**Definition of Terms**

**Protocol** – An accepted set of governing behaviours (code of conduct) occurring in a predictable and logical sequence which all parties understand

**Policy** - A formal statement of a principle or rule that members of an organization must follow. Each policy addresses an issue important to the organization’s mission or operations.

**Procedure** - Steps or instructions carried out to implement a policy.

**Affirmative Action** - A process by which equality in the workplace is achieved through the active elimination of systemic discrimination.

**Board** - Governance of the organization shall be vested in a Board of Directors for the purpose of providing management and direction for WSNCC

**Employer** – The West Scarborough Neighbourhood Community Centre

**Employee** – any individual in the organization whose work and/or services are under the direct control and is on the active payroll of the WSNCC.

**Probationary Employee** – an employee who is newly hired to fill a permanent full-time or part-time position. All new employees shall begin their employment with a 3 month Trial Period (probationary term). During this time the employee will be considered as being employed on a trial basis before becoming a permanent employee. Trial Periods may be extended to 6 months.

**Permanent Full-Time Employee –** an employee who has successfully completed the ‘Trial Period’ and has been officially hired by WSNCC to work 40 hours per week on a continuous basis throughout the calendar year for the organization.

**Permanent Part-Time Employee –** an employee who has successfully completed the ‘Trial Period’ and has been officially hired by WSNCC to work less than 40 hours per week throughout the calendar year for the organization and are paid on an hourly basis.

**Casual Part-Time Employee** – a non-permanent employee working on a particular program or project with a definite start and finish date. Individuals are paid on an hourly basis and do not have a permanent weekly roster or receive the same entitlements and benefits as permanent part-time employees.

**Contractual Employee** – an individual who is hired for a particular task over a specific period of time to carry out the objectives of a program or special project. (specific details of each contract will be outlined in the letter of employment)

**Temporary Casual Employee** – An individual who is called from time to time to work on a casual basis to perform a particular task or job. Paid on an hourly basis.

**Co-op Education or Program Student –** An individual who performs work under a program approved by a secondary school, college or university.

**Executive Director** - An Executive Director shall be appointed and employed as an Officer of the organization, responsible to the Directors for the day to day management of the organization’s affairs, in accord with the organization’s objects.

**Senior Management –** Consists of the Executive Director, Program Director and Accounitng and Support Services Manager.

**Divisional Coordinator –** An individual who supervises and manages a Division that consists of more that one program

**Program Coordinator –** An individual who supervises and manages one program

**Earnings** –the rate of regular remuneration for employment excluding overtime or premium payment

**WSNCC** –West Scarborough Neighbourhood Community Centre, its affiliates or programs under the administration thereof.

**Satellite Facilities** –facilities other than WSNCC and located in other areas of Scarborough for the specific purposes of delivering WSNCC programs and services. These facilities include satellite sites:

* Scarborough Agincourt Ontario Early Years Centre - 2900 Warden Avenue, Suite 347a, Toronto, Ontario M1W 2S8
* Scarborough Southwest Ontario Early Years Centre - 2555 Eglinton Ave. E., Suite 212, Toronto, Ontario M1K 5J1
* Gateway Café – 2763 Unit 3 Danforth Avenue, Toronto, Ontario M4J 1N4
* Toronto Youth Job Corps – 1919 Lawrence Avenue East - Suite 303,Toronto, Ontario M1R 2Z6
* Malvern Pre-employment Program - 180 McLevin Road, Toronto, Ontario
* North Scarborough Boys & Girls Club (various locations)
* Birchmount Bluffs Site Boys & Girls Club - 93 Birchmount Ave. Toronto, Ontario M1N 3J7

**Human Resource Committee** – A Standing Committee of the Board of Directors which develops and reviews standards of Human Resource Policies and Practices.

**Coordinator’s Council –** The Coordination Team is made up of Program Coordinators who meet on a regular monthly basis to discuss programming and facility issues.

**Management Team** - The Management Team is made up of the Divisional Coordinators who meet on a regular monthly basis to discuss operational, management, service delivery, financial, marketing, and administrative concerns.

**Divisions** – The WSNCC is made up of the following Divisions: Accounting and Support Services, Children and Youth Services, Family Resource Services, Senior Services, Youth Justice Services and Skills Division.

**Programs** – The WSNCC offers a wide variety of programs and clubs that cater to different age groups, needs and interests including: Ontario Early Years Centres; Boys and Girls Clubs; Playcare; Aquatics; Adult Wellness Programs, Toronto Youth Job Corps; Malvern Youth Community Employment program; Gateway Café; West Scarborough Seniors Club; Scarborough Italian Association; Congregate Dining; Transportation and Shopping, Extra Judicial Sanctions, and Youth Justice Committees.