

## EMPLOYMENT AGREEMENT

**BETWEEN:**

**COLLEGE OF DENTAL SURGEONS OF SASKATCHEWAN**  
a registered body pursuant to *The Dental Disciplines Act*,

(the "College")

- and -

**JAIME KORCZAK**

of Saskatoon, Saskatchewan, Canada

("Employee")

(jointly, the "Parties" or individually a "Party")

**WHEREAS** both the College and the Employee desire to freely enter into this Employment Agreement (the "Agreement") in order to clarify the terms and conditions of employment;

**AND WHEREAS** both the College and the Employee agree that each has received fresh and valuable consideration, the receipt and sufficiency of which is hereby acknowledged;

**NOW THEREFORE**, the College and the Employee agree as follows:

### 1. POSITION

The Employee shall be employed as **EXECUTIVE DIRECTOR**.

The Employee's initial duties are outlined in the attached Position Description as **Schedule "B"**. The College reserves the right to modify the job duties over time.

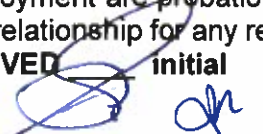
The College's Policies and Procedures Manual which contains rules and policies that are applicable to all employees is attached hereto as **Schedule "C"** and forms part of this Agreement. The College reserves the right to change, amend and add policies to the Employee Policy Manual.

The Employee will report directly to Council President. Your start date will be November 1, 2022.

### 2. PROBATION PERIOD

A progress review will be completed three (3) months after the start date of your employment. It is agreed, however, that the first ninety (90) days of your employment are probationary and that during this period, either Party may terminate the employment relationship for any reason with no notice or pay in lieu of notice. **(for new employees only) WAIVED**

initial



### 3. REVIEW

Reviews will happen over the course of the first year at the three and twelve month marks. Following the first year, reviews will occur once per year.

### 4. TERM


Your employment, after the three months' probationary period has been served, shall be for an indefinite term, subject to the termination provisions found herein.

### 5. SALARY, BENEFITS, HOURS OF WORK, VACATION

As contained the attached "Schedule A". Benefits are subject to change at the College's discretion. Benefits Booklet is attached as "Schedule A-1". CDSS Employee Remuneration Policy is attached as "Schedule A-2".



### 6. TERMINATION OF EMPLOYMENT

In the event that it becomes necessary to end the employment relationship, either by the Employee or the College, the following rules will apply:

1. The Employee will provide the company with (one) 1 month written notice of intent to resign. 
2. The College may terminate the Employment Agreement for just cause without notice or pay in lieu of notice, ~~By~~ by the College providing the ED written notice, pay in lieu of notice, or any combination thereof, in a total amount which is a minimum of three (3) month's notice, pay in lieu of notice or combination thereof and a maximum of one (1) month's notice, pay in lieu of notice or combination thereof per completed year of service. If the College elects to pay in lieu of notice, the pay in lieu of notice shall be calculated based upon the average earnings of the previous 3 months prior to termination.
3. By signing this Agreement, the Employee agrees that the College may terminate this Employment Agreement without cause for any reason by providing the Employee with working notice or pay in lieu of notice as required under *The Saskatchewan Employment Act*. **Upon payment of the monies required, all claims against the Employer relating to termination, notice or pay in lieu of notice, including any claims under the common law or other statute, would be waived.**

### 7. CONFLICT OF INTEREST

The College expects the Employee to devote his/her whole working time and attention to the business of the company. The Employee will be expected to promote the interests of the College in any professional activities in which he/she may participate. The College expects the Employee not to engage in any outside work or interests which may conflict with the business of the College. Conflict of Interest policy can be viewed in the Employee Handbook. Conflict of Interest Disclosure form is attached as **Schedule D**.



## **8. DISCLOSURE OF INFORMATION & CONFIDENTIALITY**

The Employee acknowledges that during the term of employment, the Employee will have access to certain information not generally known to the public, relating to the College's business which may include a list of CDSS members, policies and procedures, files, records, financial information, or other confidential information (the "Confidential Information").

Unless required by law or the College consents in writing, the Employee covenants and agrees that the Employee shall not at any time during the term of this Agreement or thereafter use or disclose, divulge or communicate to any person, in any manner whatsoever, any of the Confidential Information. This Section 10 shall survive the termination of this Agreement.

## **9. LEGAL RECITALS**

### **THE AGREEMENT AND FUTURE CHANGES**

This Agreement, including any documents, policies or other terms explicitly incorporated by reference, constitutes the whole of the agreement and is intended to define and describe the relationship between the parties. Any and all previous agreements, written or oral, express or implied between parties or on their behalf relating to the Agreement are terminated and cancelled and each of the parties releases and forever discharges the other of and from all manner of actions, causes of action, claims or demands whatsoever under or in respect of any previous agreement. No provision of the Agreement shall be altered or waived unless both parties sign the written alteration or waiver.

### **APPLICABLE JURISDICTION**

This Agreement shall be governed by and construed in accordance with the laws of the Province of Saskatchewan.

### **NOTICE**

Any demand, notice or other communication required or permitted to be given under this Agreement shall be in writing and delivered (with signature of receipt upon delivery) to, in the case of the College:

College of Dental Surgeons of Saskatchewan.  
201 1<sup>st</sup> Avenue South  
1202 The Tower at Midtown  
Saskatoon, SK S7K 1J5

Or, in the case of the Employee, to:

Jaime Korczak  
631 Fairbrother Place  
Saskatoon, SK S7S 1J2



Either of the parties may change their address by giving written notice (as required above) to the other. Any such notices shall be deemed to have been given on the day of delivery if a business day, or if not a business day, on the next business day following the date of delivery.

#### 10. SEVERABILITY

In the event that any clause or part of this contract is determined to be invalid for any reason, then such invalidity shall not affect any other part of this contract and those parts not determined to be invalid shall remain in full force and effect.

**EXECUTED** in the City of Saskatoon, in the Province of Saskatchewan, this \_\_\_\_ day of 01 Nov 2022, 2022.

By or on behalf of the Employer:  
College of Dental Surgeons of Saskatchewan

Per: 

CHAIR CDSS

\_\_\_\_\_  
Gord Gillespie

  
\_\_\_\_\_  
Jaime Korczak

## Schedule A

### Base Pay:

Annual base and vacation pay shall be **One Hundred and Fifteen Thousand Dollars (\$115,000)**.

While the ED/CEO total remuneration package reflects the need to often work in excess of 7.5 hours per day, should that become the norm, the ED/CEO will notify the President of his working conditions.

Base pay shall be reviewed annually in conjunction with the annual performance review.

### Incentive Pay:

The ED/CEO is not entitled to any incentive or bonus plan.

### Benefits:

Traditional wait times to join an employer sanctioned plan shall be waived and the ED/CEO shall be immediately eligible to participate in the existing benefit plan. The current annual value of the benefit plan is \$2,748.

The College will provide the max allowable contribution to the ED/CEO's personal RRSP account. The CDSS will continue to fund the maximum contribution each year the ED/CEO is employed.


The ED/CEO shall retain a College provided parking spot, currently valued at \$2,400 annually.

### Vacation:

The ED/CEO shall be entitled to six (6) weeks paid vacation each year. The ED/CEO shall advise the Council as far in advance as possible of his intended vacation dates. The Council reserves the right to approve or reject the ED/CEO's intended vacation dates.

X   
Gord Gillespie

01 Nov 2022

X   
Jaime Kortzak, Executive Director

01 Nov 2022 .

## My group benefit plan



canada **life**

# COLLEGE OF DENTAL SURGEONS OF SASKATCHEWAN

ALL EMPLOYEES

Effective: May 01, 2021

Policy: 288291

**ALL EMPLOYEES**

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We are pleased to offer you our services. As we adhere to principles of inclusion, all genders are incorporated in the language used in our communications with you.

**BENEFIT DETAILS**

Canada Life is a leading Canadian life and health insurer. Canada Life's financial security advisors work with our clients from coast to coast to help them secure their financial future. We provide a wide range of retirement savings and income plans; as well as life, disability and critical illness insurance for individuals and families. As a leading provider of employee benefits in Canada, we offer effective benefit solutions for large and small employee groups.

**Canada Life Online**

Visit our website at [www.canadalife.com](http://www.canadalife.com) for:

- information and details on Canada Life's corporate profile and our products and services
- investor information
- news releases
- contact information
- online claims submission

**GroupNet for Plan Members**

As a Canada Life plan member, you can register for GroupNet for Plan Members at [www.canadalife.com](http://www.canadalife.com) or on the GroupNet Mobile app. To register, click "Sign in". From there, click "GroupNet for plan members", then follow the instructions to register. Make sure to have your plan and ID numbers available when registering.

With GroupNet and GroupNet Mobile you can:

- Submit claims quickly
- Review your coverage and balances



### **CDSS Employee Remuneration Policy**

The College of Dental Surgeons of Saskatchewan's Employee remuneration policy is designed to recognize the knowledge, skill and expertise required of our employees as they fulfill their respective roles at CDSS.

It shall be the responsibility of the Management Team to set goals, monitor results and conduct remuneration adjustments, within the HR/Compensation Committee guidelines and the annual payroll budget, as may be appropriate to ensure we retain the services of our employees and remunerate competitively within the marketplace.

The CDSS Employee Remuneration Policy consists of the following:

- A. Base Pay**
- B. Overtime**
- C. Pension**
- D. Statutory Holidays**
- E. Vacation Policy**
- F. Sick Time Policy**
- G. Personal Days**
- H. Holiday Season Bonus**
- I. Health Spending Account**

**NOTE:** Changes or deviation from the remuneration policy must be approved by the HRCC Committee.



## **A. Base Pay**

### **Base Pay**

Every fourth year, the CDSS will benchmark base pay at the 75<sup>th</sup> percentile within the marketplace. This shall be referred to as the "Job Rate", and with an "achieved" rating in each annual performance review will be effective after the completion of two (2) full years of service in the role. Each position will have a salary range (band) that will include:

- **Start Rate** (year 1) shall be 90% of the job.
- **Interim Rate** (year 2) which shall be 95% of the job.
  - This adjustment to base pay will occur if/when the first annual performance review results in an "achieved" or "exceeds" rating.
- **Job Rate** (year 3), as determined by the above benchmarking.
  - This adjustment to base pay will occur if/when the first annual performance review results in an "achieved" or "exceeds" rating.
- **Merit Max Rate**, which shall be 110% of the Job rate.
  - Management shall have the ability to recognize consistent year after year superior performance and reward an individual by issuing a lump sum payment mirroring the annual CDSS fee guide.

**NOTE:** Salary Adjustments, where applicable, will be effective at the commencement of the first full pay period of each calendar year.



## **B. Overtime Policy**

### **Overtime**

- 1.5 times the hourly rate
- Stat Holiday: 2.5 times the hourly rate



**C. Pension Policy—Regular Full-Time Employees ONLY**

- Employee contribution: 2% of earnings
- Employer contribution: 8% of earnings



#### **D. Statutory Holidays**

CDSS recognizes the following as paid statutory Holidays:

New Year's Day	Family Day
Good Friday	Easter Monday
Victoria Day	Canada Day
Civic Holiday	Labour Day
National Truth and Reconciliation Day	
Thanksgiving	Remembrance Day
Christmas Day	Boxing Day

**NOTE:** Part Time Employees (Less than 37.5 hrs/week), shall observe CDSS Stat Holidays and receive compensation in accordance with prevailing legislation.



## **E. Vacation Pay**

Full-Time Employees are entitled to vacation as outlined below:

- One to 7 years = 3 weeks
- The year in which you complete 8 to 14 years = 4 weeks (SK gov't is 10 yrs)
- The year in which you complete 15 to 19 years = 5 weeks
- The year in which you complete 20 plus years = 6 weeks
- The year in which you complete your 25th year and each addition 5<sup>th</sup> years (25,30,35,40 etc.) = 7
- Under unique circumstances, pay-out of unused time above the minimum mandated provincial requirement may be granted upon approval by your Senior Manager.

Full-Time Employees are able to purchase an additional week of vacation via a 2% reduction to annual salary.

When an employee wishes to take up to five consecutive days of vacation time, a written request must be submitted to their manager no less than ten (10) working days prior to the commencement of the proposed vacation. For vacation of six days or more, the employee shall request these 15 working days in advance. Every effort will be made to accommodate such requests.

### **Carry over of Vacation**

Vacation entitlement is to be taken by all employees annually. Under extenuating circumstances, consideration may be given for carry over of up to five (5) days.

### **Part-Time Employees**

Part-Time Employees shall be entitled to vacation pay each pay period as follows:

- One to 7 years = 5.8%
- The year in which you complete 8 to 14 years = 7.7%
- The year in which you complete 15 to 19 years = 9.6%
- The year in which you complete 20 plus years = 11.5%



- The year in which you complete your 25th year and each addition 5<sup>th</sup> years (25,30,35,40 etc.) = 13.5%

However, the employee may take unpaid time off as outlined above based on seniority, subject to Manager's approval.



## **F. Sick Time Policy—Full-Time Employees Only**

An employee sick leave is defined by the period of time an employee is absent from work with pay by virtue of a medical illness.

- A medical note is required in the following cases:
  - When sick leave exceeds five (5) consecutive working days.
  - It shall also be required when there is above average instances of an employee's sick leave.
  - The Manager must receive the medical note within five (5) working days following the employee's return to work.
- A medical certificate must be filled out by the attending physician when the disability exceeds ten (10) workdays, within a maximum of twenty (20) calendar days after the first day of absence; otherwise, the sick leave is without pay and the CDSS will stop the salary on that date and the days off work used up to that date will be treated as annual leave. If the employee's annual leave has been exhausted, the absent days will be treated as leave without pay and a record of employment will be issued for potential benefits from the federal Employment Insurance program.
- The medical certificate must be renewed monthly following the receipt of the first medical certificate.
- At any time during the sick leave, the CDSS may require the employee to undergo a medical examination by a CDSS-appointed physician to determine if the employee is eligible for sick leave benefits. The CDSS will pay for the examination.

### **Annual Paid Sick Leave**

Sick leave credits shall accumulate from the date of employment at a rate of 1.5 days per completed month of service. Sick days shall not be extended past the current accumulated days.

### **Accumulation of Annual Paid Sick Leave**

The unused portion of an Employee's sick leave shall accrue for his/her future benefits, to a maximum of one hundred nineteen (119) days. No remuneration shall be granted in lieu of unpaid sick leave benefits at termination of employment.



## **G. Personal Days Policy**

### **Flex time**

Unexpected events sometimes arise that prevent an employee from being able to come to work. CDSS recognizes that need and in cases where an employee has already used their allotted vacation entitlement shall provide full time employees with a maximum of five (5) "flex" days per calendar year.

### **Diversity and Inclusion Day**

CDSS recognizes there are many religious and cultural days honored within our community each year. We encourage our staff to take a day each year to take pride in their heritage.

**NOTE:** In both cases, there are no carry over provisions to the following year.

Part-Time Employees may request additional unpaid time off for an additional six (6) days beyond their vacation entitlement.



#### **H. Holiday Season Bonus**

CDSS is pleased to provide employees with a bonus equal to 2% of annual earnings to assist with their Holiday Season activities.

In order to qualify, the employee must have:

1. Performance review results of either "achieved" or "exceeds".
2. Six (6) or less annual sick days taken in the current year.



## **I. Health Spending Account Policy**

CDSS offers its Full-Time employees up to \$1,000 annually to assist employees with expenses related to maintaining or improving personal physical fitness. Part-Time Employees will receive an entitlement of \$750 annually.

Eligible expenses include:

- Equipment and special clothing needed to perform physically demanding activities.
- Club memberships, including, but not limited to gym, golf, curling, cycling, canoeing.
- Medical items or procedures not covered by the benefit program.

**NOTE:** unused funds cannot be carried to future years.



## **TERMS OF REFERENCE**

### **Executive Director**

01 November 2022

#### **Scope of position:**

The Executive Director (ED) shall report directly to the President of the CDSS Council and be responsible to:

1. Provide strategic advice and leadership.
2. Assemble and maintain a high-performance College team to support the office of the Registrar, the Council, and the Membership.
3. Develop and maintain professional and mutually respectful relationships with the public, internal stakeholders, government agencies, industry affiliations, the College of Dentistry and others as may be required both locally and nationally.
4. Represent the College in all non-Registrar aspects.
5. Carry out the directions and policies established by Council pertaining to the management and administration of the College.
6. Manage financial affairs of the College by ensuring complete and accurate accounts are kept, ensuring regular reporting to Council on strategy, risk, finances, and operations.

#### **Duties:**

1. Administration, operation, and financial oversight of the College's non-Registrar functions, including the following:
  - a. Assist in development, implementation, oversight, and success of the College strategic plan.
  - b. Develop, coordinate, and administer existing and new programs and services that will support the strategic plan pillar of *Healthy Members*.



- c. Develop a knowledge base about activities, trends and policies affecting the dental profession.
  - d. Pro-actively provide information/advice to the Council of the College, the membership and others as required about policies, trends, and developments of organized dentistry.
  - e. Perform speaking engagements as required to dental societies, special groups, College of Dentistry, and other interested public forums.
  - f. Report to Council and assist member support Committee Chairpersons.
  - g. Coordinate College and Office of the Registrar functions.
  - h. Prepare annual budgets, monitor revenue/expenses, facilitate annual audits, ensure relevant accounting policies and practices are in place.
  - i. Establish and maintain strong relationship with the College's financial institute(s).
  - j. Negotiate on behalf of the College - vendors, government, insurers, etc.
  - k. Ensure compliance with employee payroll obligations and the associated deductions and remittances required.
2. Manage all College human resource activity including health/dental/RRSP plans, employee professional development, performance management and discipline, employee acquisition and termination.  
*Note: In consultation with the Registrar for the staff of the Office of the Registrar*
3. Manage annual and day to day finances of the College including annual budget preparations and interim estimates.
4. Monitor College bank activity/investments.
5. Provide direction to staff in areas of human resources, information technology, and interpretation of the College guidelines and policies when appropriate.
6. Conduct regular staff meetings, in conjunction with the Registrar.



7. Work with third party (Economics) Committee with respect to fee guides, surveys, statistics, practice management, patient communications, economic issues.
8. Work with the Health Care Committee with respect to oral health promotion, i.e., oral health month, provincial coordinators meetings, media.
9. Manage CDA committees as appropriate.
10. Represent the College at CDSPI AGM, CDSPI Members Assistance Program.
11. Report to meetings of Council, including hours log updates.
12. Report to the College AGM.
13. Co-represent the College at Registrar, CEO and Executive Directors meetings.
14. Co-represent the College at CDA Strategic Planning/AGM.
15. Co-represent the College at Network of Independent Regulatory Organizations.
16. Co-represent the College at Saskatchewan Oral Health Coalition.
17. Manage member support/requests by phone and email.
18. Oversee and use the College quarterly newsletter as a communication tool.
19. Oversee College information technology, database(s) and website development and maintenance.

# EMPLOYEE HANDBOOK

THE COLLEGE OF DENTAL SURGEONS OF  
SASKATCHEWAN

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## Employee Guide

Welcome to the workplace policy guide for the College of Dental Surgeons of Saskatchewan. This guide is non exhaustive and meant to serve as an overview of Human Resources related matters. Should you require further information, please contact your Senior Manager.

This guide was developed in accordance and in order of authority as listed below:

1. *The Dental Discipline Act, 1997*
2. *The CDSS Regulatory Bylaws, 2014*
3. *The CDSS Administrative Bylaws, 2016*

This policy guide was developed to coincide with and abide by:

- *The Saskatchewan Employment Standards Act*
- *The Saskatchewan Labour Standards Act*
- *The Saskatchewan Human Rights Code*
- *The Canadian Human Rights Code*

## Employee Code of Conduct

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The College of Dental Surgeons of Saskatchewan is committed to ethical responsibility, and it is important that the employees of our organization share the same responsibility. Each employee is accountable for their work, behavior and support of the Vision, Mission, Values, principles, and standards of the College.

The Code of Conduct outlines the basic legal obligations of all office and administrative employees of the College. Although this Code of Conduct details fundamental principles of ethical and legal conduct, it cannot anticipate every ethical dilemma or situation employees may encounter in performing daily work.

### Ethical responsibility while off duty

Employees must respect the confidentiality of the CDSS and are not permitted to use CDSS resources or information that is not publicly available for the private benefit of any person. Employees should not attempt to personally conduct investigations or interviews related to any suspected unethical activity.

The following are a non-exhaustive list of situations, behaviours, or activities that the CDSS may consider unethical behaviour:

- a. Attempting, encouraging, or knowingly permitting anyone to breach the College's policies, including this Code.
- b. Discriminating against or harassing anyone for cultural, religious, gender, lifestyle, or any other prohibited ground.
- c. Using social media, computers, or other electronic means/media in a manner that violates this Code.
- d. Using CDSS assets or resources in an abusive or fraudulent manner.

- e. Speaking or acting on behalf of the CDSS when participating in any activity, without having such authority or agency.
- f. Disrespecting the confidentiality of the College, co-workers, council members, or other persons.

#### Compliance

Compliance with the code of conduct is mandatory. You are expected to be familiar and comply with the Code in the performance of your duties. If at any time you are unsure about the proper course of action discuss your concerns with your Senior Manager.

#### Conduct with Office Visitors

Safely serving the Public is the focal point of our organization, while also aiding members in accessing College guidelines, policies, standards, products, and services. Any persons visiting or contacting the College deserve the highest quality service and standards in all transactions. We act with integrity and do everything possible to provide safe service to the Public, either directly or by supporting the work of other individuals and CDSS registrants/members.

#### Employee Professionalism

We are all committed to supporting a safe, healthy, and positive workplace for all employees. We will not tolerate behaviour that interferes with an employee's ability to perform their duties.

#### Equity

Respect the rights, culture and dignity of all individuals and adhere to the principles of equity and non-discrimination when dealing with co-workers, the Public, council members, suppliers, and others. We will not tolerate any form of discrimination or harassment, in accordance with The Saskatchewan Human Rights Code.

#### COVID-19 Office Protocols

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0.1 Employees who are ill with any symptoms of illness are advised to stay home. Follow regular protocols for notifying your manager. Expect your manager to ask follow-up questions on COVID-19 related symptoms. Employees who are ill and subsequently test positive for COVID-19 must advise their manager of this result.

0.2 Employees should follow all directions from the Saskatchewan Health Authority (SHA) to manage their illness and determine their needs regarding testing.

0.3 If an employee experiences an immediate onset of symptoms of illness while at work, they should: Advise their manager that they are unwell and leave work immediately following physical distancing protocols (2 metres when unmasked). If you rely on public transportation, your manager will make alternative arrangements to ensure your safe transportation.

0.4 Follow the directions you receive from the above sources and advise your manager of the outcome.

0.5 The College office may be required to undergo a deep cleaning and disinfection or close the area for 72 hrs. The Manager will assess alternate work plans in the event of an area being shut down.

0.7 All employees are required to be fully vaccinated for COVID-19. If employees do not choose to be vaccinated, the Manager may choose to explore alternative accommodations, but does have the authority to require vaccinations as a requirement of employment.

#### Office Administration

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1.0 Office hours are Monday to Friday 8:30 to 4:00pm.

#### Employee Remuneration

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1.0 Please refer to the Employee Remuneration Policy.

#### Employee Leave

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**Purpose:** To outline job protected leaves in Saskatchewan.

**Intent:** To provide a clear explanation to employees on the types of leaves offered in Saskatchewan should the need arise for any such leave.

##### 1.0 Job Protected Leaves in Saskatchewan

1.1 As per the Government of Saskatchewan Employment Standards, there are several types of job-protected leaves that employees can be entitled to.

##### 1.2 Eligibility:

For the majority of leaves, a full-or part-time employee who is currently employed and has been employed for more than 13 consecutive weeks by the same employer before the day the leave is to begin, qualifies for leave.

##### 2.0 Maternity and Paternity Leave

2.1 Employees who are expecting a child are eligible to receive either 12 months or 18 months of maternity leave. Four weeks notice prior to the date the employee intends to begin maternity leave is required.

2.2 Maternity leave can begin at any time within 13 weeks of the anticipated birth. An Employee who has completed more than 13 weeks of service, who makes application for leave at least four (4) weeks in advance of the 43 requested commencement date, or the date the baby is expected to come into the employees care and who provides the employer with a medical certificate certifying that she is pregnant if requested, or a letter confirming a pending Adoption shall be granted.

2.3 Such leave will be granted with assurance that the employee will resume employment in the same position or in a comparable position and at the same rate of pay occupied prior to the granting of such leave subject to negotiated wage increases. In the event of complications arising out of pregnancy such

that the employee is unable to return to work at the expiry of an approved leave of absence, they will receive payment of normal salary from accumulated sick leave benefits.

2.4 If any employee is unable to perform all of her normal duties due to pregnancy, they will have their duties modified or be assigned to another position wherever possible. If accommodation is not possible, the employee is entitled to take sick leave.

### 3.0 Parental Leave

3.1 An employee who has completed twenty (20) weeks of service and who makes application for parental leave at least four (4) weeks in advance of the date the leave is to commence, shall be granted a leave of up to thirty-seven (37) weeks unpaid leave.

3.2 Notice of intention to return to work, or request for change of length of leave of absence must be forwarded to the Employer fourteen (14) days prior to the expiration of the leave.

### 4.0 Bereavement Leave

4.1 Bereavement leave with pay shall be granted to an employee, such leave to apply in the death of an Employee's spouse/partner, brother, sister, parent, child, grandparents, grandchild, or in-law, aunts, uncles and first cousins. The Employer may grant bereavement leave to an Employee for the death of someone to whom the employee has a significant relationship with. Such leave shall consist of up to five days. Additional time may be granted under extenuating circumstances at the discretion of the Manager. All bereavement leaves totaling over five days can be taken against sick leave, vacation leave or leave without pay.

## Diversity and Inclusion

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### 1.0 Diversity and Inclusion

1.1 The College of Dental Surgeons of Saskatchewan is committed to building and maintaining a fair and inclusive workplace which values diversity and encourages respect for dignity, beliefs, and ideas consistent with the principles outlined in the *Employment Equity Act (Canada)*, the *Canadian Human Rights Act*, and the *Saskatchewan Human Rights Code and Regulations*. The College of Dental Surgeons of Saskatchewan recognizes its duty of identifying and removing barriers and promoting inclusion in the workplace.

#### 1.2 Policy Statement

Diversity is an important value of the organization, where each employee is respected and valued for their differences. The College of Dental Surgeons of Saskatchewan is committed to enhancing workplace diversity and promoting a workplace that is representative of the population it serves and employs. A diverse workplace benefits employees by allowing them to feel valued for their differences by the organization and creating opportunities for advancement. The organization is committed to identifying and removing barriers for diverse employees in recruitment, advancement, and retention.

The College of Dental Surgeons of Saskatchewan protects all employees from discrimination and harassment under the *Employment Equity Act (Canada)*, the *Canadian Human Rights Act*, and the *Saskatchewan Human Rights Code and Regulations*, Harassment and Diversity and Inclusion Policy.

Our organization will strive to ensure diversity is represented in all areas of the organization including policies, procedures, and practices.

### 1.3 Scope

This policy applies to all employees and prospective employees of The College of Dental Surgeons of Saskatchewan.

### 1.4 Definitions

**1.5 Prohibited Grounds:** The Code prohibits discrimination in employment on the following grounds: citizenship, race, place of origin, ethnic origin, colour, ancestry, disability, age, creed, sex / pregnancy, gender identity, gender expression, family status, marital status, sexual orientation, and record of offences.

**1.6 Diversity:** is any dimension that can be used to differentiate groups and people from one another. It means respect for and appreciation of differences on the basis of a prohibited ground. Diversity is about the individual employee, it is about the variety of qualities, and characteristics we all possess.

**1.7 Inclusion:** Inclusion is about the collective culture in the workplace. It is about creating a culture that strives for equity, respect, and values differences.

**1.8 Access:** People from diverse groups gaining equal opportunity to the use of goods, services, programs, facilities, public spaces, and participation in social, economic, cultural, and political life.

**2.0 Equity:** is not limited to equal access to opportunities but equal benefits as well. It requires the removal of systemic barriers and the accommodation of differences so that individuals can benefit equally.

**2.1 Barriers:** A barrier means anything that prevents a person with a disability from fully participating because of his or her disability. Generally, barriers fall into three areas: attitudinal/behavioural, procedural, and physical. Barriers that are usually hidden in the rules, procedures, policies, and operations of organizations that limit the access to goods, services, programs, facilities, and economic, social and cultural participation of people from diverse groups. Barriers prevent underrepresented groups from maximizing their contribution to the workplace.

**2.2 Discrimination:** is any practice or behaviour which, whether intentional or not, treats people unequally or makes a distinction based on a prohibited ground (e.g., disability, sex, race, and sexual orientation) resulting in a disadvantage, an obligation, or a burden that other individuals or groups do not have. A decision to deny a benefit that relies on any of these grounds, unrelated to a person's abilities, is prohibited under the Code. Discrimination may result from the effect of applying general rules to everyone.

**2.3 Systemic Discrimination:** patterns of policies, practices, and procedures that are part of the structures of an organization, and which create or perpetuate discrimination.

**2.4 The Duty to Accommodate:** is an individualized process designed to improve equality and eliminate disadvantages experienced by individuals or groups related to a prohibited ground, to the point of undue hardship. Accommodation includes appropriate steps designed to the special needs of individuals and groups protected by the *Human Rights Code*. Accommodation is determined in consultation with the person requesting the accommodation.

**2.5 Harassment:** is a course of comment(s) or conduct about a prohibited ground that a person knows or ought to know would be unwelcome. Harassment may result from one incident or a series of incidents.

### 3.0 Policy Details

The College of Dental Surgeons is committed to building diversity and inclusion in the workplace, and will advance this standard by the following components and specific activities:

#### 3.1 Build Leadership and Accountability

Transform organizational culture by incorporating diversity in all levels of the organization and develop accountability in the executive leadership team regarding diversity initiatives.

3.2 The College of Dental Surgeons of Saskatchewan will review, along with the help of an independent consultant with experience in equity and diversity, all relevant policies, procedures, and practices through a lens that builds, fosters, and sustains diversity as a priority.

#### 3.3 Enhance Diversity Initiatives in Talent Management

Create and execute diversity and inclusion strategies for the underrepresented groups in recruitment, advancement, and retention with a goal of being more reflective of the workforce profile. These strategies may include the following:

3.4 Incorporate diversity into the succession planning framework and encourage managers to identify and develop a diverse pool of talent within the organization.

3.5 Implement special programs for the training and development of underrepresented groups to eliminate and reduce barriers and improve their ability to obtain leadership roles within the organization.

#### 3.6 Foster and Sustain Diversity and Inclusion

Implement diversity training and develop strategies for employee engagement

3.7 The College of Dental Surgeons of Saskatchewan will provide this policy to all employees to educate and provide written expectations on diversity and inclusion.

3.8 The College of Dental Surgeons of Saskatchewan will encourage and support employee network groups to further support diversity initiatives within the organization.

## Employee Relations

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### 1.0 Anti Harassment Policy

#### 1.1 Preface

1.2 The College of Dental Surgeons of Saskatchewan is committed to building and preserving a safe working environment for its employees. Acts of harassment or workplace violence is not condoned by any CDSS employee, it could be appropriate that this also applies to council members. Harassment means any inappropriate conduct, comment, display, action, or gesture by a person that constitutes a threat to the health, safety, and overall well-being of a worker.

#### 2. Policy objective

2.1 The purpose of this policy is to outline the standards for employees, contractors, and council members of the College of Dental Surgeons of Saskatchewan. These standards are required for our organization as outlined under the Saskatchewan Employment Act and Occupational Health & Safety Regulations, 1996.

#### 3. Application

3.1 The Anti-Harassment Policy applies to all The College of Dental and Surgeons of Saskatchewan employees, contractors, and council members.

#### **4. Policies**

4.1 The College of Dental Surgeons of Saskatchewan has zero tolerance and is committed to providing a safe and healthy work environment free from violence, threats of violence, harassment, intimidation, and disruptive behaviors for all our employees, council members and guests. The College of Dental Surgeons of Saskatchewan strictly prohibits harassment or violence that affects the workplace.

#### **5. Responsibilities**

5.1 The College of Dental Surgeons of Saskatchewan will make every reasonable effort to ensure that:

- a. All employees have a work environment free of harassment and workplace violence.
- b. Employees are aware of this policy and their role in preventing and stopping harassment or workplace violence.
- c. Prompt attention and appropriate action is taken to stop and prevent harassment and workplace violence.
- d. The organization creates and maintains a productive and respectful workplace.
- e. The policy remains current and is reviewed annually.

#### **6. Employees**

- a. Employees shall not engage in the harassment of, or violence towards, any co-worker, visitor, or council member.
- b. Employees shall report harassment or workplace violence to their manager immediately.
- c. Employees have the right at any time to file a complaint through an external agency such as Saskatchewan Occupational Health & Safety or Saskatchewan Human Rights.

#### **7. Unacceptable Behavior**

7.1 Behaviors are not limited to incidents that occur just on CDSS property. Unacceptable behaviors can also occur:

- a. At employment-related social functions;
- b. In the course of work assignments outside of the workplace;
- c. During work-related travel;
- d. Over the telephone, if the conversation is work-related;
- e. Through social media networks; or
- f. Elsewhere, if the employee is there as a result of work-related responsibilities or a work-related relationship.

#### **Pension and Benefits Policy**

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The College of Dental Surgeons of Saskatchewan believes that a comprehensive and competitive package of health/medical insurance, combined with other employee benefits, are important in supporting employee health and wellness.

The CDSS is committed to:

- offering a balanced benefit program to help support employees and their families during times of unexpected illness or accident,
- supporting employee health and wellness with a premium benefits package, and
- maintaining a competitive benefits program and competitive total compensation program.

## Benefits Plan

### 1.0 Coverage Area Details

The CDSS provides the following Employer paid benefits:

- Employee life insurance
- Dependent life insurance
- Accidental Death and Dismemberment
- STD (Short Term Disability)
- LTD (Long Term Disability)
  - a) Employer-paid short and long-term disability premiums are not taxable benefits.
  - b) Any short- or long-term disability benefits you receive in the future will be taxable.
- Extended Health Care
- Dental Care Insurance/Coverage

### 3.0 Policy

3.1 Membership in the CDSS benefits program is mandatory and a condition of employment for all regular full-time employees.

Employees will be provided with access to an electronic benefits booklet provided by Canada Life. Copies of this documents can be printed as needed. The booklet documents in more detail the plan design and requirements required to access the plan. If any changes to the plan should occur, adequate notice shall be given to employees.

Employees are required to submit their own claims to the applicable insurance carrier utilizing designated forms or register online. Employee's can register for GroupNet for Plan Members at [www.canadalife.com](http://www.canadalife.com).

3.2 Employees will also have access to a Personal Health Spending Account overseen by Senior Manager or their designate. Please refer to the Employee Remuneration Policy.

## Pension Plan

### 1.0 Eligibility

1.1 To qualify for this benefits program, employees must be Full-Time, working 37.5 hours per week. The pension plan is mandatory for all regular full-time employees following the completion of 1 year of employment.


### 2.0 Policy

2.12.1 The employee portion is 2% of earnings deducted from each pay cycle. The employer contributes an additional 8% of the employee's earnings. The pension plan is invested through CDSPI. Employees will receive annual statements mailed directly from the pension administrator.



## Conflict of Interest Council Disclosure Form

This form is used to document an incident of actual or perceived conflict of interest. Please refer to the CDSS Conflict of Interest Policy prior to completing the form. All new Council members must complete this form at Council orientation. Council members continuing to serve another year are required to complete the form on an annual basis, or as any incident presents itself throughout the year.

<b>Section 1 – Personal Information</b>	
Name: <u>JAIME KORCZAK</u>	Council Appointment Date: <u>Nov 1, 2022</u>
Councilor	
<b>Section 2 – Type of conflict of interest</b>	
I declare a(n): (check one)	
<input type="radio"/> Actual conflict <input type="radio"/> Perceived conflict <input checked="" type="radio"/> No conflict	
<b>Section 3 – Conflict of interest details</b>	
Please provide details as to the nature of the conflict of interest:	
<b>Section 4 – Nepotism</b>	
Please provide details as to the nature of the conflict of interest, in regards to nepotism:	
<u>N/A</u>	
<b>Section 5 – Proposed management of the conflict of interest</b>	
How do you plan to remediate the conflict of interest?	
<b>Section 6 – President/Chair Review</b>	
Decision: (check one)	
Approved <input checked="" type="checkbox"/>	Not Approved <input type="checkbox"/>
Comments	
Name: <u>GORD GILLESPIE</u>	Signature: 
Date: <u>01 NOV 2022</u>	