



Building Healthy Minds and Bodies since 1977

2.8 SUBPOENA AND POLICE INVESTIGATIONS

PURPOSE

All subpoenas and police investigations will be responded to in a manner that fulfills the Okanagan Gymnastics Centre (OGC) legal and ethical obligations.

POLICY

All subpoenas or investigative inquiries from police must be forwarded to and responded to by the Director of Operations, or designate.

If an employee is approached they need to refer individuals or police to their Director of Operations or designate.

PROCEDURE

Job-related Subpoenas for Employees

Subpoenas related to an employee's job function will be accepted by Director of Operations, or designate. The employee will be granted leave with pay for all time during which s/he is required to be absent while furnishing testimony in court and during arbitration, depositions, and administrative hearings.

Non Job-related Subpoenas for Employees

Subpoenas not related to an employee's job function must be served to the named individual personally. Under no circumstances would an employee accept this type of subpoena on behalf of another employee. After notifying the Director of Operations, in writing, the employee will be granted an excused absence. S/he must either take the time off without pay or use accrued vacation time to cover the time lost.

An employee seeking to adjust his/her work hours for purposes to perform witness service should discuss the matter with the Director of Operations. All benefits shall remain in effect and the employee will continue to accrue vacation and sick leave while serving as a witness.

Subpoenas for Records

All subpoenas seeking records from the organization will be forwarded to the Director of Operations, or designate, in writing. Information shall be released in

accordance with legal procedures.

Police Investigations

Employees will refer any investigative inquiry by police to the Director of Operations or delegate for response. The Director of Operations will consult with the Personnel Committee prior to responding to any police inquiry.

APPROVED BY OGC BOARD OF DIRECTORS SEPTEMBER 20, 2017