

TO Live Temporary Policy Adjustments

The following changes will be in place for the period of January 4, 2021 to December 31, 2021 only. Should these temporary adjustments require an extension beyond December 31, 2021, this item will be brought back to the Board for consideration.

These temporary policy adjustments apply to full time employees only and, when applicable, to part time and union staff (union staff should refer to their CBA). These policy changes are subject to modifications at any time. All other TO Live policies remain in place.

POLICIES			
<i>(Temporary adjustments for period of January 4, 2021 to December 31, 2021)</i>			
No.	Title	Current Key Items	Comments/Changes
OPERATIONS			
103	House Tickets	Tickets available to staff	▪ Cancelled
EMPLOYMENT			
206	Education Reimbursement	▪ \$2,000/employee	▪ Cancelled
210	Vacation	▪ Carry forwarded days ▪ Vacation days are taken in one (1) day increments ▪ Accrued vacation days	▪ Carried forward days remains unchanged ▪ Vacation days can be taken in half days (1/2) ▪ Must be taken in the first quarter
211	Bereavement Leave	▪ 4 days of entitlement	Policy is maintained, no changes
214	Personal and Sick Leave	▪ Sick days – 12 ▪ Personal days – 3 ▪ Unpaid leave – as requested ▪ Other leaves – per ESA	Policy is maintained, no changes

ATTACHMENT 1

No.	Title	Current Key Items	Comments/Changes
218	Lieu Time Policy	Management staff allowed to accrue 105 hours in lieu time.	- Cancelled - no lieu time shall be incurred - Overtime per ESA remains in place for those staff covered by ESA.
225	Personal Leave of Absence		Policy is maintained, no changes.
226	Employment Status	- FT: 35 hours of work - PT: average of 10-30 hours per week	Policy is maintained, no changes
FINANCE			
303	Financial Delegation of Authority for Purchasing	Approval for expenditures is only required for purchases over \$499.99	Modified so that all expenditures, regardless of the dollar amount must be pre-approved by the CEO and/or the VP of Finance & Administration
308	Petty Cash	Reimburse staff for transaction up to \$100 from petty cash	On hold.
311	Management Expense Reimbursement		Remains in affect, based on pre-approved expenditures only. See Policy #303 – comments/changes
OTHER			
	Hiring		A hiring freeze is in place for this period. Future hiring will be reviewed on a case by case basis
	Christmas Holiday Period		TO Live will be closed from December 27-31, 2021 Christmas day and Boxing day will be observed on December 27 & 28. New Year's Day will be observed on December 31 for all non-union administration staff.