

ADD COMPANY LOGO

2025

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

TABLE OF CONTENTS

1	INTRODUCTION.....	5
1.1.	Welcome to [Company]	5
1.2.	About This Handbook.....	5
1.3.	[Company] History and Overview	5
1.4.	About Our Team/Organizational Chart.....	5
1.5.	Company Vision, Mission and Values	5
2	EMPLOYMENT AT [COMPANY].....	5
2.1.	Employee Status.....	5
2.2.	Equity, Diversity, and Inclusion (EDI)	5
2.3.	Recruitment & Selection	6
2.4.	Employee Referral Program (if applicable).....	6
2.5.	Internal Transfer/Application process	6
2.6.	Orientation and Training.....	6
2.7.	Probationary Period	6
2.8.	Performance Reviews	6
2.9.	Professional Development.....	6
2.12.	Hours of Work.....	7
2.13.	Overtime	7
2.14.	Meals and Breaks	7
2.15.	Attendance & Absenteeism	7
2.16.	Business Travel and Expenses (if applicable)	7
3	WORKPLACE BEHAVIOUR.....	7
3.1.	Code of Conduct or Respect in the Workplace.....	7
3.2.	Bullying and Harassment	7
3.3.	Progressive Discipline	8
3.4.	Conflict of Interest	8
3.5.	Conflict Resolution.....	8
3.6.	Substance Use in the Workplace	8
3.7.	Consumption of Alcohol at Company Events (if applicable).....	8
3.8.	Smoke and Vape-free Workplace	8
3.9.	Guidelines for Work Attire/Uniforms	8

3.10.	Cash Handling.....	8
3.11.	Tips and Gratuities	8
3.12.	Gifts	8
3.13.	Social Media Use	9
3.14.	Use of Company Resources and Equipment.....	9
3.15.	Use of Company Internet.....	9
3.16.	Flexible Work Environment (if applicable).....	9
4	TIME AWAY FROM WORK.....	9
4.1.	Annual Vacation	9
	Annual Vacation and Vacation Pay	9
4.2.	Statutory Holidays.....	9
4.3.	Sick Time	9
	Minimum requirements for illness, injury and accommodation in Saskatchewan under <i>The Saskatchewan Employment Act</i>	9
	Business-specific Personal Days (if applicable)	9
4.4.	Pregnancy and Parental Leave	9
4.5.	Family Responsibility Leave	9
4.6.	Compassionate Care Leave	9
4.7.	Bereavement Leave	10
4.8.	Jury Duty	10
4.9.	Voting Leave.....	10
4.10.	Other Leaves of Absence	10
5	COMPENSATION & BENEFITS	11
5.1.	Compensation Philosophy/Overview	11
5.2.	Payroll	11
5.3.	Salary Review/Wage Increases	11
5.4.	Bonuses (if applicable)	11
5.5.	Retirement Savings Plan/Pension Plan	11
5.6.	Group Benefits/Extended Health Benefits.....	11
5.7.	Employee (and Family) Assistance Program (EAP/EFAP).....	11
5.8.	Health & Wellness Benefit (if applicable)	11
6	HEALTH and SAFETY	11
6.1.	Occupational Health & Safety Program/Policy	11

6.2.	Health & Safety Orientation & Training.....	11
6.3.	Joint Health & Safety Committee or Representative Policy	12
6.4.	Health and Wellness at Work	12
6.5.	Reporting Accidents, Injuries, and other Safety-related Concerns.....	12
6.6.	Workplace Accommodation	12
6.7.	Fire Safety & Emergency Response	12
6.8.	Medical Emergency Response	12
6.9.	Communicable Disease Prevention Plan	12
7	SECURITY.....	12
7.1.	Safety and Security	12
8	PRIVACY and CONFIDENTIALITY OF INFORMATION.....	12
8.1.	Employee Files	12
8.2.	Privacy of Personal Information.....	12
8.3.	Confidentiality.....	13
8.4.	Use and Reproduction of Information	13
9	EMPLOYEE RELATIONS.....	13
9.1.	Employee Recognition Programs.....	13
9.2.	Employee Events.....	13
9.3.	Internal Committees	13
10	EMPLOYEE DEPARTURE	13
10.1.	Resignations and Terminations.....	14
10.2.	Abandonment of Position.....	14
10.3.	Exit Interviews.....	14
10.4.	Return of Property	14
10.5.	References	14
11	CONCLUSION	14

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.

Refer resource in [HR Policy Compliance Toolkit](#).

2.3. Recruitment & Selection

When recruiting for open positions at [Company], we determine the knowledge, skills, competencies, and behaviours 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

See resources in [Onboarding Toolkit](#)

2.7. Probationary Period

The Saskatchewan Labour Standards probationary period is 13 consecutive weeks, less one day. This is a 90-day probationary period. This means that at the start of an individual's employment, employers are allowed to terminate an employee without any notice or any pay (i.e. without providing a severance package).

2.8. Performance Reviews

See resources in [Employee Retention & Performance Management Toolkit](#).

2.9. Professional Development

2.10. Membership Fees/Dues

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

2.12. Hours of Work

2.13. Overtime

[Minimum requirements under *The Saskatchewan Employment Act*](#)

2.14. Meals and Breaks

[Minimum requirements under *The Saskatchewan Employment Act*](#)

2.15. Attendance & Absenteeism

The Saskatchewan Employment Act provides job protection to employees who are absent from work due to illness or injury or are absent due to illness or injury of a family member if certain conditions are met. Employers cannot take discriminatory action against employees with at least 13 weeks of employment with an employer because of absence due to an illness or injury of the employee.

If an employee must miss work due to illness or some other legitimate reason, that employee has the responsibility of notifying the association prior to the commencement of their scheduled shift.

Refer to resource in [HR Policy Compliance Toolkit](#)

2.16. Business Travel and Expenses (if applicable)

The Saskatchewan Employment Act requires employees to be paid for travel time when the employee is under the employer's control and direction. Employees may be paid at a different rate, but not less than the minimum wage and this rate forms part of the employee contract.

3 WORKPLACE BEHAVIOUR

3.1. Code of Conduct or Respect in the Workplace

Refer to draft [Code of Conduct – Policy Template](#) in HR Policy Compliance Toolkit

3.2. Bullying and Harassment

The Saskatchewan Employment Act outlines the [rights and responsibilities of employers](#) to ensure Saskatchewan workplaces are free of bullying and harassment.

Refer to resource in [HR Policy Compliance Toolkit](#).

Modifiable [Harassment Prevention – Complaint Form](#)

[Violence Prevention – Employer’s Guide to Developing a Violence Policy Statement & Prevention Plan](#)

Refer to draft [Workplace Anti-Violence Policy Template](#) in HR Policy Compliance Toolkit.

3.3. Progressive Discipline

See resources in the [Employee Retention & Performance Management Toolkit](#).

3.4. Conflict of Interest

3.5. Conflict Resolution

3.6. Substance Use in the Workplace

Refer to resource in [HR Policy Compliance Toolkit](#).

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

3.8. Smoke and Vape-free Workplace

Refer to resource in [HR Policy Compliance Toolkit](#).

3.9. Guidelines for Work Attire/Uniforms

3.10. Cash Handling

3.11. Tips and Gratuities

3.12. Gifts

3.13. Social Media Use

Refer to Social Media Policy Template in [HR Policy Compliance Toolkit](#).

3.14. Use of Company Resources and Equipment

3.15. Use of Company Internet

3.16. Flexible Work Environment (if applicable)

4 TIME AWAY FROM WORK

Job protected leaves of absence

4.1. Annual Vacation

[Annual Vacation and Vacation Pay](#)

[Vacation Requests](#)

[Vacation Pay Calculator](#)

4.2. Statutory Holidays

[Public Statutory Holidays in Saskatchewan](#)

4.3. Sick Time

[Minimum requirements for illness, injury and accommodation](#) in Saskatchewan under *The Saskatchewan Employment Act*

Business-specific Personal Days (if applicable)

4.4. Pregnancy and Parental Leave

[Employment Leaves Quick Reference – Maternity, Adoption, Parental](#)

4.5. Family Responsibility Leave

[Employment Leaves Quick Reference – Family](#)

4.6. Compassionate Care Leave

4.7. Bereavement Leave

When a member of an employee's immediate family dies, an employee with more than 13 weeks of employment with an employer is entitled to take unpaid bereavement leave.

Bereavement leave can be up to five working days. It must be taken within one week before the funeral to one week after the funeral.

4.8. Jury Duty

Jury duty is a civic duty, and individuals who receive a summons cannot simply choose to ignore it. A summons is a legal document requiring attendance as set out in the summons. By law, the individual is required to complete and submit the return information within 5 days of receiving the summons. Failure to obey the summons can result in a fine of up to \$1000. Selected individuals will receive some financial compensation for time spent as a juror.

4.9. Voting Leave

Voting employees are entitled to three consecutive hours away from work for the purpose of voting while polling places are open.

It is a common misconception that this entitlement means that employers are obligated provide three paid hours off work to every employee on election day for the purpose of casting a vote. To the contrary, employers are only required to provide employees paid time off work to the extent that they do not otherwise have three consecutive hours off work to vote while the polls are open on polling day.

For example, if an employee is scheduled to work from 8:00 am to 5:00 pm and the polls are open 9:00 am to 8:00 pm, the employee is not entitled to any additional hours off work to vote as they have three consecutive hours after work while the polls are open.

4.10. Other Leaves of Absence

For all other leaves, [Company] will follow the provisions outlined in the [Saskatchewan Employment Act](#) 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 HEALTH AND SAFETY

[Worksafe Saskatchewan Resources](#)

- 6.1. Occupational Health & Safety Program/Policy
[OH & S Terms of Reference Template \(Service Hospitality\)](#)
- 6.2. Health & Safety Orientation & Training
Website link to Service Hospitality <https://servicehospitality.com/>

6.3. Joint Health & Safety Committee or Representative Policy

[Occupational Health Committees](#)

6.4. Health and Wellness at Work

See: [Safety Templates](#) that meet the requirements of the Saskatchewan Employment Act and The Occupational Health and Safety Regulations.

6.5. Reporting Accidents, Injuries, and other Safety-related Concerns

See: [Incident Report & Investigations – Policy template](#)

6.6. Workplace Accommodation

Saskatchewan Employment Act requirements:

[Return to work and disability management](#)

[Duty to accommodate and return-to-work requirements](#)

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.

Refer to Freedom of Information and Protection of Privacy Policy in [HR Policy Compliance Toolkit](#).

8.3. Confidentiality

8.4. Use and Reproduction of Information

9 EMPLOYEE RELATIONS

9.1. Employee Recognition Programs

Refer to resources in [Tourism SK Retention and Performance Management Toolkit](#)

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.

Refer to resources in [Tourism SK Departure Toolkit](#).

10.1. Resignations and Terminations

Terminating employees without cause will provide notice or pay in lieu of notice as required by Saskatchewan Employment Standards:

- 1 year of employment or less – 1 week notice
- More than one year but less than three – 2 weeks notice
- Three to five years – four weeks notice'
- Five to ten years – six weeks
- More than 10 years – 8 weeks.

Employees must be paid all monies owing within 14 days of the last day of employment.

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: _____