



TERMS & CONDITIONS OF EMPLOYMENT

NON-UNION & MANAGEMENT EMPLOYEES

Human Resources - Version History

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IWK MISSION, ASPIRATIONS, VALUES

MISSION

To passionately pursue a healthy future for women, children, youth and families.

ASPIRATIONS

- System Leadership, Partnership & Advocacy
- Innovation and Research
- Patient & Family Experience
- Quality & Safety
- Our People
- Responsible Stewardship

VALUE

- Making things better
- Acting from the heart
- Driven by Learning
- Tackling our challenges
- Optimizing our potential
- Cultivating belonging

TERMS AND CONDITIONS OF EMPLOYMENT

This handbook is designed to provide non-union and management employees with an outline of the Terms and Conditions of their employment at IWK Health (IWK). Should any questions arise, the Health Centre Policies contained in the Administrative Policy and Procedures manual will govern in all cases. For full and complete details of each policy named in this document, please refer to the appropriate Administrative Policy. (For employees represented by the Healthcare, Administrative Professional, Support and/or Nursing bargaining unit, please refer to the appropriate collective agreement).

CONDITIONS

BACKGROUND CHECKS - (Reference: Administrative Policy 136.0 - Background Checks (Criminal Record, Vulnerable Sector and Child Abuse))

All appointments to the IWK are conditional upon successful clearance from the Child Abuse Registry, a recent Criminal Record Check (obtained no more than six (6) months before date of hire) and, depending on the area of employment or service, a Vulnerable Sector Search. The Human Resources Department will provide the Child Abuse Registry form upon hire. It is the employee's responsibility to contact the nearest detachment of the Halifax Regional Police or the RCMP to have the Criminal Record Check completed and return it to the Human Resources Department prior to starting work.

EMPLOYEE HEALTH ASSESSMENT - (Reference: Administrative Policy 1050.1 - Employee Health Assessment)

All newly hired IWK employees, as a condition of employment, must have a confidential health assessment started within the first month of hire and successfully completed, as determined by the Occupational Health, Safety and Wellness Department, within their probationary period. The health assessment ensures the employee's personal health and safety, as well as that of patients, visitors and other employees.

HEALTH CENTRE GENERAL ORIENTATION - (Reference: Administrative Policy 801.0 - Orientation)

All newly hired IWK employees must complete the online New Employee Orientation module within the first seven (7) days of work. All mandatory learning modules must be completed prior to the end of the probationary period.

TERMS

RELOCATION ASSISTANCE - (Reference: Administrative Policy 815.0 - Relocation Assistance)

In order to attract and recruit professional staff, the Health Centre will assist, when appropriate, in relocating permanent staff to Halifax. Relevant relocation information will be provided by Human Resources. When relocation assistance is offered to a potential employee, s/he will agree to a return of service agreement of two (2) years. If the employee leaves the employ of the Health Centre within the return of service period, s/he will be responsible for reimbursing the Health Centre for relocation monies on a pro-rated basis.

PROBATIONARY PERIOD - (Reference: Administrative Policy 800.1 - Probationary Period)

All newly hired IWK employees will serve a probationary period. The probationary period is intended to provide adequate opportunity for the Employer to evaluate an employee's suitability and capability to assume the responsibilities of a position. It is also intended to provide an employee with the opportunity to evaluate the scope and responsibilities of a position to ensure it is in keeping with their personal career goals and objects.

Management and non-union employees are subject to a six (6) month probationary period.

DRESS CODE - (Reference: Administrative Policy 113.1 - Dress Code)

All IWK employees are required to maintain standards of dress, conduct, appearance and excellent hygiene, reflective of a health care work environment. The standards of dress, hygiene and safety in each area must comply with Occupation Health and Safety Regulations and the Infection Prevention & Control standards of the Organization.

RESPECTFUL WORKPLACE - (Reference: Administrative Policy 822.0 - Respectful Workplace - Harassment & Bullying)

The IWK is committed to enhancing the work-life and relationships of its employees, physicians, volunteers and learners by providing a safe, healthy and supportive work environment. Employees, physicians, volunteers, learners, patients, families, visitors, and others have the right to equal treatment without discrimination and to be free from harassment, bullying and discrimination (offensive behavior) in the workplace. The IWK prohibits harassment because of race, color, national origin, ancestry, place of origin, age, physical disability, mental disability, marital status, sexual orientation or sex, or any other basis as protected by provincial law. Should an act of offensive or disrespectful behavior or harassment involve an IWK employee, the incident will be reviewed by an appropriate party.

IDENTIFICATION - (Reference: Administrative Policy 106.2 - Use of Identification Badges)

To assist patients, families, visitors and employees in identifying those who have legitimate authority to act on behalf of or as a representative of the IWK, all employees must display an IWK issued photo identification card or badge at all times in a manner that is clearly visible to those with whom they are interacting. I.D. badges are the property of the Health Centre and must be returned upon termination of employment.

CONFIDENTIALITY - (Reference: Administrative Policy 320.1 - Confidentiality Pledge)

All newly hired IWK employees are required to sign a Pledge of Confidentiality, prior to commencing work, pledging to keep confidential all matters that come to their attention while working for the IWK. The Confidentiality Pledge is maintained in the employee's file within Human Resources. A breach of confidentiality or inappropriate use of information obtained through the workplace could result in disciplinary action, up to and including termination of employment.

HOURS OF WORK

The bi-weekly work period is seventy-five (75) hours with an annual divisor of nineteen hundred and fifty (1950) hours used to calculate the hourly wage. The standard hours of work for all management and non-union employees will be 7.5 hours a day which will be comprised of a 30 minute unpaid meal break and two paid rest breaks of 15 minutes each. Where operational requirements and efficiency permit, flexible working hours may be considered. For any of these arrangements, terms of reference should be developed and approved by the appropriate Manager, Director or Vice President.

Effective April 1, 2016, non-union employees that were currently being paid based on a 7.0 hour day (70 hours bi-weekly) will be grandfathered so long as they stay within their existing roles.

OVERTIME - (Reference: Administrative Policy 852.1 - Overtime and Administrative Leave)

Overtime is applicable to non-union employees only (see Administrative Leave for management employees). Non-union employees who are required to perform additional duties beyond their regular working hours, and who receive the necessary approval from their Manager may bank time in lieu of pay at the straight time rate. In these situations, time in lieu banks must be used in the year they are earned and once they reach 37.5 hours they must be used before additional time can be banked. In exceptional circumstances, the additional hours worked can be paid at 1.5x the regular rate of pay rather than banked. Such requests must be approved by the employee's Manager. When determining what constitutes an exceptional circumstance, things to consider may include, but not limited to: whether the overtime will place the employee over the maximum allowable hours of 37.5; the ability to grant additional time off; and/or the nature and urgency of the overtime. If additional consultation is required, or if an employee is requesting a payout of banked overtime during the fiscal year, Managers may review with Human Resources.

ADMINISTRATIVE LEAVE - (Reference: Administrative Policy 852.1 - Overtime and Administrative Leave)

Administrative Leave is applicable to management employees only (see Overtime for non-union employees). Additional work hours are sometimes necessary and considered part of the management function. Management employees are not normally compensated for additional hours worked. However, in an effort to recognize the time and effort that is required in a

management position, all managers will receive thirty-seven and one-half (37.5) hours of Administrative Leave per fiscal year, prorated based on employment % and date of hire into the management position. Administrative Leave must be used by the end of the fiscal year. Unused time will lapse and be removed from the bank at the end of each fiscal year. Administrative Leave hours taken in excess of prorated hours will be recovered from a management employee's final pay upon termination.

SHIFT PREMIUM

Shift Premiums are applicable to non-union employees only. Non-union employees shall be compensated a shift premium of one dollar and seventy-five cents (\$1.75) per hour for all hours worked, including overtime hours worked, on shifts, half or more of the hours of which are regularly scheduled between 1800 and 0600 hours.

WEEKEND PREMIUM

Weekend Premiums are applicable to non-union employees only. Non-union employees required to work during the fifty-five (55) consecutive hour weekend period shall be compensated a weekend premium. A non-union employee working during the period commencing at 0001 hours Saturday and ending 0700 hours Monday shall be compensated a weekend premium of one dollar and seventy-five cents (\$1.75) per hour worked (or part thereof), including overtime hours worked and time worked during a call back.

STANDBY AND CALL BACK - (Reference: Administrative Policy 853.3 - Standby and Call Back)

Standby and Call Back is applicable to non-union employees only. Stand-by and Call Back are implemented in certain areas to facilitate 24-hour services at the IWK. Employees shall receive a standby premium of thirteen dollars and fifty cents (\$13.50) for each standby period of eight (8) hours or less. Employees required to standby on a holiday shall receive a standby premium of twenty seven dollars (\$27.00) for each standby period of eight (8) hours or less.

Call back is incurred any time an employee is requested to return to the work place while on standby and commences when the employee enters the work place and finishes when the designated work has been completed, or, up to the point where the call might run into normal working hours, if applicable. A non-union called back to work shall be compensated for a minimum of four (4) hours at the straight time rate for the period worked, or at the applicable overtime rate whichever is greater. The minimum guarantee of four (4) hours pay at the straight time rate shall apply only once during each eight (8) consecutive hours on stand-by. Second and subsequent call backs in the same eight hour period shall be paid at one and one-half times the hourly rate. Employees called back shall be reimbursed for transportation to and from the work place to a maximum of ten dollars (\$10.00) per call each way. For information regarding compensation Remote Consulting while on stand-by, please refer to the Administrative Policy.

HOLIDAYS - (Reference: Administrative Policy 856.2 - Holidays)

The Health Centre observes the following paid holidays for its eligible employees:

- New Year's Day
- NS Heritage Day
- Good Friday
- Easter Monday
- Victoria Day
- Canada Day
- Natal Day
- Labour Day
- Truth & Reconciliation Day
- Thanksgiving Day
- Remembrance Day
- Christmas Day
- Boxing Day
- One-half day beginning at 12:00 noon on Christmas Eve Day

Employees are eligible for holiday pay if they have worked or been paid the working day immediately preceding and the working day following the holiday. Part-time employees will earn holiday pay on a prorated basis based on their hours paid.

When the calendar date of the holiday occurs on a rest day, the following working day will be observed if operationally feasible. If not operationally feasible, the holiday will be taken at a time mutually agreed upon between the employee and their Manager.

Non-Union employees who are scheduled and report to work on a holiday will be compensated at 1.5x the regular rate of pay for the hours worked and will be entitled to the equivalent number of hours worked off with pay at a later, mutually agreed upon time.

When the calendar date of the above mentioned holidays occur on a Saturday or Sunday, the following Monday will be observed. In such cases where the 24th of December falls on a Saturday or Sunday, and should it be operationally feasible, the employee will have to option to take the holiday hours and apply them to the Friday immediately preceding the Saturday or Sunday.

BEREAVEMENT LEAVE - (Reference: Administrative Policy 855.2 - Bereavement Leave)

If a death occurs in the immediate family of an employee, while the employee is at work, the employee shall be granted immediate paid time off for the remainder of their shift. The employee will also receive leave with pay for their scheduled shifts that fall within seven (7) consecutive calendar days commencing on the calendar day following the day of death. In any event, the employee shall be entitled to thirty-seven and one-half (37.5) consecutive hours paid leave even if this extends past the seven (7) calendar days leave. Immediate family refers to an employee's (natural, step or foster) parent, spouse (includes common-law), spouse's parent, (natural or step) child, sibling, (natural or step) grandparents, daughter-in-law, son-in-law, (natural or step) grandchild, guardian of the employee, a relative permanently residing in the employee's household or a relative with whom the employee permanently resides.

In the event of the death of an employee's brother-in-law or sister-in-law, the employee shall be granted paid leave for any scheduled shifts that fall within the three (3) consecutive calendar days following the day of death. The three (3) days include any time required to travel.

In the event of the death of an employee's aunt or uncle, niece or nephew, or the grandparents of the spouse of the employee, the employee shall be granted one (1) day of leave without pay for the purpose of attending the funeral. The employee may also be granted up to two (2)

additional days without pay for the purpose of travelling to attend the funeral. The employee may elect to receive pay for these days by using accumulated time from other banks (i.e. vacation, holiday or overtime).

Bereavement leave may be substituted for scheduled vacation and/or paid sick leave, but not for statutory holidays. Part time employees will be entitled to this benefit on a pro-rated basis based on their employment %.

COURT LEAVE - (Reference: Administrative Policy 890.0 - Court Leave)

An employee called for jury duty (including time spent in the process of jury selection) or subpoenaed as a witness will be granted a paid leave of absence for the duration of such duty, provided such employee would normally have missed scheduled shifts, while serving as a juror or a witness. Employees are required to submit income received as a jury member or a witness to the Virtual Business Office either by cheque or credit card, except for:

- monies received to cover incidental expenses
- monies earned in excess of the employee's salary for the period of the paid leave

MEDICAL APPOINTMENTS, FAMILY ILLNESS AND EMERGENCY LEAVES - (Reference: Administrative Policy 862.1 - Leave for Personal Medical Appointments, Family Illness and Emergency)

Employees with sufficient sick leave credits shall be provided a paid leave of absences of up to a total of thirty-seven and one-half (37.5) hours (pro-rated for part-time employees) per fiscal year, debited against sick leave credits, in order to:

- Engage in and facilitate the employee's personal preventative medical or dental care (in the event that an appointment cannot be scheduled outside of work hours)
- Attend to a member of the employee's immediate family who has become ill or disabled, in order to make alternate care arrangements where the employee's personal attention is required and which could not be serviced by others or attended to by the employee outside of work.
- Attend to an emergency situation (fire, flood, or other natural disaster) which requires the employee's personal attention which could not be serviced by others or attended to by the employee outside of work.

An immediate family member refers to an employee's (natural, step or foster) parent, son, daughter, spouse (includes common-law), guardian of the employee, a relative permanently residing in the employee's household or a relative with whom the employee permanently resides.

MATERNITY, PARENTAL & ADOPTION LEAVE - (Reference: Administrative Policy 893.1 - Pregnancy/Parental/Adoption Leave and Allowances)

Leave of absence for maternity, parental or adoption reasons shall be granted to employees. Combined maternity and parental leaves shall not exceed seventy-eight (78) weeks.

To be eligible to receive top-up pay when going off on pregnancy, parental or adoption leave, employees must have been employed with the IWK for at least one (1) year and be a permanent employee prior to the start of the leave.

For information regarding top-up calculations, please refer to the Administrative Policy.

Where an employee's spouse gives birth to a child or when an adopted child arrives in the employee's home, the employee shall be granted special leave without loss of regular pay up to a maximum of fifteen (15) scheduled hours. This leave may be divided into periods and granted on separate days.

SICK LEAVE - (Reference: Administrative Policy 857.1 - Sick Leave)

An employee who is absent from a scheduled shift on approved sick leave may be granted sick leave pay when unable to perform the duties of their position, provided the employee has sufficient sick leave credits. Sick leave credits for eligible full-time employees accumulate on the basis of eleven and one-quarter (11.25) hours for each one hundred and sixty-three (163) regular paid hours, to a maximum of 150 days (1125 hours). Sick leave credits for eligible part-time employees accumulate on a pro-rated basis.

VACATION - (Reference: Administrative Policy 806.1 - Vacation)

Management employees shall receive four (4) weeks' vacation during each full year of employment for their first nine (9) years of employment; five (5) weeks at the commencement of the tenth (10) year of employment and six (6) weeks at the commencement of the twenty-fifth year of employment. Part time managers shall have their vacation pro-rated based on their employment %. The vacation year will be from April 1 to March 31. Vacation credits are not cumulative and shall be used within each fiscal year.

Non-union employees shall receive three (3) weeks' vacation during each full year of employment, for their first four (4) years of employment; four (4) weeks at the commencement of the fifth (5) year of employment; five (5) weeks at the commencement of their fifteenth (15) year and six (6) weeks at the commencement of the twenty-fifth year of employment. Part time non-union employees shall have their vacation pro-rated based on their employment %. The vacation year will be from April 1 to March 31.

The maximum number of weeks of vacation that a management and non-union employee can accrue is six weeks. Individuals who have already accrued seven weeks and those who were scheduled to reach this accrual milestone by March 31, 2016 will continue to be entitled to seven weeks of vacation. No one will accrue seven weeks of vacation after March 31, 2016.

Employees are required to plan for use of their full annual vacation entitlement prior to the end of the fiscal year in which it is earned. Vacation taken in excess of accrued hours will be recovered from an employee's final pay upon termination. In circumstances where the Employer finds it necessary to cancel scheduled vacation and where financial outlay has been required (i.e. deposit for vacation package, etc.), the Employer will reimburse any financial losses to the employee. Casual employees will have compensation included with their pay based on 11% of their gross earnings (4% in lieu of paid vacation and 7 % in lieu of benefits).

PAY DAY

Pay day will normally be every second Thursday with pay being calculated for a two week period. Pay is issued 12 days following the end of the two week period. Pay is directly deposited into the employee's bank account. Pay advice outlines the deductions, hours worked, vacation and sick leave banks and can be accessed electronically through Employee Self-Serve (ESS) on Pulse.

SALARIES/INCREMENTS - (Reference: Administrative Policy 807.0 - Salary Establishment and 895.0 - Salary Adjustment)

The Employer establishes the salaries and policies for all non-union and management positions. Salary administration is the responsibility of Human Resources. Employees will receive yearly increments to the next level (step) of the salary scale on the anniversary of their date of appointment into the management or non-union position, until scale maximum is reached. Non-union and management positions/classifications are reviewed through the HAY Evaluation process.

DEFERRED SALARY LEAVE PLAN

The IWK has a self-funded Deferred Salary Leave Plan open to all employees. Program details and applications are available through the Human Resources Department. It is designed to help plan and finance a leave of absence of six (6) to twelve (12) consecutive months for any reason, whether the employee elects to continue educational studies (minimum three (3) months), travel or pursue some other interest. The plan operates by allowing the employee to direct a portion of salary to be retained in a trust fund for a maximum of six (6) years, the proceeds of which will fund a leave of absence usually one year. Approval is required from the employee's Manager, Director, VP or CEO as appropriate.

PURCHASED VACATION/EXTRA TIME OFF PROGRAM

The purchased vacation/extra time off program provides employees the opportunity to apply for time off, the pay for which is recovered from their direct deposit over twenty-six (26) pay periods. The limit of time taken is restricted to a maximum of two (2) weeks or ten (10) days. Details and program applications can be obtained from the Payroll Department.

RESIGNATION AND RETIREMENT - (Reference: Administrative Policy 903.1 - Voluntary Separation)

An exiting process exists in order to ensure the effective and efficient separation of employees from their employment with the IWK.

Management employees are requested to supply their Manager, Director, or VP with two (2) months written resignation notice. **Non-union employees** are requested to supply their Manager, Director or VP with two (2) weeks written resignation notice.

Employees age 50 years and older with 10 years of full time service may retire from the IWK and be eligible for certain retiree benefits. Active employees must take receipt of pension no later than December 1 in the year the employee reaches the age of 71.

Management and non-Union employees hired after April 1, 2015 are not eligible for retirement allowance benefits, unless they transitioned from the Nova Scotia Health Authority and/or the Department of Health and Wellness and had such previous service recognized upon hire at the IWK for the purposes of retirement allowance calculation. If however the employee participated in the one-time early payout option of their retirement allowance offered to management and non-union employees in January 2018 (referred to as a *Service Payout*), they would not be entitled to an additional retirement allowance.

An employee hired prior to April 1, 2015 who is eligible and chooses to retire in accordance with the terms of the Canada Pension Plan or NSHEPP, or is terminated in accordance with the terms of the HANS LTD plan, shall be granted a retirement allowance the equivalent of one (1) week of pay for each complete year of service to a maximum of twenty-six (26) weeks' pay (pro-rated for part-time employees). Where an employee dies and would have been entitled to the retirement allowance, the retirement allowance shall be paid to the beneficiary or estate.

SMOKE FREE - (Reference: Administrative Policy 104.2 - Smoke Free Policy)

The IWK supports a safe environment for all patients, families, visitors, employees, physicians, volunteers and learners. In order to achieve a safe environment for all we need to provide an environment free of second-hand smoke both inside and outside our facilities.

Smoking of tobacco or any other substances that can be smoked, burned or heated for the purposes of inhalation and use of e-cigarettes is not permitted in any facility or building and on any grounds or "outside areas" of any property owned, leased, or under the control of the IWK, including inside any vehicle parked on the grounds or "outside areas" of the IWK.

SCENT AWARENESS - (Reference: Administrative Policy 103.0 - Scent Awareness Policy)

The IWK will proactively work toward a low scent/scent reduced environment. Scented personal products may have an impact on and/or be offensive to patients, families, visitors, employees, physicians, volunteers and learners who have sensitivities, allergies, or medical conditions related to scents and odors. Employees are expected to be aware of scents and mindful of the effects on others, and use low scent/scent reduced personal products when possible, before entering

IWK facilities. When purchasing products, the lowest scent/no scent option will be selected whenever possible.

TRANSPORTATION - (Reference: Administrative Policy 501.6 - Travel Policy)

An employee who is authorized to use a privately owned automobile on the Employer’s business must ensure adequate personal insurance coverage is in place and will be paid an allowance as per current policy.

CHANGE OF PERSONAL INFORMATION - (Reference: Administrative Policy 861.0 - Employee Records)

It is the employee’s responsibility to notify Human Resources of any personal data changes such as marital status, address, banking information, beneficiary updates, etc.

For information on how to make such changes and where to locate the appropriate information, please refer to the Administrative Policy.

EMPLOYEE DISCOUNTS

A number of organizations offer discounts to IWK employees. Those discounts are subject to change. It is recommended that employees ask a business if they offer a discount to IWK employees.

BENEFITS

Mandatory Benefits		
Benefit	Eligibility	Details
NSAHO Pension	<ul style="list-style-type: none"> Regular full time, regular part time, temporary of 50% employment or more 	<ul style="list-style-type: none"> Employer/Employee cost share If an employee was enrolled in the NSAHO pension with a previous employer within the last 6 months, they may have an option to enrol in the pension plan with the IWK Health Centre. If enrolled in the NSAHO pension plan with a current employer, it is mandatory to enrol in the IWK pension plan immediately.
*HANS Long Term Disability	<ul style="list-style-type: none"> Regular full time, regular part time of 28 hours or more 	<ul style="list-style-type: none"> Employer/Employee cost share 50/50
HANS Group Life Insurance	<ul style="list-style-type: none"> Regular full time, regular part time of 40% employment or more 	<ul style="list-style-type: none"> Employer/Employee cost share 50/50

	<ul style="list-style-type: none"> • Temporary with 40% employment if assignment is for a minimum of one year 	
HANS Dependent Life Insurance	<ul style="list-style-type: none"> • If you have a spouse or dependent • Regular full time, regular part time of 40% employment or more • Temporary with 40% employment if assignment is for a minimum of one year 	<ul style="list-style-type: none"> • Employer/Employee cost share 50/50
HANS Health Insurance	<ul style="list-style-type: none"> • Regular full time, regular part time of 40% employment or more • Temporary with 40% employment if assignment is for a minimum of one year 	<ul style="list-style-type: none"> • Employer/Employee cost share 65/35 • Coverage can be waived if proof of alternate coverage is provided
HANS Dental Insurance	<ul style="list-style-type: none"> • Regular full time, regular part time of 40% employment or more • Temporary with 40% employment if assignment is for a minimum of one year 	<ul style="list-style-type: none"> • Employer/Employee cost share 65/35 • Coverage can be waived if proof of alternate coverage is provided

Optional Benefits		
Benefit	Eligibility	Cost
HANS Optional Life Insurance	<ul style="list-style-type: none"> • Regular full time, regular part time of 40% employment or more 	<ul style="list-style-type: none"> • 100% Employee paid
HANS Accidental Death & Dismemberment	<ul style="list-style-type: none"> • Regular full time, regular part time of 40% employment or more 	<ul style="list-style-type: none"> • 100% Employee paid
HANS Critical Care Insurance	<ul style="list-style-type: none"> • Regular full time, regular part time of 40% employment or more 	<ul style="list-style-type: none"> • 100% Employee paid

* Health Association of Nova Scotia (HANS)

PORTABILITY OF SERVICE BETWEEN IWK AND NSHA

IWK and NSHA will recognize the Service of those employees hired between the organizations, after October 18, 2015, as their earliest Service at either organization, for the following purposes: vacation accumulation, calculation of retirement allowance, and entitlement to Supplementary Employment Benefits related to pregnancy, parental and adoption leave. This includes employees which terminate from either organization and begin work within 3 months at the

other or the original organization, providing the termination was not for cause or retirement. Accumulated sick leave benefits to a maximum of twenty (20) days (one hundred and fifty (150) hours) shall also be recognized by the hiring Employer. Exceptional circumstances may arise where alternative arrangements may be approved. These exceptions require the approval of VP of People & Organization Development.