

## **Policy 210**

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**Subject:** Staffing Assistance Program  
**Effective:** February 24, 2004  
**Revisions:** October 1, 2018

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### **1.0 Purpose**

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- 1.1 The Staffing Assistance Program (SAP) for full-time and part-time employees responds to the increasingly demanding environment of amateur sport and recreation. The employees hired as a result of this program provide the leadership, continuity and stable management necessary for respective organizations to function adequately and for volunteers to carry out their responsibilities successfully.
  - 1.2 It is recognized that a case could be made for almost every provincial organization to employ full-time professional staff. Some provincial organizations could make the case for more than one employee. The number of positions available, however, is limited by budget. To provide stability, funding commitments are made on a four-year cycle.
  - 1.3 The purpose of the Staffing Assistance Program is to provide eligible provincial organizations with added resources to assist them in meeting their domestic, high performance and linguistic mandates through the hiring of professional staff.
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### **2.0 Application**

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- 2.1 The Staffing Assistance Program policies apply to all provincial organizations that receive assistance from the Sport and Recreation Branch to hire full-time or part-time employees including employees receiving assistance from the Professional Coach Employment Program (PCEP).
  - 2.2 Provincial organizations will also be required to take the leadership role in the employment, management, evaluation and retention of professional staff.
  - 2.3 Multi-sport and recreation organizations are special clients whose staffing requirements will be negotiated on a case-by-case basis.
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### **3.0 Definition**

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- 3.1 Full-time employees shall work an equivalent of 36 ¼ to 40 hours per week, 48-49 weeks of the year.
- 3.2 Part-time employees shall work an equivalent of at least 20 hours per week, 48-49 weeks of the year.

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#### **4.0 Authority**

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4.1 *Sport Development Trust Fund Act*

4.2 *Youth Assistance Act*

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#### **5.0 Goals/Principles**

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5.1 There are two categories of employment under the Staffing Assistance Program: Full-Time and Part-Time.

5.2 Financial support for the position is based on a partnership between the Branch and the provincial organization.

5.3 An effective employee management strategy includes a competitive and progressive compensation package.

a) The Sport and Recreation Branch contribution towards a Full-Time salary shall remain at \$30,000 per annum for the duration of the four-year commitment, therefore, the organization should budget for a growing contribution.

b) The Sport and Recreation Branch contribution towards a Part-Time salary shall remain at \$15,000 per annum for the duration of the four-year commitment, therefore, the organization should budget for a growing contribution.

5.4 The selection of multi-sport and recreation organizations to the program is determined on case by case basis while the selection of provincial sport organizations to the program is based on the ranking of Provincial Sport Organizations from the average of the previous four-year cycle of Funding Model 1 results.

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#### **6.0 Requirements/Standards**

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##### **6.1 Not for Profit**

a) Be a member of Sport New Brunswick

b) Be incorporated under the Companies Act of New Brunswick as a non-profit organization

##### **6.2 Organizational Strength**

a) Strive for greater self-sufficiency and operate as an efficient and sustainable organization

b) Have a provincially coordinated annual competitive/training period of no less than 8 months in duration in the case of provincial sport organizations.

- c) Have a multi-year strategic plan outlining organizational direction and priorities produced with member input, endorsed by the board and shared with the general membership.
- d) Have a Code of Conduct which addresses acceptable conduct, abuse and harassment, disciplinary procedures and appeals.

### **6.3 Contribution by Provincial Organizations**

- a) Minimum \$10,000.00 of gross salary towards a minimum salary of \$40,000/annum for a full-time position.
- b) Minimum \$5,000.00 of gross salary towards a minimum salary of \$20,000/annum for a part-time position.
- c) Employer's share of Employment Insurance and Canada Pension Plan expenses.
- d) Employer's share of employee benefits package (see 6.4 Employee Benefits)
- e) Other associated expenses such as travel, professional development, etc.

### **6.4 Employee Benefits**

- a) An employee benefits plan is available to Staffing Assistance Program employers/employees and is administered by Sport New Brunswick.
- b) Organizations must provide full time employees access to this plan unless they can provide their employee with a similar or superior benefits package.
- c) Part-time employees are eligible to enroll for this plan; however organizations are not required to provide it.
- d) Staffing Assistance Program employees can opt out of the program.
- e) Staffing Assistance Program employees that take advantage of the program must take Long-term Disability and Basic Life Insurance.
- f) The employee shall pay 100% of the Long-term Disability premium.
- g) The employer shall be responsible for paying 100% of the full Basic Life premium.
- h) The employer shall pay at least 75% of the premium for Health and Travel benefits with the employee paying the remainder.
- i) The employer shall pay at least 50% of the premium for Dental benefits with the employee paying the remainder.

- j) The employer / employee contributions toward the premiums of the following benefits shall be a negotiable item between the two parties.
- k) Supplemental Life
  - Dependent Life
  - Voluntary Accidental Death and Dismemberment
- l) Employers and employees are encouraged to seek out and negotiate other benefits such as RRSP contributions, flexible work schedules, vacation credits, hours of work and educational opportunities to maximize employer/employee satisfaction

## **6.5 Position Management**

- a) Have a linguistic plan to address the needs of new and existing membership
- b) Have a board approved Human Resource Manual including policies on: Hours of Operation including overtime work; Leave of Absence with or without Pay; Expenses; Group Insurance; Retirement; Performance Management; Compensation Scales; Privacy/Confidentiality; Termination (Voluntary or Involuntary) and Grievances/Conflict Resolution
- c) Develop and submit a job description, and a contract for the position.
- d) Complete an annual work plan and performance review of employee.
- e) Operate according to good business principles and practices.

## **6.6 Employee Management**

- a) The provincial organization must identify a personnel committee or assign the task to an existing committee (executive committee or other appropriate standing committee) to oversee the implementation of the Staffing Assistance Program and the ongoing management, evaluation and retention of professional staff.
- b) The composition of the committee is to be determined by the provincial organization; however, it shall comprise no fewer than two individuals.
- c) This committee is to be an ongoing standing committee of the organization and therefore appropriate provision must be made for it in the provincial organization's constitution and/or by-laws.
- d) The chairperson of this committee may be the provincial organization president or another member of the board. Provincial organizations should ensure that in any given year, a complete turnover of committee members does not occur.

## 6.7 Financial Management (as per Policy 250)

- a) Provincial organizations receiving funding towards a full-time position through the Staffing Assistance Program and through the PCEP program must have their statements annually reviewed by someone with a professional degree in accounting, and must produce an audited financial statement at least once every four years.
- b) Provincial organizations receiving funding towards a part-time position through the Staffing Assistance Program must have their statements annually reviewed by someone with a professional degree in accounting.

## 6.8 Hiring / Rehiring

- a) Unless an organization can demonstrate a previous successful working relationship with a potential employee, positions should be advertised.
- b) In the event that an employee leaves or a termination occurs, approval for rehiring is required from the Sport and Recreation Branch.
- c) Funding commitments are made on a four-year cycle beginning January 1, 2019 with the next four cycle beginning January 1, 2023 with the exception of PCEP.
- d) Once approved for funding under this program, provincial organizations can expect to receive support for the four-year cycle, or remainder of, providing the following conditions exist:
  - The provincial organization continues to satisfy the expectations and eligibility criteria for the program; and
  - Funding remains available through the Sport Development Trust Fund or the Sport and Recreation Branch Ordinary account.

***Should either of these conditions cease to exist, the Sport and Recreation Branch reserves the right to terminate its support.***

- e) In advertising for a position, the provincial organization must include the following statement: "This position is financially supported by the Province of New Brunswick."

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## 7.0 Guidelines / Recommendations

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- 7.1 The Branch contribution is based on a 12 month employment period.

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**8.0 Reference**

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8.1 Sport New Brunswick Benefits Package

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**9.0 Contact for more information: (506) 453-2928 – SR/SL@gnb.ca**

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Approved by: \_\_\_\_\_



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*Director, Sport and Recreation Branch*