



## Definitions

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The following is list of Definitions in the *HR Policies and Procedures Manual* ordered alphabetically.

casual employee	an employee who works on an on-call basis for the relief of other employee(s) in the event of absence or illness up to a maximum of 2 weeks.
complainant	A person who has made a complaint about another individual who they believe committed an act of violence or harassment against them.
conflict of interest	A conflict of interest occurs when any employee, because of his/her work assignment with Nibinamik First Nation and his/her affiliation with outside activities, organizations or businesses, has any personal, financial, or immediate family interest that might deter the employee from acting in the best interests of Nibinamik First Nation, or might give rise to an influence on him/her that is not in the best interests of Nibinamik First Nation.
contract position	A position filled for a specified period of time or for a particular project, on such conditions as set out in this manual, except as they may be modified by contract.
critical injury	Is an injury that places life in jeopardy, involves unconsciousness, results in substantial loss of blood, results in a fracture of leg or arm but not a finger or toe, results in an amputation of leg or arm but not a finger or toe, involves burns to a major portion of the body, or results in the loss of sight in an eye
employee	An individual that is employed by Nibinamik First Nation
employer	Nibinamik First Nation
energy isolating device	A device used to ensure that power or energy cannot flow through to a piece of machinery or equipment. Some examples of these devices are: a disconnect switch, circuit breaker, manually operated valve, or blind flange.
first aid	First Aid is the one-time treatment or care and any follow-up visit(s) for observation purposes only.
First Nation	Nibinamik First Nation
fiscal year	refers to the time period from April 1 of one year to March 31 of the following year.
full-time employee	those individuals whose normal work week consists of a minimum of thirty-five (35) hours per week.

health care	Services requiring the professional skills of a health care practitioner; Services provided at hospitals and health facilities; Incidents where dentures, glasses, or artificial appliances (e.g., prosthetic arm) were damaged in a work related accident.
honorarium	A status referring to Chief and Council, elders, and other resources.
imminent danger	A danger that is not normal for that occupation, or a danger under which a person engaged in that occupation would not normally carry out the person's work.
indictable offense	Indictable Offence of the <i>Criminal Code of Canada</i> .
just cause	Cause that a person of ordinary intelligence would consider a fair and reasonable justification for termination of employment
management	The Nibinamik First Nation Band Manager and Supervisor/Directors as applicable who are mandated for the day-to-day administration of this policy.
occupational hazard	A thing or situation with the potential to harm a worker as either a safety hazard that causes accidents that physically injure workers or a health hazard which results in the development of disease.
office closure	Days that the office is closed to the public.
official	A person who holds a position by appointment or employment within the Nibinamik First Nation organization.
official vehicle	A vehicle belonging to, registered and insured by Nibinamik First Nation
Ogamakan	The person who is elected as spokesperson/leader of Nibinamik First Nation.
Ogamakanuck	The elected officials of Nibinamik First Nation.
part-time	Those individuals whose normal work week is less than twenty (20) hours per week.
probationary	Those individuals who are recently hired, or, who are reassigned to a new position and must undergo a period of probation.
program staff	Those staff that are frontline workers to deliver the programs and services of Nibinamik First Nation.
respondent	A person whom another individual has accused of committing an act of violence or harassment.
selection committee	A committee appointed from time to time to undertake the duties for the selection of candidates for employment.
supervisor/director	An employee of Nibinamik First Nation whose responsibilities include supervision of employees, monitoring programs or program specifics.
support staff	Those staff chosen to work as secretaries, receptionist, clerks, administrative assistants, janitors, securities, teachers' aides, accountants and any other position designated as support functions by Nibinamik First Nation.

time off in lieu	Time in lieu is time off from work which an employee is granted for having worked outside of normal working hours.
trainee	Individuals doing training-on-the-job under direct supervision.
unofficial member	Anyone residing in Nibinamik First Nation that is not an official member
unofficial vehicle	A vehicle that does not belong to Nibinamik First Nation
vacation entitlement year	Spans the NFN fiscal year, running from April 1st to March 31st.
workplace harassment	Engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome.
workplace injury	Any injury that occurs on Nibinamik First Nation premises or during the transaction of approved Nibinamik First Nation business that requires either First-Aid or Health-Care.
workplace sexual harassment	Engaging in a course of vexatious comment or conduct against a worker in a workplace because of sex, sexual orientation, gender identity, or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome, or making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant, or deny a benefit or advancement to the worker and the person knows or ought reasonably to know that the solicitation or advance is unwelcome.
workplace violence	The exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker; an attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker; or a statement or behaviour that is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker.