as required Contract up for renewal in Sept., is in the Communications Committee budget</p>
In Place	Staff Absences process during	Staff absences will continue to be recorded by SHRC.

	summer months (non-vacation)	<p>Staff will contact each other if going to be absent and cc the ED. If there is an issue of no staff in office (<i>i.e. Grace is on vacation and Jenna is ill</i>) staff to cc the President or VP as to their absence (whichever VP or Pres is available – see calendar)</p> <p>Staff Absence Report to be provided to ED upon her return.</p>
Staff vacations Complete		<ul style="list-style-type: none"> • Jenna – July 16–23 • Grace - Aug 10th Aug 13-17 Aug 20-24
Signatory Availability Complete	<p>Vacation dates of Executive/Officers signatories over summer supplied to office so the EA can contact for cheque signing, etc. (ED is normally 2nd signatory in summer)</p> <p>Calendar with notations as to signatory availability per week has been provided to staff/Pres and 1st VP</p>	<ul style="list-style-type: none"> • Mike - July 23-Aug 10 Every Friday • Tristan – Aug 12-19 Sept 3-7 • Phil – available most of summer • Judy – Retiring July 31st • Trena - July 23 – 27, Aug 7-10 Tentative Aug 27-31
June 5 Complete	Performance Planners emailed to staff	<ul style="list-style-type: none"> • As per COTAPSA 2018-19 Budget will estimate high range at PP 4.5% - as a hold in budget. • Will complete PP's upon return to work, for Sept (yearend) and to be added to Budget. • Date set for PP's August 30th
June 7 Complete	Draft 2018 -2019 Budget - Phil Pendleton acting Treasurer. EA to advise bank to remove J Skinner from banking by July 31 st & to advise government	<ul style="list-style-type: none"> • June 7th Finance Committee Meeting draft was agreed to but EA to add notations as to why overage
June 21 Complete	ED to review all the policies and protocols to ensure that they are applicable, up to date, correctly formatted	<ul style="list-style-type: none"> • 3 year review, next review required 2021 to be done by ED or Chair of Governance • Some policies may require earlier amendments • Grammatical/title changes do not need approval

		<ul style="list-style-type: none"> • No Substantive changes so no need for Board approvals • Changes as per motions that affect policies are noted in the documents
June 22 Complete	ED to review Bylaws to ensure there are no typos, all areas up to date etc.	<ul style="list-style-type: none"> • Item to be brought to the President in Sept regarding Elections and Director at large • Updated copy to be posted to member site
June 21 Complete	ED absence plan submitted to staff	<ul style="list-style-type: none"> • To staff with calendar of signatories availability etc.
June 21 Complete	COTAPSA 2017 Member Performance Pay Survey, results and report	<ul style="list-style-type: none"> • June 13 – responses due date • June 26 - Report back provided to President • July 3 submit to City (K Pond)
July 3 rd Complete	Municipal Candidate Survey – project ready	See plan
July 31 st	ED will be the lead on the Municipal Candidate Survey (from home) which will be released via email July 28 th Will work primarily with EA on this project (copying President & 2nd VP)	
August	<ul style="list-style-type: none"> • ED to work on Performance Planners for staff • Sept Board items including agenda, newsletter • 2019 recruitment incentive – "Free Riders" 	
Sept 6 th	Staff Performance Plan Meetings	