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EMPLOYEES' WORKING CONDITIONS POLICY

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Adopted by: Board of directors
Person in charge of policy implementation politique : Board of directors and co-directors
Last update : August 2026; revisions every two years
Scope : This policy applies to all employees and interns of Studio 303

Preamble

This Policy on working conditions at Studio 303 was created to establish a framework that aligns with the legal obligations as well as the organizational values and strategic goals, aiming to foster a workplace characterized by fairness, equity, and employee well-being.

Operating on a soft hierarchy, leaning towards a non-hierarchical structure, this document serves to create a shared understanding of employees' and employers' expectations, rights, and responsibilities.

As official employers of all employees of Studio 303, the board of directors consists of 8 to 10 members, with at least half being independent artists. Our board serves as an external perspective (with multiple viewpoints), supporting and challenging the decisions of the co-directors while ensuring that Studio 303 remains in compliance with legal and ethical standards.

This policy applies to employees of various statuses (permanent and temporary employees, whether full-time or part-time) as well as interns. The latter are covered by this document from their first day of employment and enjoy the described benefits on a pro rata basis of hours worked.

This policy does not cover freelance workers.

1. Working at 303

1.1. Office/working hours

Studio 303's office hours are Monday to Friday, 9 am - 4 pm. A minimum of 2 people should be present in the office, in particular:

- Artist services (responsible for reception)
- Plus one other person (backup for reception), especially on Mondays

We encourage all staff members to take a 30-minute (paid) lunch together at 12:30.
Long-term/full-time interns arrive at 9 am and will have front desk training.

1.2. Working remotely/home

Work from home/by distance is allowed occasionally, in particular for :

- Grant-writing, budget preparation and strategic planning
- Other exceptional situations

1.2.1. Terms

- Work from home for more than 2 consecutive days must be requested by writing to the general director;

- Working by distance should be avoided during rush periods, and have minimal impact on the rest of the team;
- Staff need to make sure they are well-prepared, and have articulated a clear list of tasks, working hours and expectations;
- While working remotely, staff should arrange daily check-ins with the team / co-directors.

1.3. Overtime

Overtime is not encouraged. Studio 303 asks employees to avoid overtime by planning out their workload and adjusting their schedule by estimating the times in the year that are busiest and trying to accomplish some of that work prior.

Employees are required to communicate work overload to the team and the direction as early as possible.

- Any overtime should be taken **back within a week**, if possible, at most within a month;
- Unused overtime will **not be carried over passed June 30th,** or paid;
- Time worked, sick days and holidays **must be tracked individually**. The Direction or Board can ask to see the timesheet tracking document anytime.

1.4. Attendance of 303 shows

All employees are encouraged to attend public events of Studio 303, however attendance, unless requested or necessary, will not be remunerated/counted as work time. Studio 303 will always prioritize hiring permanent staff to work during events rather than hiring external people. Tasks/responsibilities will be discussed during the team meeting, prior to the event.

1.5. Attendance of internal team-building activities, retreats, etc.

Attendance of internal events (once or twice a year) is mandatory for permanent employees if requested by the directors. Time spent will be counted as working hours (for a work retreat or up to a max of 3 hours for other activities) for permanent staff and expenses are covered by Studio 303 (upon prior approval of the general manager).

Contractual workers, freelance workers, friends, and users may be invited but may not charge hours to Studio 303 unless otherwise specified by the Direction.

1.6. Networking activities

The activities listed below count as work time:

- RQD - AGM (1 of the 2 days / the workshop day is interesting) - Direction or Staff
- Candance AGM and informal meetings - Direction
- Danse Transit - Direction and/or Artist Services (2 people)
- Parcours Danse (optional) - Direction or Staff
- REPAIRE AGM (optional) - Direction or Staff

- Speaking in schools about 303's services - Artist Services
- Tabling at an event 303 is invited to (if approved by Direction) - Artist Services

1.7. Additional activities:

Each staff member can take up to 5 hours per year work time to attend work-related cocktails, panels, conferences, etc., under Directions' approval.

Each full-time staff member has a budget of $100 per year (pro rata of the work schedule) to attend work-related shows, conferences etc. (*see reimbursement procedure below).*

The artistic direction has a discretionary budget that is established annually and a 2-week/10-day limit for paid work-related travel to festivals and networking events. There is no limit on local events, and the budget does not apply to mandatory events, ex: CanDance network annual meeting.

2. Advantages for current staff and interns

2.1. Access to the Studio

Employees get half price on studio rental, or free time if bump-able (example: no possibility to reserve the slot. If somebody else pays for the rental of the same time slot, priority will be given to them. The Artist's Services person will just let you know it's been rented).

2.2. Access to equipment

Employees have free access to certain equipment if no artists need it, under the Production Manager or Codirection permission.

2.3. Training and professional development activities

Studio 303 does not systematically offer employees a stipend or paid time for training purposes. If an employee desires specific training, it should be expressed during the annual evaluation, and the Studio will try to provide it, often for a small group. Studio 303 commits to support staff's professional development and, of course, exceptions may be made if an extraordinary opportunity arises.

2.4. Studio 303 workshops

Taking 303 workshops is encouraged under certain conditions:

- Taking 303 workshops does not count as work time, unless explicitly approved by the co-direction;
- Taking workshops must not inconvenience other staff and must be approved by the co-direction - and must be communicated in advance to the rest of the team;
- Employees must ensure their regular tasks are being accomplished;
- Current staff, board members and interns wishing to take 303 workshops are eligible for the following discount: 50% of the price rounded up to the closest dollar.

2.5. Open-level classes

Taking open-level classes is encouraged under certain conditions:

- Taking 303 open-level classes does not count as work time.
- As open-level classes are independent rentals, there is no discount for staff, board members or interns.

2.6. Group Health Insurance

Permanent employees of Studio 303 have the option to opt into the group insurance plan of the Regroupement de la Danse du Québec. It is the sole responsibility of the employee to contribute to the group insurance.

2.7. Retirement Plan

Permanent employees of Studio 303 have the option to opt into the group retirement plan of the FTQ. It is the sole responsibility of the employee to contribute to the group retirement plan. The amount contributed will be deducted from the employee's salary at every pay period.

These advantages are not to be extended to former staff, former interns or former volunteers.

3. Salary Policy

The board of directors decides the salary for co-directors, based on responsibilities, tasks, experience, equity within the team, Studio 303's financial capacity and pay equity.

The co-directors decide the salary for each position based on responsibilities, tasks, employee experience, equity within the team, and Studio 303's financial capacity and pay equity.

3.1. Pay Equity

Studio 303 aims for pay equity for all employees, reflective of their positions and tasks. The Board of Directors approves and reviews the pay equity document to ensure it is fair, competitive, and in line with the organization's equity principles. See the Pay Scale document

3.2. Salary Adjustments

In case of significant fluctuations in the organization's financial resources, salaries may be adjusted proportionally. If the organization receives grants higher than budgeted, an agreed-upon percentage of these revenues may be allocated to a general salary increase. Conversely, in case of loss of funding, a proportional reduction in salaries may be implemented, always as a last resort and respecting legal and ethical standards.

All salary adjustments will be communicated transparently to employees, with a clear explanation of the reasons and calculation methods used.

3.3. Salary Payments

Each employee is paid on the 15th and the 30th of the month (24 pay periods) at the end of the work period. The pay period may be subject to change and will be communicated to the employees before application.

Our existing payment system lacks the capability for automated payslip communication. However, should an employee wish to receive a detailed pay stub, outlining salary calculations and deductions, they may request a copy from the General Director, who will promptly provide the necessary information.

3.4. Errors in Salary Payments

In case of an employer-attributable error regarding pay, the correction is made in the next pay period. In the case of an overpayment to the employee, an agreement must be reached with them on the repayment terms.

3.5. Internship Compensation

Studio 303 supports the campaign for internship compensation. However, unless the financial capacities allow otherwise, Studio 303 will prioritize internships that are funded by an external organization. Additionally, if the budget allows, Studio 303 commits to offering a $400 monthly indemnity to full-time interns working 4 months or more. Unpaid interns will only be hired by unsolicited applications.

3.6. Expense Reimbursement

Studio 303 reimburses justified expenses incurred by its employees in the course of their duties (travel, parking, meals, accommodation). Expenses must be approved by the general director before making the expense.

Studio 303 encourages the use of active or public transportation and the most economical means. Studio 303 provides indoor bike parking for its employees and ensures access to public transit for

the Studio's location. Upon approval of the general management, the use of a personal vehicle may be reimbursed, at a rate of $0.50 per kilometer, based on the shortest Google Maps route. To claim expenses, an expense report must be filed and submitted accompanied by the invoice and proof of payment.

3.7. Cakes, cards, gifts

Studio 303 will pay for a cake for each current staff member and intern's birthday. For staff and full-time unpaid interns who worked over 4 months and are leaving us, we allow a $50 gift and a round of drinks or snacks, or $100+ cash or gift for long-term staff (2 years or more).

4. Vacations, Leaves, and Holidays

4.1. Right to Disconnect

The employer and the team agree to refrain from contacting an employee during their days off, vacation, leaves or other hours of disconnection determined by the employee.

4.2. Annual Vacations

Each employee is entitled to annual vacations under the following terms:

a. Up to 3 years of service: 3 weeks of paid vacations equal to 5% of the gross annual salary, plus one week of unpaid leave;
b. Between 3 and 6 years of service: 4 weeks of paid vacations equal to 6% of the gross annual salary, plus one week of unpaid leave;
c. Over 6 years of service: 5 weeks of paid vacations equal to 8% of the gross annual salary, plus one week of unpaid leave;
d. All staff must take 2 weeks of vacation (out of their pool of annual vacation + 2 days for holidays) during the end-of-year service closure (around Dec. 24 – Jan 1st) while the office is closed;
e. Vacation time is not accumulative from one year to another and must be taken during the fiscal year, from July 1st to June 30th, unused vacation will not be carried over past June 30th, or paid;
f. Employees and the General Management jointly establish their annual vacation dates, based on seniority if necessary, taking into account the organization's operational needs, at least 2 months prior to departure. Vacation and unpaid leave should avoid major deadlines and events and have minimal impact on the rest of the team. Staff need to make sure they are well-prepared and caught up;
g. If the employee is not admissible to annual vacations (Summer position, or short-term contract), then a 4% vacation pay will be paid at the end of the contract.

4.3. Holidays

4.3.1. Paid Public Holidays:

- January 1st (New Year's Day)
- Easter Monday (or Good Friday)
- The third Monday in May (Patriots' Day)
- June 24th (St. John's National Day): or the following Monday
- July 1st (or the following Monday) – So-called Canada Day
- The first Monday in September (Labor Day)
- September 30th National Day for Truth and Reconciliation
- The second Monday in October (Thanksgiving)
- December 25

4.3.2. Other Holidays

An employee has the right to request up to three (3) paid days off per year to accommodate any other significant cultural or religious celebration not mentioned above. The employee must notify the team and submit a request to the general director specifying the reason for the leave.

4.3.3. Terms

a. Public holidays are equivalent to the regular hours of a working day (number of hours in a workweek divided by 5);
b. If a public holiday falls during an employee's annual vacation, this holiday can be moved to the end of the vacation;
c. The workweek must include the hours of the public holiday. If the employee chooses to work on the holiday, their hours are counted as regular time.

4.4. Social Leaves

4.4.1. Terms

a. The employee must notify the team and submit a written request to the director specifying the reason for any social leave. The latter must approve the request before the time is deducted from the employee's time bank;
b. Days off are equivalent to the regular hours of a working day (number of hours in a workweek divided by 5).

4.4.2. Activist Leave

An employee has the right to request up to one (1) paid day off per year to participate in activism within the 2SLGBTQIA+, anti-racist, decolonial, neurodiverse, and/or disability advocacy movements, as well as any other social justice movements or demonstrations. To

be eligible for activist leave, the activist activity must take place during the employee's regular working hours.

4.4.3. Leave for Marriage or Civil Union

An employee has the right to request one (1) paid day off per year for their marriage or civil union.

4.4.4. Leave for Bereavement

For the spouse, child, father, mother, or sibling: An employee has the right to request up to one (1) paid week off and three (3) unpaid days off upon the death of a family member (including chosen family) or a close person, up to a maximum of four (4) deaths per year.

Upon written request to the general director, additional leave days without pay may be granted following the death of a family member (including chosen family) or a close person.

4.4.5. Leaves for Care, Health, and Education of Immediate Family

An employee has the right to request up to three (3) paid days off and ten (10) unpaid days off for obligations towards a dependent family member (including chosen family), all of which can be taken in half-days.

4.4.6. Leave for Meteorological, Environmental or Public Health Crisis

An employee has the right to request a maximum of two (2) days paid leave during a meteorological or environmental crisis if circumstances prevent access to necessary work tools (e.g., internet, electricity) or a safe working environment.

4.5. Parental Leaves

The employee is entitled to parental leave (for adoption or birth) as stipulated by the Labour Standards Act and under the employment insurance benefits plan. The employer checks the applicable standards at the time of the leave.

4.6. Medical Leaves

4.6.1. Paid Sick Leaves

The employee is entitled to a bank of hours equivalent to one week of work (in terms of regular working hours) for paid sick leaves (can include very necessary medical appointments) per reference year.

4.6.2. Extended Sick Leaves

Employees of Studio 303 have the option to opt into the group insurance plan of the Regroupement québécois de la danse (RQD). The terms of the current group insurance

apply if applicable. In the meantime, the Labour Standards Act and the employment insurance benefits plan apply.

4.6.3. Terms

a. A sick leave is allowed when the employee is unable to report to work due to illness or, for full-time permanent employees, for health professional consultations.;
b. Employees must inform the team and general management as soon as possible;
c. Sick leaves are not cumulative from one year to another and are not redeemable (neither in time nor in money) at the end of the year.

4.7. Unpaid Leave

A permanent employee can submit a written request for unpaid leave to the general manager, indicating the terms of the agreement: duration, departure and return dates, return-to-work protocol, etc. The decision to grant the leave remains with the general manager.

4.7.1. Terms:

a. The management must take into consideration the impact the leave has on the remaining team (workload, replacement, logistics, costs etc.);
b. Upon return from unpaid leave, the regular employee resumes their position unless otherwise agreed upon before their departure. If one or more of these clauses are not adhered to, the employer has the right to refuse the return of the concerned employee;
c. A maximum of 1 unpaid leave in the span of 2 years can be requested.

5. Harassment, Discrimination, and Abuse

Please see our harassment prevention policy for more details.

6. Hiring

Refer to the organization's hiring policy for more details.

6.1. Responsibilities

Co-directors are responsible for hiring every permanent and temporary employee to whom they are accountable, and the board of directors is responsible for hiring the co-directors. Additionally, they may form a selection committee for hiring purposes. If possible, the selection committee should include a person from the permanent team. Occasionally, permanent staff members will need to hire contractual services, which can be done with prior approval of the co-directorship.

6.2. Equity Hiring

When the employer needs to fill a position, the posting can only be done internally only if the following candidates are prioritized: 2SLGTBQIA+, neurodiverse, Indigenous, racialized, disabled, and/or those at the intersection of other systems of oppression. Otherwise, the hiring process must be open and public, and in case of equivalent applications, priority will be given to underrepresented/above-listed profiles.

6.3. Probation

Every new employee is subject to a probationary period. The board of directors evaluates a new co-director after a probation period of 6 months with the assistance of the other co-director.

The general director evaluates a new employee after a probationary period of 3 months. A second probationary period, up to a maximum of three months, may be added.

An employee who moves to another position is subject to a three-month trial period during which their position change can be revoked at any time by the employer.

7. Employee Evaluation

The objectives:

- All employees shall receive an open, constructive, and fair evaluation of their tasks in relation to their mandate;
- Recognize the potential and skills of each employee and specify their nature;
- Identify aspects of each employee's work that positively contribute to the organization's goals or require improvement;
- Facilitate an exchange between the employee and employer so that both can express concerns about work organization;
- Ensure each employee has the resources and support needed to perform their tasks;
- Ensure the work team remains versatile and complementary in terms of skills and mandates, allowing each member to fulfill themselves and the organization to fulfill its mission to its members and the public;
- Allow employees to renegotiate working conditions and contracts.

Please see our evaluation procedure for more details:

8. Disciplinary Measures

Disciplinary measures must be applied with justice and fairness. They are approved by the board and the co-directors are responsible for their application. When they concern general management, the board applies them.

Depending on the severity and frequency of the offences committed, taking into account the circumstances, the following disciplinary measures may be taken:

- The verbal or written warning indicated or not in the employee's record;
- Unpaid suspension;
- Dismissal.

Disciplinary measures should be applied in line with the Anti-Harassment policy.

8.1. Situations Leading to Disciplinary Measures

- Non-compliance by the employee with one or more clauses of this policy;
- In the context of a periodic evaluation process, by general management or by the board in the case of directorship, of the employee's performance quality: a clearly stated negative evaluation, without a manifest willingness to improve on their part or without results;
- The employee adopting an attitude or making statements discrediting Studio 303 publicly with no prior addressing internally;
- Engaging in acts contrary to ethics, morals, or the law, subject to the provisions of the anti-harassment policy of Studio 303, of the Canadian Charter of Rights and Freedoms and the Charter of Human Rights and Freedoms.

8.2. Resignation, Layoff, Termination of Employment

The employee and the employer must notify each other in writing of the planned end of the contract within 1 month (or 8 weeks in the case of service exceeding 10 years).

8.3. Termination and Layoff Procedures

The reasons listed in the section on disciplinary measures may warrant termination. The responsibility for termination or layoff lies with the board of directors. Any layoff due to financial difficulties must first adhere to the principle of seniority, taking into account the interests and needs of the organization.

9. Dispute, Appeal

9.1. Dispute

In the case of a dispute between the staff and Studio 303 regarding the clauses of an employment contract or the interpretation of the policy, the subject of the dispute will be submitted to the verdict of the board of directors. The arbitration procedure is described in the civil procedure code: https://www.legisquebec.gouv.qc.ca/fr/document/lc/c-25.01

The parties commit to applying and respecting the decisions rendered. The board and the general management agree to handle disputes as quickly as possible.

9.2. Appeal

Any staff member can contest in writing to the board of Directors a decision concerning them made by the general management. The general management can appeal in writing to the board of Directors a decision concerning them made by the latter. In all cases:

- Arbitration is ensured by the authority higher than the contested one;
- In cases where the board of Directors is involved, a qualified external authority must be consulted;
- Its judgment is final;
- All parties have the right to be heard within a reasonable timeframe, respecting individuals and in the best interest of Studio 303.

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