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# MUNICIPALITY OF THE COUNTY OF ANTIGONISH

## POLICY 5 - HUMAN RESOURCES ADMINISTRATIVE MANUAL FOR EMPLOYEES

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## INTRODUCTION

This document is a collection of policies related to employment with the Municipality of the County of Antigonish. It conveys standards, practices and expectations for employees, supervisors and managers.

It is the responsibility of all employees follow these policies and to see that they are administered in a fair, consistent and impartial manner. A compassionate and reasonable approach to individual circumstances is expected to be applied in the administration of policy.

Employees have the right to fairly and reasonably discuss employment related matters with their direct supervisor or the Municipal Clerk Treasurer. The Senior Leadership Team and Staff Engagement Committee have also been created to facilitate ongoing conversations surrounding employment policies.

The purpose of this document is to present all employment related policies and procedures and to ensure a shared clear understanding of the terms, conditions and requirements governing employment with the Municipality. It is the intent of the Municipality to provide fair and equitable work practices and parameters for its employees.

Embedded in this document is a *Commitment to Public Service & Code of Conduct*. As an employee of the Municipality of the County of Antigonish, you agree to uphold this commitment & code in addition to working in a manner that is reflective of the policies herein.

The procedural requirements of these policies are intended to complement, supplement and be consistent with, not to compromise or replace the requirements of applicable labour legislation.

## LETTER FROM THE MUNICIPAL CLERK TREASURER

*“I am of the opinion that my life belongs to the community, and as long as I live it is my privilege to do for it whatever I can.”*

- *George Bernard Shaw (1856 – 1950), Irish Playwright*

Dear colleagues –

It is my pleasure to introduce this revised policy manual for all employees of the Municipality of the County of Antigonish. Thank you for your contributions to this work and your continuing commitment to breathe life into these words.

First and foremost we are public servants.

In the words of George Bernard Shaw, our work belongs to our community and it is our privilege to do for it what we can. This is what it means to be a public servant. In committing ourselves to our community we also have responsibilities and commitments to the Municipality and each other. Those commitments, developed and agreed to by all, are conveyed in this document.

In building this document and reviewing existing policies, the following goals we kept top of mind:

- Policies are practical and useful for employees and the Municipality,
- Policies are fair, clear and consistent,
- Policies reflect contemporary standards, and
- Policies are consistent with the law.

This considerable body of work was made possible through the contributions and engagement of staff, the Staff Engagement Committee and Senior Leadership Team. This was a team effort and everyone can say they played a role. We have also benefited from the coordination and advice of Patrick Hartling of SPL Consulting.

I wish you the best as you read and consider these policies and work to apply them. As always, my door is open if you would like to discuss what you read here or if you have any questions.

Best,

Glenn Horne  
Municipal Clerk Treasurer

## LETTER FROM THE WARDEN

Friends & colleagues -

On behalf of Municipal Council, I wish to express our appreciation and support for your work. Council, residents, business owners and visitors are acutely aware of the importance of our work and you are an integral part in making it happen. We all have high regard for the work you do to create a richer community with your energy, with your skill and with your dedication to public service.

As we all know too well, the future is facing us with challenges and new pressures. But the way in which we will meet these challenges as a team, each doing our part, is critical to our success. The work you do is important and we are proud of your efforts, your commitment and your unwavering focus on service to the residents of Antigonish County.

Not only is what you do important, but how you do it is as well. You have built a culture of proactive participation. You see challenges and opportunities before they arise, and work together to see the Municipality succeed. This is what will make us successful far into the future.

On behalf of Municipal Council, we commend the work you have done to produce this document – it was no small feat, especially while juggling your normal workload. Again, we appreciate all you do to make our communities a wonderful place to live, work and grow.

Sincerely

Owen McCarron  
Warden

## COMMITMENT TO PUBLIC SERVICE & CODE OF CONDUCT

As professional public servants, we play a vital role in our community. We are committed to the highest degrees of integrity. We are committed to deliver the best administration possible. We are committed to fair, transparent and accountable governance, to delivering high quality services and to a stewardship of government funds that will maximize cost-effectiveness. We are committed to the improvement of the Municipality and community we serve.

It is in this context that employees of the Municipality of the County of Antigonish commit to the following code of conduct:

- Employees spend the workday effectively – by performing the proper tasks promptly, safely and well and by demonstrating an awareness of priorities.
- Employees take responsibility for the achievement of the Municipality's goals and objectives and their part in achieving them.
- Employees treat with respect other employees, residents and all those encountered in the course of carrying out their duties.
- Employees are accountable for their actions.
- Employees maintain a workplace that fosters teamwork and cooperate with reasonable requests from coworkers and as assigned by the Clerk Treasurer/Designate.
- Employees uphold the letter and spirit of the Nova Scotia Human Rights Act.
- Employees respect the confidentiality of sensitive information.
- Employees safeguard the property of others and the Municipality.
- Employees give due credit to the contributions of colleagues and support their careers.
- Employees are committed to learning, innovation and improvement through continuous study and thoughtful, measured experimentation to forward the Municipality's priorities.
- Employees hold their employment with the Municipality foremost above any other outside employment and do not accept outside work that would compromise their integrity or that of the Municipality.
- Employees listen, empathize and cooperate with each other to resolve workplace challenges.
- Employees constructively intervene where a colleague's behaviour does not align with this code.

## MEDICAL DISCRIMINATION

<b>Administrative Policy Focus:</b> Recruitment and Selection	<b>Policy:</b> 01:001
<b>Issuing Authority:</b> Municipal Clerk Treasurer	<b>Effective:</b> July 2016

### Administrative Policy

The Municipality believes in protecting the rights and privacy of all employees and the Municipality assures non-discriminatory services to staff members.

### Procedures:

- The employees shall follow all relevant health and safety guidelines as issued by the Nova Scotia Department of Health and the Department of Labour, and as provided in applicable Human Rights Legislation.
- The Municipality will seek current guidance from reliable medical sources.
- To ensure confidentiality, any medical records provided by the employee shall be sealed within the employee personnel file.
- Employees who believe they have been discriminated against on the basis of any matter may file a complaint with the Clerk Treasurer/Designate.
- Employees with any illness shall take all safety precautions per their Medical Practitioner to ensure the wellbeing of other employees and clients.



## ACCOMMODATION FOR PERSONS WITH DISABILITIES

<b>Administrative Policy Focus:</b> Recruitment and Selection	<b>Policy:</b> 01:002
<b>Issuing Authority:</b> Municipal Clerk Treasurer	<b>Effective:</b> July 2016

### Administrative Policy:

The Municipality is committed to hire, train, and promote qualified individuals with disabilities and to make reasonable accommodation for their unique needs.

### Procedure:

- A qualified individual with a disability is defined as “an individual with a disability who with or without reasonable accommodation, can perform the essential functions of the employment position” that such an individual holds or desires.
- Reasonable accommodation may include making existing facilities used by employees readily accessible to and usable by individuals with disabilities. It may also include job restructuring; adjusting or modifying examinations and training materials; and other reasonable accommodations, for persons with disabilities, provided that making such accommodations does not constitute any undue and unreasonable hardship for the Municipality.

The Municipality is committed to maintaining a proper work environment, therefore, the Clerk Treasurer/Designate must:

- Be conscious to both of the sensitive and unique needs of individuals with disabilities.
- Periodically review personnel records of all employees at the Municipality to determine the availability of promotion and transferability of qualified individuals, including those with known disabilities.
- Determine if the present and potential skills of the individuals are being fully utilized and developed.

## POSITION ANNOUNCEMENT

<b>Administrative Policy Focus:</b> Recruitment and Selection	<b>Policy:</b> 01:003
<b>Issuing Authority:</b> Municipal Clerk Treasurer	<b>Effective:</b> July 2016

### Administrative Policy:

The Municipality encourages the advancement chances of all employees. New or vacant positions will be advertised internally before they are advertised externally. The Clerk Treasurer may, from time to time determine that it is appropriate to advertise internally and externally simultaneously.

### Procedure:

- The Clerk Treasurer/ Designate must post the job listing and inform the employees that a new job listing is posted.
- The posting will be placed in a common area to ensure all employees have easy access to the posting.
- The posting will be left in the common area for period of eleven (11) working days.
- The Clerk Treasurer/Designate must ensure that position details and funding confirmation is finalized before posting the job listing. In fact, the Clerk Treasurer in consultation with the Senior Leadership Team (SLT) will consider alternates to replacement, and consider all the elements of the position to ensure that staffing reflects the current priorities of the Municipality, as well as fiscal realities. An updated outcome based position description will be prepared prior to any staffing action.
- When filling job vacancies, the Municipality seeks to offer the position to competent and experienced applicants. Each interested person must apply for the position.
- The Clerk Treasurer/Designate is responsible for advertising the job vacancy externally. Any costs relating to the advertising are borne by the Municipality. All position vacancies are to be filled only when in the opinion of the Clerk Treasurer, there is a suitable candidate who meets the requirements of the Municipality.

## RELEASE OF INFORMATION FOR EMPLOYMENT APPLICATION

<b>Administrative Policy Focus:</b> Recruitment and Selection	<b>Policy:</b> 01:004
<b>Issuing Authority:</b> Municipal Clerk Treasurer	<b>Effective:</b> July 2016

### **Administrative Policy:**

All potential employees and educational placement applicants must provide a “Criminal Record Check” or other documentation related to training, certification or professional membership upon request.

### **Procedure:**

- It is the responsibility of the applicant to obtain the record checks. The record checks usually would have been completed 30 days prior to being received. The applicant shall pay all costs incurred to comply with an employment requirement.
- In regard to a Criminal Record check, any result other than “*No record on file*” may, at the discretion of the Clerk Treasurer, preclude any applicant from involvement with or engagement by the Municipality.

## EQUAL EMPLOYMENT OPPORTUNITIES

<b>Administrative Policy Focus:</b> Recruitment and Selection	<b>Policy:</b> 01:005
<b>Issuing Authority:</b> Municipal Clerk Treasurer	<b>Effective:</b> July 2016

### Administrative Policy:

As a matter of law and Administrative Policy, selection for opportunities for hire, promotion, transfer, or training as well as decisions regarding demotion, termination, or lay off shall occur without regard to race, color, religion, sex, sexual orientation, national origin or other prohibited bases.

### Procedures:

- Employees who feel they have not been given an equal employment opportunity can submit a written report to the Clerk Treasurer/Designate, describing his/her complaint.
- The Clerk Treasurer/Designate shall review and investigate the information within the report. If discrimination is clearly discovered, the Clerk Treasurer/Designate in conjunction with the Clerk Treasurer shall immediately resolve this concern.
  - *Please refer to Administrative Policy 04:004 for corrective action.*

## REFERENCE CHECKS

<b>Administrative Policy Focus:</b> Recruitment and Selection	<b>Policy:</b> 01:006
<b>Issuing Authority:</b> Municipal Clerk Treasurer	<b>Effective:</b> July 2016

### **Administrative Policy:**

When scheduling an interview, the applicant shall be asked for authorization to contact their references. If available, at least two reference checks must be completed for every prospective employee and placement. The applicant shall provide references of individuals who are not related in any way to the applicant, including through marriage. Reference names should be employment, educational, or community based in nature.

### **Procedure:**

- The Clerk Treasurer/Designate must keep a written record of questions and responses to reference checks. The identity of the person(s) contacted should be kept on file.
- A copy of the reference check, including responses, shall be kept in the employee's personnel file

## ORIENTATION

<b>Administrative Policy Focus:</b> Recruitment and Selection	<b>Policy:</b> 01:007
<b>Issuing Authority:</b> Municipal Clerk Treasurer	<b>Effective:</b> July 2016

### Administrative Policy:

All new employees will be provided with a comprehensive, detailed orientation to the organization and their role within the Municipality.

### Procedure:

- The Clerk Treasurer/Designate shall inform the new staff member of the Municipality's policies, as well as, staff services and benefits.
- The Clerk Treasurer/Designate may choose to ask another staff member to assist the new employee for a short period of time.
- The Clerk Treasurer and supporting staff shall ensure that the workplace is prepared for the new employee (i.e. Furniture, WorkStation, materials, equipment, etc.)
- The Clerk Treasurer/Designate or supporting staff is expected to ensure that other staff members are aware of the new employee's commencement date and are prepared to welcome and assist the new employee as much as possible.

Orientation may include but is not limited to the following:

- Review of policies and procedure;
- Overview of history of the Municipality, mission, vision, value and principles and lines of communication;
- Overview of staff services and benefits;
- Occupational health & safety orientation;
- Successful completion of ICS-100 and any other training deemed mandatory for the position.

*For example; terms of employment, job description and scope, pension and medical forms, declaration of confidentiality, introduction to all staff, clients and facility.*

## REVIEW OF ADMINISTRATIVE POLICY AND PROCEDURES

<b>Administrative Policy Focus:</b> Recruitment and Selection	<b>Policy:</b> 01:008
<b>Issuing Authority:</b> Municipal Clerk Treasurer	<b>Effective:</b> July 2016

### Administrative Policy:

It is the responsibility of all employees to ensure that they have read all of the policies and procedures for the Municipality.

### Procedure:

- A reasonable amount of time shall be made available during work time to permit employees to read the manuals.
- When clarification of an Administrative Policy is required employees shall request this through the Clerk Treasurer/Designate. The Clerk Treasurer/Designate shall provide clarification and when necessary consult the Clerk Treasurer/Designate.
- Employees shall sign a Statement of Review and Understanding Form in a timely manner, at the prompting of the Clerk Treasurer/Designate from:
  - The time of commencement of employment at the Municipality; or
  - Institution of a new or revised Administrative Policy
- The Statement of Review and Understanding form(s) shall be placed in the employees personal file
- A copy of the Administrative Policy manual shall be made accessible to all employees.

**STATEMENT OF REVIEW AND UNDERSTANDING**

I have reviewed and understand the Municipality of the County of Antigonish's *Human Resource Administrative Policy Manual for Employees*.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Witness

\_\_\_\_\_  
YYYY – MM – DD



## EMPLOYMENT OF IMMEDIATE FAMILY

<b>Administrative Policy Focus:</b> Recruitment and Selection	<b>Policy:</b> 01:009
<b>Issuing Authority:</b> Municipal Clerk Treasurer	<b>Effective:</b> July 2016

### **Administrative Policy:**

The Municipality may employ relatives of municipal employees and elected officials.

### **Procedure:**

- No special advantage or favouritism will be shown in hiring relatives.
- A relative of a candidate for employment may not be involved, directly or indirectly, in assessing with merits, qualifications or capacities of any candidate for an open position.
- An employee may not be employed in a position subject to direct or in-line supervision or direction by a relative.
- For the purposes of this section, a “relative” includes parent, spouse (including common-law spouse), child, sibling or half sibling, grand-parent, grandchild, niece, nephew or any of those by way of marriage (“in-law” or “step” relatives).

## EMPLOYEE CLASSIFICATION

<b>Administrative Policy Focus:</b> Recruitment and Selection	<b>Policy:</b> 01:010
<b>Issuing Authority:</b> Municipal Clerk Treasurer	<b>Effective:</b> July 2016

### Administrative Policy:

This Administrative Policy addresses permanent full-time and permanent part-time staff. Classification is designated at time of hire and is not changed by hours worked or overtime. The classification of position determines how an employee may be paid, among other things, for hours worked in excess of 37.5-42.5 hours per week (depending on position) and whether or not they are subject to overtime.

### Procedure:

- Classifications of employee status are:

**Full-Time**– An employee whose regularly scheduled workweek is 37.5-42.5 hours per week (depending on position).

**Part-Time** – An employee whose regularly scheduled workweek is less than 37.5 hours per week.

**Casual** – An employee whose schedule is on an “as needed” basis and does not have regularly scheduled hours of work.

- The Clerk Treasurer/Designate in conjunction with the Clerk Treasurer shall determine the aspects of each classification.
- The Clerk Treasurer/Designate is responsible for assigning classification of responsibilities to qualified staff.

## STAFF QUALIFICATIONS

<b>Administrative Policy Focus:</b> Recruitment and Selection	<b>Policy:</b> 01:011
<b>Issuing Authority:</b> Municipal Clerk Treasurer	<b>Effective:</b> July 2016

### **Administrative Policy:**

The Clerk Treasurer/Designate shall ensure all staff meets the qualification guidelines for employees as determined by the Municipality of the County of Antigonish.

### **Procedure:**

- The Municipality shall provide opportunity for staff to maintain or upgrade their necessary credentials as determined by the Municipality of the County of Antigonish. The Municipality will incur the costs associated with any mandatory training.
- Copies of up to date certifications shall be maintained in the employee's personnel file.

## FEDERAL/PROVINCIAL BENEFITS

<b>Administrative Policy Focus:</b> Benefits	<b>Policy:</b> 02:001
<b>Issuing Authority:</b> Municipal Clerk Treasurer	<b>Effective:</b> July 2016

### **Administrative Policy:**

Employees receive deductions from their paycheques for the Canada Pension Plan, Employment Insurance and Income Tax. If and when needed, employees are eligible to apply for benefits from federal and provincial governments.

### **Procedure:**

- Employees shall have the appropriate deductions taken from their bi-weekly pay as is the legal responsibility of the employer.
- Employees shall receive a record for all payroll deductions.

## PENSION BENEFITS

<b>Administrative Policy Focus:</b> Benefits	<b>Policy:</b> 02:002
<b>Issuing Authority:</b> Municipal Clerk Treasurer	<b>Effective:</b> July 2016 Amended January 16 with changes effective April 1, 2018

**Administrative Policy:**

Permanent full-time employees of the Municipality are required to join the Municipality’s Pension Plan after completing one year of service with the Municipality.

**Procedure:**

- Employees will receive detailed information from the Municipality’s Pension Plan Administrator.
- Automatic deductions will be taken from the employees’ paycheque to cover plan premiums.

Year of Service	Employee Contribution	Employer Contribution
Year 2-5	5% of their annual salary	5% of the employee’s annual rate of earnings
Year 6-10	7% of their annual salary	7% of the employee’s annual rate of earnings
Year 11-20	9% of their annual salary	9% of the employee’s annual rate of earnings
Year 21+	7% of their annual salary	11% of the employee’s annual rate of earnings

- The contribution increases by both employee & employer through the years of Service graduated table increase on the employee’s date of hire anniversary for years of service 2, 6, 11 & 21.
- The increases in employee pension contributions based on the years of service graduated table are voluntary. If for any reason the employee does not wish to step up to the next contribution level (based on their years of service anniversary), then the employee can elect to decrease their pension contribution to a previous contribution level, with a minimum contribution of 5%. The County will match the employee’s contribution at the reduced percentage amount.
  - A request for a contribution increase deferral, rollback, and any reversion back to the regular schedule of increase, must be provided to the Clerk-Treasurer by January 1<sup>st</sup> in any year, and will not take effect until the subsequent April 1<sup>st</sup>.
  - An employee cannot “buy back” any deferred contributions.

## LONG TERM DISABILITY

<b>Administrative Policy Focus:</b> Benefits	<b>Policy:</b> 02:003
<b>Issuing Authority:</b> Municipal Clerk Treasurer	<b>Effective:</b> July 2016

### **Administrative Policy:**

The Municipality is committed to providing employees with Long Term Disability coverage. The Municipality contributes resources to fund these programs and services. Employees can pay the benefit plan premiums through a payroll deduction. The Clerk Treasurer must approve any changes in the plans.

### **Procedure:**

- Information on the plans will be provided to all employees.
- In the event that an employee is off for an extended period, during the 119 day waiting period, an employee may have to contribute their share of the Long Term Disability, Life Insurance, Accidental Death and Dismemberment and Dependent Life Premiums.

## BENEFITS PLAN (MEDICAL AND DENTAL)

<b>Administrative Policy Focus:</b> Benefits	<b>Policy:</b> 02:004
<b>Issuing Authority:</b> Municipal Clerk Treasurer	<b>Effective:</b> July 2016

### **Administrative Policy:**

The Municipality is committed to providing employees with a benefit plan with options available to meet individual needs. The Municipality contributes resources to fund these programs and services. Employees can pay the benefit plan premiums through a payroll deduction. The Clerk Treasurer must approve any changes in the plans.

### **Procedure:**

- To be eligible for group benefits, you must be a permanent employee who is a resident of Canada, working a minimum of 30 hours per week on a regular basis, year round.
- Information on the plans will be provided to all employees.

## WORKER COMPENSATION

<b>Administrative Policy Focus:</b> Benefits	<b>Policy:</b> 02:005
<b>Issuing Authority:</b> Municipal Clerk Treasurer	<b>Effective:</b> July 2016

### **Administrative Policy:**

The Municipality works to provide a safe, healthy environment free of recognized hazards for its employees, clients, and visitors. It is Administrative Policy to comply with all applicable health and safety standards, regulations, and codes. The Municipality takes an active role in the Workers Compensation Program.

### **Procedure:**

- The employee and/or witness must immediately report an accident/injury to the Clerk Treasurer/Designate.
- The Clerk Treasurer/Designate shall ensure that the injured employee receives appropriate medical care.
- If medical treatment is received from a physician the employee must request the physician complete an accident/injury report form, provided by the WCB.
- The Clerk Treasurer/Designate shall ensure all necessary documents are completed and forwarded to the WCB.
- The Clerk Treasurer/Designate shall investigate the accident/injury and complete a written report. The report shall be forwarded to the Clerk Treasurer and a copy shall be placed in the employee's personnel file.



## LIFE INSURANCE

<b>Administrative Policy Focus:</b> Benefits	<b>Policy:</b> 02:006
<b>Issuing Authority:</b> Municipal Clerk Treasurer	<b>Effective:</b> July 2016

### **Administrative Policy:**

While insured for this benefit, the amount for which you are insured will be paid to your beneficiary, upon your death. Employees have the right to change his/her beneficiary subject to any statutory restrictions.

### **Procedure:**

- As per guidelines for the life insurance package provided by the carrier.
- In the event that an employee is off for an extended period, an employee may have to contribute their share of the Long Term Disability, Life Insurance, Accidental Death and Dismemberment and Dependent Life Premiums.

## EMPLOYMENT INSURANCE

<b>Administrative Policy Focus:</b> Benefits	<b>Policy:</b> 02:007
<b>Issuing Authority:</b> Municipal Clerk Treasurer	<b>Effective:</b> July 2016

### **Administrative Policy:**

Employment Insurance covers full-time and permanent part-time employees. The purpose of this coverage is to protect employees from complete loss of pay in periods of unemployment. There are regulations required by The Government of Canada pertaining to qualification for unemployment benefits. Information regarding the regulation is available at Service Canada office and website.

### **Procedure:**

- A deduction is taken from the employee's gross earnings and this amount is remitted to the Canada Revenue Agency on behalf of the employee.
- The Municipality is responsible to remit the employees EI contribution to Canada Revenue Agency on behalf of the employees.
- A Record of Employment will be issued to those employees that need to submit a claim for Employment Insurance for unemployment benefits. The Clerk Treasurer/Designate must forward a copy of the Record of Employment so that the claim for benefits can be considered.

## SEVERANCE PAY

<b>Administrative Policy Focus:</b> Benefits	<b>Policy:</b> 02:008
<b>Issuing Authority:</b> Municipal Clerk Treasurer	<b>Effective:</b> July 2016

### Administrative Policy:

The Municipality offers mutually agreed upon benefits as included in severance. The Municipality will comply with the labour standards regarding severance.

The following are some severance qualifying factors:

- Accrued Vacation pay
- Elimination of Position
- Dismissal from position

### Procedure:

- In lieu of financial compensation, the Clerk Treasurer/Designate shall give written notice to staff members in a situation in which their position is being eliminated.
- The Clerk Treasurer/Designate shall give written notice to staff members who are being dismissed from their position, outlining the circumstances and terms.
- The Clerk Treasurer/Designate is expected to give an adequate notice of dismissal or elimination of the position. This notice will comply with current labour code standards.
- Staff are provided sick leave as an insurance in case of a temporary inability to report for work. It is designed and offered thus as an insurance and not intended to be paid out at termination or retirement.

## EMPLOYEE RECOGNITION

<b>Administrative Policy Focus:</b> Benefits	<b>Policy:</b> 02:009
<b>Issuing Authority:</b> Municipal Clerk Treasurer	<b>Effective:</b> July 2016 Amended January 2018 Amended November 2019

### Administrative Policy:

The Municipality of the County of Antigonish is committed to providing a positive and appreciative work environment for its employees at all municipal work sites. A program of recognition is to celebrate the service accomplishments of staff as public servants striving to represent Municipality in service to our community.

### Procedure:

- An annual recognition event will be planned by the Staff Engagement Committee (SEC) and others as desired.
- A budget will be approved each fiscal year based on service award levels to be recognized for that year.
- The Warden and Council will acknowledge staff service milestones and retirements as they arise through the calendar year at the appropriate monthly Council meeting.
- Staff will be recognized at the service milestones outlined in the table below:

Years of Service Completed	Award / Monetary Value of Recognition
5	Certificate & gift valued at \$50
10	Certificate & gift valued at \$100
15	Certificate & gift valued at \$150
20	Certificate & gift valued at \$200
25	Certificate & gift valued at \$250
30	Certificate & gift valued at \$400
35	Certificate & gift valued at \$500
40	Certificate & gift valued at \$500

- Retirement from the Municipality will be acknowledged at the next available milestone based on the employee’s years of service;
  - e.g., if an employee retires after completing 12 years of service with the Municipality, they will be recognized with an award/gift at the “15 years of service completed” level.
- Notwithstanding the preceding clause, in recognition of the previous retirement practice any staff members hired before January 1, 1997, will receive a lump sum payment of \$2000 upon retirement instead of a gift value based on the table above.

## EMPLOYEE WELLNESS

<b>Administrative Policy Focus:</b> Benefits	<b>Policy:</b> 02:010
<b>Issuing Authority:</b> Municipal Clerk Treasurer	<b>Effective:</b> July 2016 Amended January 2018

### **Administrative Policy:**

A healthy workplace leads to improved satisfaction, employee morale, and a more effective workplace. The Municipality has created a policy, known as the *Workplace Health and Wellness Policy* (Policy #42), which was passed by Council on October 17, 2017. The intent of this policy is to encourage, support and offer health related programs that will assist employees and elected officials in improving their own physical, mental and emotional wellbeing.

A copy of this Policy can be found on the Municipality's website, or alternatively, can be provided by the Municipal Clerk-Treasurer/Designate upon request.

## EMPLOYEE COMPUTER PURCHASE

<b>Administrative Policy Focus:</b> Benefits	<b>Policy:</b> 02:011
<b>Issuing Authority:</b> Municipal Clerk Treasurer	<b>Effective:</b> July 2016

### **Administrative Policy:**

The Municipality provides a benefit to municipal employees by permitting personal computer or tablet purchases to be funded through payroll deductions over the course of two years.

### **Procedure:**

- Employees wishing to use this benefit must apply to the Clerk Treasurer/Designate by submitting a cheque requisition request for the value of the computer or tablet being purchased.
- Once approved, a cheque will be requisitioned for the purchase and notice provided to the payroll administrator for appropriate payroll deductions.
- Only one personal computer or tablet may be purchased and deducted from an employee's pay at one time.
- The full value of the purchase must be reimbursed to the Municipality within two years from the time of purchase.

## ATTENDANCE

<b>Administrative Policy Focus:</b>	<b>Policy:</b>
Leaves and Absences	03:001
<b>Issuing Authority:</b>	<b>Effective:</b>
Municipal Clerk Treasurer	July 2016

### **Administrative Policy:**

All employees are expected to be present at work on scheduled working days. Absenteeism will be monitored. A process shall be in place to work with the employee to improve any excessive absenteeism.

### **Procedure:**

- The Clerk Treasurer/Designate shall maintain a record of employee attendance.
- If the frequency of absenteeism of an employee reaches a level that is of a concern the Clerk Treasurer/Designate shall meet with the employee to discuss the issue.
- The Municipality will work with the Employee to improve attendance.
- If efforts to address the frequency of absenteeism fail to improve attendance to an acceptable level the continued employment of the employee will be reviewed.

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## REPORTING ABSENCES

<b>Administrative Policy Focus:</b>	<b>Policy:</b>
Leaves and Absences	03:002
<b>Issuing Authority:</b>	<b>Effective:</b>
Municipal Clerk Treasurer	July 2016

### Administrative Policy:

The Municipality relies on the employee's presence to ensure efficient daily operations. Employees are responsible to notify the Clerk Treasurer/Designate of all absences.

### Procedure:

- When an employee is *unable to attend work* he/she shall, as soon as practical, contact the Clerk Treasurer/Designate and advise of the reason for the absence and the anticipated return date. When the employee is the Clerk Treasurer/Designate the information shall be provided to the Clerk Treasurer. For the purpose of this Administrative Policy the term "*unable to attend work*" includes a requirement to leave work prior to the end of the workday.
- An absence would not include vacation. This is for sick leave, family leave and compassionate leave.
- An employee shall be identified as "*Designate*" in the absence of the Clerk Treasurer. The Clerk Treasurer shall as soon as practical contact the Designate and advise when he/she is unable to attend work. The designate shall be advised of the anticipated return date and shall be kept informed of the actual return date as required.
- An email or phone call to the Clerk Treasurer/Designate and the employee's direct supervisor is acceptable to report absences.



## UNAUTHORIZED ABSENCES

<b>Administrative Policy Focus:</b>	<b>Policy:</b>
Leaves and Absences	03:003
<b>Issuing Authority:</b>	<b>Effective:</b>
Municipal Clerk Treasurer	July 2016

### Administrative Policy:

Employees that are found to have unauthorized absences may be subject to disciplinary action up to and including dismissal. For the purpose of this Administrative Policy “*unauthorized absences*” may include but not be restricted to:

- a. Absent from work without advising supervisor as per **03:002**.
- b. Reason for absence is not authorized under Administrative Policy.

### Procedure:

- When there is reason to believe the absence of an employee may be on an unauthorized leave, the Clerk Treasurer/Designate shall require the supervisor to conduct a review of the incident. Should the review determine the absence was unauthorized, a written report shall be provided to the Clerk Treasurer.
- The Clerk Treasurer/Designate shall determine the level of disciplinary action to be taken.
- The employee shall be provided with a written letter or report, describing the recommended disciplinary action.

## VACATIONS

<b>Administrative Policy Focus:</b>	<b>Policy:</b>
Leaves and Absences	03:004
<b>Issuing Authority:</b>	<b>Effective:</b>
Municipal Clerk Treasurer	July 2016
	Amended January 2018

### Administrative Policy:

Employees are entitled to vacation time.

### Procedure:

The vacation year is April 1st to March 31st. Entitlement for full time employee in the first year of employment is calculated on a pro-rated basis from start date until the next March 31st as follows: (Days are accumulated at 1.25 days per month).

- Subject to any variation in an employee's contract of employment, entitlement to vacation after the first March 31st following the date of hire is normally calculated as follows:
  - Less than five (5) years of service on April 1: one and one-quarter ( $1 \frac{1}{4}$ ) days per month vacation for each month of service to accumulate to a maximum of fifteen (15) working days.
  - More than five (5) years of service but less than ten (10) years of service on April 1: one and two-thirds ( $1 \frac{2}{3}$ ) days per month vacation for each month of service to a maximum of twenty (20) working days.
  - More than ten (10) years of service but less than twenty five (25) years of service on April 1: two and one-tenth ( $2 \frac{1}{10}$ ) days per month vacation for each month of service to a maximum of twenty-five (25) working days.
  - More than twenty (25) years of service on April 1: Plus one day for each additional year beyond the 25 to a maximum of 30 working days.
- The Employee's start date is the date from which the annual vacation allotments are calculated. The vacation entitlement will be accrued on a pro-rate basis.

Example: Employee had 5<sup>th</sup> anniversary of employment on July 3<sup>rd</sup>. In that year, they will receive 3 months accrued at the 1-4 year rate and 9 months accrued at the 5-9 year rate.

$$3 \times 1.25 = 3.75$$

$$9 \times 1.67 = 15$$

Therefore, that employee would be entitled to 18.75 days of vacation during the year where they celebrated their 5<sup>th</sup> anniversary of employment.

- Seniority shall not apply when vacation leave has been approved in advance.
- If two persons apply for the same dates of vacation leave at the same time, the senior staff person will get priority in regards to vacation leave scheduling.

- Long standing practice at the Municipality is that all administrative employees reserve three (3) days of vacation time to be taken between December 25<sup>th</sup> and January 1<sup>st</sup>, the Municipal Administration Centre will then be closed for those days.
- Employees will be required to submit prior to May 1 of each year their vacation request. The request will specify the dates that vacations will be taken for the period ending March 31.
- All but five (5) days must be specified on this schedule. No changes will be made to this schedule unless approved the Clerk Treasurer/Designate. The remaining five (5) days can be taken as required provided sufficient notification is given to the employee's supervisor.
- Vacation schedules are not official until they have been approved by the Clerk Treasurer in consultation with the Senior Leadership Team no later than May 15.

## SICK LEAVE

<b>Administrative Policy Focus:</b> Leaves and Absences	<b>Policy:</b> 03:005
<b>Issuing Authority:</b> Municipal Clerk Treasurer	<b>Effective:</b> July 2016 Amended March 2019

### **Administrative Policy:**

The Municipality of the County of Antigonish strives to be a work environment that is healthy and supports the physical and mental health of its employees. A health related absence is a period of time an employee is absent from work because he/she is unable to fulfill work obligations due to sickness, accident or illness.

### **Procedure:**

- Sick leave is a period of time an employee is absent from work because he/she is unable to fulfill work obligations due to sickness for which compensation is not payable under the Workers Compensation Act. A health related absence includes sick leave and leave for general physical and mental well-being.
- Permanent full-time employees are entitled to accumulate sick leave credits at a rate of 1.25 days, for each completed month of service, to a maximum of 150 Days. If the employee becomes ill, full salary will be paid until all sick leave credits are used.
- No remuneration shall be granted in lieu of unpaid sick benefits.
- Sick leave credits cannot be used in advance.
- Employees may be required to provide a written notice from a physician when sick leave is taken. The notice shall be provided at the employee's expense.
- Employees may receive sick leave benefits instead of vacation for days the employee is hospitalized while on vacation or has a letter from the physician. For the purpose of this Administrative Policy, hospitalized means a person is admitted as an inpatient to a hospital.
- Employees will not receive sick leave for days that they normally do not work or for days on which they would be entitled to a holiday.

## UNPAID LEAVE OF ABSENCE

<b>Administrative Policy Focus:</b> Leaves and Absences	<b>Policy:</b> 03:006
<b>Issuing Authority:</b> Municipal Council	<b>Effective:</b> July 2016

### **Administrative Policy:**

In special circumstances and at the discretion of the Clerk Treasurer upon recommendation from Municipal Council, leave without pay for a period of up to four (4) weeks may be granted to a staff member without loss of continuity of service or and other privileges.

### **Procedure:**

- The leave of absence without pay will not affect the accrued vacation or sick time.
- The employee is responsible to submit a written request to the Clerk Treasurer/Designate concerning reasons for leave and estimated leave time required.
- The Director will get approval from the Clerk Treasurer concerning the length of leave.
- The Clerk Treasurer/Designate may request written verification from an authority knowledgeable of the reason(s) for such a request.

## EMERGENCY UNPAID LEAVE

<b>Administrative Policy Focus:</b> Leaves and Absences	<b>Policy:</b> 03:007
<b>Issuing Authority:</b> Municipal Clerk Treasurer	<b>Effective:</b> July 2016

### **Administrative Policy:**

The Municipality recognizes that situations may unexpectedly occur which require the employee to be absent from their position at the Municipality. The Clerk Treasurer/Designate may approve emergency unpaid leave for the employee.

### **Procedure:**

- The employee must submit in writing to the Clerk Treasurer/Designate a request explaining the reasons for the emergency unpaid leave.
- The Clerk Treasurer/Designate shall review and respond to the request in writing in a timely fashion.
- While the employee is absent due to emergency unpaid leave, the Clerk Treasurer/Designate shall assign their duties to other staff members.

## HEALTH CARE APPOINTMENTS

<b>Administrative Policy Focus:</b> Leaves and Absences	<b>Policy:</b> 03:008
<b>Issuing Authority:</b> Municipal Clerk Treasurer	<b>Effective:</b> July 2016

### **Administrative Policy:**

The Municipality recognizes the need for staff to visit health care professionals during office working hours, from time to time. However, in arranging these appointments, both the best interest of the Municipality as well as the best interests of the employees shall be considered. There may be instances where an employee is unable to arrange an appointment outside normal working hours, therefore, employees should be granted time-off for health-care appointments.

### **Procedure:**

- Whenever possible, employees are requested to arrange such appointments at times other than during normal working day hours.
- Where repeated appointments are necessary, it is anticipated that the Clerk Treasurer/Designate and the employee shall schedule appointments so as to minimize the disruption of the working day.
- When approved by the Clerk Treasurer/Designate, sick time may be used for health care appointments. Sick time used for this purpose shall be coded to identify it as time taken for a health care appointment.
- Employees are entitled to thirty (30) hours per year for medical appointments. Anything over and above this is deducted from accrued sick time.
- Employees are entitled to twenty two and one half (22.5) hours per year for family illness/medical appointments. Anything over and above this is deducted from accrued sick time.

## JURY DUTY/COURT DUTY

<b>Administrative Policy Focus:</b>	<b>Policy:</b>
Leaves and Absences	03:009
<b>Issuing Authority:</b>	<b>Effective:</b>
Municipal Clerk Treasurer	July 2016

### **Administrative Policy:**

Employees who have been called for Jury Duty or subpoenaed to appear in court shall be granted paid leave.

### **Procedure:**

- Staff who receive a summons to serve on Jury duty are to provide the Clerk Treasurer/Designate with a copy of the summons immediately.
- Staff who receive a subpoena to show up in Court and are requesting paid leave, are required to provide the Clerk Treasurer/Designate with a copy of the subpoena immediately.
- The Clerk Treasurer or Designate may request in writing that the Courts consider an exemption from serving on the jury for employees as a result of undue financial hardship.



## MATERNITY LEAVE

<b>Administrative Policy Focus:</b> Leaves and Absences	<b>Policy:</b> 03:010
<b>Issuing Authority:</b> Municipal Clerk Treasurer	<b>Effective:</b> July 2016

### Administrative Policy:

Maternity benefits shall be in compliance with legislated standards.

### Procedure:

- Maternity benefits shall be in compliance with legislated standards.
- Notification of an employee intending to take maternity leave should be given at least two weeks prior to the intended absence. The Municipality agrees to adhere to the present legislation under the EI Act and the Nova Scotia Labour Standards Code concerning entitlement to maternity leave. Should other conditions prevail during this term, a medical certification of ability or non-ability to return to work will be acceptable. Maternity leave can be taken for a maximum of 52 weeks.
- The Municipality will pay a maternity leave top up of 40% of the employees EI payment for 17 weeks of pregnancy leave.
- While off on maternity leave, employees will contribute their share of the Long Term Disability, Life Insurance, Accidental Death and Dismemberment and Dependent Life Premiums as per *Administrative Policies 2:003 and 2:006*.
- Employees have the ability to put their Medical and Dental Benefits plan on hold during their time off.

## PARENTAL LEAVES

<b>Administrative Policy Focus:</b> Leaves and Absences	<b>Policy:</b> 03:011
<b>Issuing Authority:</b> Municipal Clerk Treasurer	<b>Effective:</b> July 2016 Amended January 2018

### **Administrative Policy:**

The Clerk-Treasurer / Designate shall comply with the Nova Scotia Legislative Guidelines regarding Parental Leave.

### **Procedure:**

- The Clerk Treasurer/Designate shall comply with the Nova Scotia Legislative Guidelines Regarding Parental Leave.
- While off on parental leave, employees will contribute their share of the Long Term Disability, Life Insurance, Accidental Death and Dismemberment and Dependent Life Premiums as per *Administrative Policies 2:003 and 2:006*.
- Employees have the ability to put their Medical and Dental Benefits plan on hold during their time off.

### **Supportive-Parental Leave**

The Municipality values the time and commitment of employees to their position and to their family. Work-life balance is important, and this includes providing time for permanent full-time employees who are not giving birth to provide support when introducing a new child to the family, either through birth or adoption.

- As a parent of a new child, you may take up to five (5) paid days leave in support of a new child coming into your family (through birth or adoption)
- Notification of an employee intending to take this supportive-parental leave should be given at least two weeks prior to the intended absence if possible, and must be approved by the Clerk-Treasurer / designate.
- This supportive-parental leave must be taken within one (1) month of the arrival of a new child (through birth or adoption).

## LEAVE OF ABSENCE FOR TRAINING OR PROFESSIONAL DEVELOPMENT

<b>Administrative Policy Focus:</b> Leaves and Absences	<b>Policy:</b> 03:012
<b>Issuing Authority:</b> Municipal Clerk Treasurer	<b>Effective:</b> July 2016

### **Administrative Policy:**

Leave of absence without pay may be granted to employees who wish to attend training to enhance professional development.

### **Procedure:**

- All requests for leave of absence shall be submitted to the Clerk Treasurer for consideration. Request shall include the dates requested, training subject, location, and an explanation of how the training will enhance the employee's professional development in relation to their duties at the Municipality.

## VOTING

<b>Administrative Policy Focus:</b>	<b>Policy:</b>
Leaves and Absences	03:013
<b>Issuing Authority:</b>	<b>Effective:</b>
Municipal Clerk Treasurer	July 2016

### Administrative Policy:

The Municipality respects employees' right/privilege to vote. The Municipality will comply with existing legislation.

### Procedure:

- The employer shall plan and schedule time off for voting per the legislative standard, through the employment and voting day, in accord with the legislated standards.
- Section 131 of the Nova Scotia Elections Act States:

*“131 (1) An employee who is an elector is entitled, while the polls are open on election day, to three consecutive hours for the purpose of casting the employee’s vote.”*

## INCLEMENT WEATHER

<b>Administrative Policy Focus:</b>	<b>Policy:</b>
Leaves and Absences	03:014
<b>Issuing Authority:</b>	<b>Effective:</b>
Municipal Clerk Treasurer	July 2016

### **Administrative Policy:**

The Municipality has an obligation to conduct its business and provide municipal services on a regular basis, despite occasional inconveniences caused by inclement weather. At the same time, the Municipality has a responsibility for safety and well-being of residents and staff. The Municipality may close or suspend some or all municipal operations during periods of severe inclement weather. Employees will be notified by the Clerk Treasurer/Designate and residents will be advised of the Municipality's closures through radio announcements.

### **Procedure:**

- The Clerk Treasurer/Designate shall determine the contents of the announcement, and arrange for the announcements to be made on the radio.
- Staff may be called into work when it is deemed safe to travel at the discretion of the Clerk Treasurer/Designate.
- Employees are expected to make every reasonable effort to be at work during normal working hours, however the Municipality recognizes that severe inclement weather may create concerns for employees with respect to travel to and from work who must use their own judgement in determining whether it is safe to travel. Consultation with Clerk Treasurer/Designate in these cases is required.
- In the event that the building is closed, there will be no loss of pay or other benefits during the time of the closure. Those employees that choose to remain at work during such building closures or that may be required to work at home are not eligible to receive incremental pay or accumulate overtime.
- Building closures do not entitle employees to reinstatement of previously booked vacation, time off in lieu or leave.
- Employees on paid sick leave the day prior to a building closure who do not report to work when the building reopens are required to utilize sick time for the duration of the closure.

## TERMINATION FOR HEALTH REASONS

<b>Administrative Policy Focus:</b>	<b>Policy:</b>
Leaves and Absences	03:015
<b>Issuing Authority:</b>	<b>Effective:</b>
Municipal Clerk Treasurer	July 2016

### **Administrative Policy:**

Termination of employment may become inevitable when an employee's status of health no longer permits him or her to do the job, or any other job that the Municipality may be able to offer. This may occur when employee has exhausted sick leave benefits, but is not fully disabled and yet not medically fit for any other work available within the Municipality.

Termination of employment may also result when the employee fails to keep a correctable condition or illness under control, in such a way that job performance is affected; or where the employee for any health related reason(s) is able to maintain regular attendance at work.

### **Procedure:**

- In any case, where health is affecting the employee's ability to do his/her job the Designate shall consult with the Clerk Treasurer for guidance.
- To determine the implications of the health problem and prognosis for the staff member's employment, arrangements are to be made for the employee's personal Physician to be consulted.
- If the condition is controllable or correctable, and the employee is pursuing the indicated program of treatment and is reasonably able to work, the Municipality will support the employee in whatever way it can.
- The Clerk Treasurer/Designate shall explore the possibilities of accommodating the employee. The employee would transfer at the same rate of pay.
- If a return to a level of health compatible with job responsibilities is not possible, and internal reassignment possibilities have been exhausted, a formal recommendation for termination of employment should be developed by a supervisor or designate with final approval from the Clerk Treasurer.
- Once the decision has been made, formal notice of the decision to terminate employment for health reasons shall be given to the employee. This should be handled in a timely fashion. The Clerk Treasurer/Designate will provide reasonable assistance to the employee regarding government services for reemployment or training, and the Canada Pension Plan or Employment Insurance benefits that may be available.

## COMPASSIONATE LEAVE

<b>Administrative Policy Focus:</b>	<b>Policy:</b>
Leaves and Absences	03:016
<b>Issuing Authority:</b>	<b>Effective:</b>
Municipal Clerk Treasurer	July 2016

### Administrative Policy:

Each full-time staff member is entitled to a compassionate leave. Leave on full pay shall be granted to an employee on account of:

- Death of a partner, child, parent, legal guardian, ward, grandparent, or sibling of the employee.
- The death of a child, parent, legal guardian, grandparent, or sibling of the employee's partner.

Extended illnesses that require staff member absence should be considered for such immediate relatives. Other aspects of this policy may be applied with discretion upon consideration of the circumstances by written application of the employee.

### Procedure:

- The Clerk Treasurer/Designate in conjunction with the Clerk Treasurer shall approve a paid leave for a period of five working days. The days are normally to be taken consecutively, however, the employee may request permission from the Clerk Treasurer/Designate, not to take the days consecutively. This may be granted at the discretion of the Clerk Treasurer/Designate.
- The employee shall suffer no loss of regular earnings for the time that would otherwise have been worked during this period.
- If a staff member is requesting any further leave, this matter will be at the discretion of the Clerk Treasurer and Clerk Treasurer/Designate considering the circumstances.
- The Clerk Treasurer/Designate may approve a paid leave for period of one (1) day for family members of the employee other than those listed in the above Administrative Policy.
- Compassionate care leave is an unpaid, maximum eight-week leave for an employee whose personal care is required for a seriously ill family member, including a spouse (including common-law), child (including child of common-law spouse), father, mother, brother, sister, step-child, mother-in-law, father-in-law, son-in-law, daughter-in-law, or any family member living in domicile, who has a high risk of dying with 26 weeks. An employee must have been employed by the Municipality for more than three months before becoming eligible for compassionate care leave.

- A request for compassionate care leave must be made to the Clerk Treasurer in writing, as far in advance as possible. Failure to make such a request may result in permission being denied, or the requested start date being delayed. An employee requesting compassionate care leave may be required to provide a medical certificate from a qualified practitioner, stating that the employee's family member is seriously ill and requires personal care.

Employees who take all compassionate care leave at once may qualify for a six-week compassionate care leave benefit under the federal government's EI program.



## HARRASSMENT FREE WORKPLACE

<b>Administrative Policy Focus:</b>	<b>Policy:</b>
Workplace Performance	04:001
<b>Issuing Authority:</b>	<b>Effective:</b>
Municipal Clerk Treasurer	July 2016

### ADMINISTRATIVE POLICY

The Municipality of the County of Antigonish will provide a workplace free from harassment and discrimination. Harassment of any nature will not be tolerated at the Municipality.

The Municipality prohibits any behaviour that results in discrimination. The Municipality of the County of Antigonish will not tolerate any conduct that is unwelcome or ought to be reasonably known to be unwelcome.

The Municipality holds its employees, clients, and volunteers to a high standard in the execution of this procedure. It is the responsibility of each employee to be familiar with the Harassment Free Workplace Administrative Policy and process.

### DEFINITIONS

**Employee** includes any permanent employee of the Municipality.

**Harassment** is any improper behaviour by an employee directed at, and is offensive to, any employee of The Municipality of the County of Antigonish and which that person knew or ought reasonably to have known would be unwelcome. Harassment can be objectionable conduct, comment or display made either on a one-time or continuous basis that demeans, belittles, or causes personal humiliation or embarrassment to an employee.

Harassment includes harassment within the meaning of the Nova Scotia *Human Rights Act*, i.e. harassment based on the following prohibited grounds of discrimination: sex, race and colour, ethnic and national origin, religion or creed (religious belief), disability, age, aboriginal origin, source of income, pregnancy, sexual orientation, persons having HIV/AIDs, or conviction for which a pardon has been granted.

**Sexual Harassment** is any conduct, comment, gesture or contact of a sexual nature, whether on a one-time or continuous series of incidents that:

- (a) might reasonably be expected to cause offence or humiliation to any employee; or
- (b) that the employee might reasonably perceive as placing a condition of a sexual nature on employment or an opportunity for training or promotion.

**Racial Harassment** has many forms. It can be verbal or physical. It can be a one-time event or a series of incidents. Any unwelcome comment or action based on race, colour, or national, ethnic or aboriginal origin is racial harassment.

For further clarification, harassment includes, but is not limited to, the following behaviours:

- Abuse of authority towards employees;
- Written or verbal insults, abuse or threats;
- Racial or ethnic slurs, including racially derogatory nicknames;
- Unwelcome remarks, jokes, innuendoes or taunts;
- Persistent and/or aggressive use of obscene language;
- Patronizing behaviour. Language or terminology which reinforces stereotypes and undermines self-respect or adversely affects work performance or the work environment;
- Displaying offensive or demeaning pictures or material, or pictorial representations of a sexual nature;
- Practical jokes which cause awkwardness, embarrassment or negatively affect work performance;
- Unwelcome sexually oriented remarks, invitation, jokes or requests whether indirect or explicit;
- Leering or obscene or offensive gestures;
- Unwanted and inappropriate physical contacts such as touching, kissing, patting, pinching or brushing up against a person; and
- Inquiries or comments about a person's sex life or sexual preference.

## **RESPONSIBILITIES**

The Municipality encourages prompt reporting of complaints so that rapid and appropriate action may be taken. Due to the sensitivity of these problems, the late reporting of complaints will not preclude from taking action.

An employee who is not being harassed directly but who has witnessed or is affected by the harassment of others may also lodge a complaint.

The Municipality will not in any way penalize or retaliate against an employee who in good faith makes a complaint of harassment.

The Municipality will not tolerate any retaliation against an employee for having complained of harassment, participated or co-operated in an investigation of a complaint. An employee who is found to have retaliated may be subject to disciplinary action. The Municipality encourages employees to co-operate in any investigation of harassment.

Investigations cannot be undertaken on the basis of an anonymous complaint. However, when a potential problem is brought to the attention of a supervisor, it will not be ignored. The potential problem will be actively monitored, and, when necessary, steps will be taken to correct the situation.

### **Complainants' Rights**

Complainants have the right:

- (a) to file a complaint and to obtain a review of their complaint without fear of embarrassment or reprisal;
- (b) to be accompanied by a person of their choice during interviews related to their complaint;
- (c) to obtain information about their complaint, subject to the *Freedom of Information and Protection of Privacy Act*; and
- (d) subject to the provisions of the *Freedom of Information and Protection of Privacy Act*, to be informed of the corrective, including disciplinary, measures implemented as a result of a founded complaint.

### **Respondents' Rights**

Respondents have the right:

- (a) to be informed that a complaint has been filed;
- (b) to be provided with a written statement or summary of the allegations and to be given the opportunity to respond to them;
- (c) to be accompanied by a person of their choice during employment related/investigative interviews related to the complaint; and
- (d) to receive information related to the review, subject to the *Freedom of Information and Protection of Privacy Act*.

### **Complainants' Responsibilities**

Complainants have the responsibility:

- (a) to make their disapproval or unease about the harasser's actions known within a reasonable time to the alleged offender, unless it is unreasonable to do so;
- (b) to seek timely assistance from a supervisor;
- (c) to submit a formal complaint in writing when informal resolution attempts do not cease offending behaviour. A written complaint should contain;
  - a brief account of the incident(s);
  - when it occurred;
  - where it occurred;
  - the names of the persons involved;
  - the names of any witnesses;
  - the remedy sought; and
- (d) to cooperate with those responsible for reviewing the complaint.

### **Respondents' Responsibilities**

A person against whom a complaint has been lodged has the responsibility:

- (a) to cooperate with the person or persons responsible for reviewing the complaint;
- (b) to seek assistance from a supervisor to obtain advice on an appropriate course of action.

## **INFORMAL PROCESS**

An employee who has experienced harassment should first attempt to make it clearly known to the person(s) responsible that the behaviour is offensive and contrary to the Municipality's Administrative Policy and request that it stop.

In some situations this may be difficult or inappropriate, or the offensive behaviour may continue even after the harasser has been told that the behaviour is offensive. In this case, employees should take immediate action as outlined below.

Employees who experience harassment and attempt to deal directly with the harasser may choose to have the matter dealt with on an informal basis with the assistance of their supervisor without proceeding with a formal complaint. The purpose of this step is to provide a means of obtaining information, voicing concern and developing a way to deal with the problem. Employees are encouraged to discuss these matters directly with a supervisor if they feel this could resolve the issue.

Where an employee is unsure that harassment has occurred and would like help in determining whether or not the incident constitutes harassment, the employee should immediately discuss the incident with his/her supervisor. When an incident involves the employee's supervisor, the employee should immediately discuss the incident with the member of the Clerk Treasurer designated to receive such complaints.

Where the complainant finds that the informal process of the problem was unsuccessful, inappropriate or unacceptable, the complainant may proceed with the formal process.

## **FORMAL PROCESS**

All formal complaints must be written and signed by the complainant and should be directed to the Clerk Treasurer. The written complaint must include a description of the incident, witnesses if any, and steps already taken to resolve the matter.

The Clerk Treasurer/Designate will initiate an investigation of all formal complaints with three (3) working days of receiving a complaint.

If an investigation is to be conducted, it will include interviews with the complainant, the alleged harasser, any witnesses and anyone else who could have relevant information. The investigator will document the situation accurately and completely. The parties will be advised that their statements will form part of the confidential report.

The Clerk Treasurer will review the report and make a decision concerning the resolution of the complaint and any disciplinary action that might be imposed. The complainant and the alleged harasser will be informed in writing of the outcome.

A finding of harassment will be considered employee misconduct. Therefore, disciplines can range from verbal counselling, a written reprimand to suspension or dismissal.

Complaints will be dealt with on an urgent basis. The investigation of a complaint should be finished within thirty (30) days of the date it is received by the Clerk Treasurer.

No record of a complaint will be filed on the personnel file of a complainant or any witnesses.

A copy of the final report that recommended disciplinary action due to employee misconduct will be placed on the file of the person being disciplined.

## HUMAN RESOURCE RECORDS

<b>Administrative Policy Focus:</b> Workplace Performance	<b>Policy:</b> 04:002
<b>Issuing Authority:</b> Municipal Clerk Treasurer	<b>Effective:</b> July 2016

### **Administrative Policy:**

This Administrative Policy applies to any person affiliated with the Municipality in any capacity.

### **Procedure:**

**The specific procedure will be developed and outlined in the Records Management Policies and Procedures.**

## GRIEVANCES

<b>Administrative Policy Focus:</b>	<b>Policy:</b>
Workplace Performance	04:003
<b>Issuing Authority:</b>	<b>Effective:</b>
Municipal Clerk Treasurer	July 2016

### Administrative Policy:

The Municipality encourages employees to bring work related problems to the attention of the Clerk Treasurer/Designate in a timely manner. Employees should be provided with an opportunity to present issues and to appeal decisions through a formal complaint and grievance procedure. All grievances shall be handled promptly and fairly.

### Procedure:

**Definition:** a grievance is defined as an employee's expression of dissatisfaction concerning conditions of employment or treatment by management or other employees.

In example, this could include application of the Municipality's policies, practices, rules, regulations, and procedures perceived by the employee to be unfair to him/her.

Alleged improper or unfair administration of employee benefits; or conditions of employment such a salary, holidays, vacation, fringe benefits, or promotion could be potential causes for an employee to file a grievance.

- Employees must first discuss any complaints or questions they may have with the Clerk Treasurer/Designate.
- Every reasonable effort should be made by the Clerk Treasurer/Designate and the employee to resolve any questions, problems, and misunderstandings that have arisen prior to initiating a grievance. This shall be done in a timely fashion.
- Clerk Treasurer/Designate, in return, should take positive and prompt action to answer employee's questions and resolve complaints presented to them.
- Formal grievance action begins only after an employee has discussed an issue with the Clerk Treasurer/Designate and no resolution is reached. Formal grievance procedures are to be brought to the Clerk Treasurer.
- To be accepted for consideration under the grievance procedure, a grievance must be in writing within four weeks of the occurrence.
- Where the Clerk Treasurer is the subject of the complaint, the Warden shall receive the complaint and act in the place of the Clerk Treasurer as noted above and below.
  - *See Administrative Policy 04:004 - Corrective Action*

In receiving a complaint the Clerk Treasurer/Chair shall;

- Schedule the meeting where the Clerk Treasurer/Chair shall convene to hear the grievance
- The Clerk Treasurer and the employee shall submit written reports outlining their position on the grievance. The reports must be received by the Clerk Treasurer/Chair of the scheduled meeting fourteen days prior to the meeting.
- The Clerk Treasurer and the employee have the right to attend the meeting.
- In all cases, the Clerk Treasurer must give the employee a written response to the grievance within four (4) weeks of this meeting. A copy of the response, together with any relevant material, will be placed in the employee's personnel file and any grievance files kept by the Clerk Treasurer/Designate



## CORRECTIVE ACTION

<b>Administrative Policy Focus:</b> Workplace Performance	<b>Policy:</b> 04:004
<b>Issuing Authority:</b> Municipal Clerk Treasurer	<b>Effective:</b> July 2016

### Administrative Policy:

Supervisory counselling with employees is designed to establish an equitable system of corrective action for employees who do not adhere to the standards of conduct or to bring a staff member's performance to an acceptable level.

### Procedure:

- The progressive improvement procedure is appropriate corrective action to improve a staff member's performance in a particular position and to bring about adherence to expected standards of conduct. However, the progressive improvement procedure is not appropriate corrective action for extremely serious deviations from accepted standards of conduct, such as conduct that may be injurious to the employee, other employees, clients, members of the public, or municipal property. For serious deviations, immediate suspension and/or involuntary terminations are appropriate.
- The progressive improvement procedure is designed to provide employees with an opportunity to be heard and to correct the problem.
- Corrective action must be reasonably related to the seriousness of the circumstances and employee's past record must be taken into consideration.
- Before taking corrective action involving suspension or involuntary terminations, consultation with the Clerk Treasurer is required.

### Counselling and disciplinary procedures include:

- **Verbal Counselling** – this is a private discussion between the Clerk Treasurer/Designate and an employee who is either not adhering to the code of conduct or not meeting expected standards of performance. Under most circumstances, verbal counselling will occur before taking any other corrective action. The Clerk Treasurer/Designate shall document the date, time and summary of discussion.
  - *See Administrative Policy 04:005 – Documentation of Corrective Action*
- **Written Counselling** – this is a written communication from the Clerk Treasurer/Designate to the employee who continues either not to adhere to standards of conduct or who continues not to meet its specific standards of performance. Generally, an employee will receive two written communications before any other corrective action

is applied. The second communication may advise the employee of suspension pending review for termination.

- **Suspension** – This action is appropriate where:
  - (1) A suspension is a leave of absence with or without pay imposed upon a staff member who continues not to adhere to expected standards of conduct.
  - (2) A suspension pending review for termination is given in order to conduct an investigation and a review of the facts to determine whether the employee shall have an additional opportunity to improve behaviour or whether the employee shall be terminated.
  
- **Involuntary termination** – This action is appropriate where:
  - (1) After oral and written counselling, an employee still cannot meet the standards of performance expected;
  - (2) After oral and written counselling, the employee continues not to adhere to expected standards of conduct;
  - (3) Following an investigation and review during the suspension, the decision is to terminate.
  
- In cases of serious misconduct or criminal activity, the Clerk Treasurer/Designate may suspend the employee without following the progress of counselling and disciplinary procedure.

## DOCUMENTATION OF CORRECTIVE ACTION

<b>Administrative Policy Focus:</b> Workplace Performance	<b>Policy:</b> 04:005
<b>Issuing Authority:</b> Municipal Clerk Treasurer	<b>Effective:</b> July 2016

### **Administrative Policy:**

The Clerk Treasurer/Designate has the responsibility of counselling employees, administering corrective action, and documenting the counselling or corrective action.

### **Procedure:**

- The code of conduct and performance are communicated to the employee. This may be accomplished in writing, by discussion, or other reasonable means.
- Before imposing corrective action involving suspension, consultation with the Clerk Treasurer/Designate is required.
- All disciplinary action, counselling discussions, and related facts are to be documented and forwarded to the Clerk Treasurer.
- All documentation of corrective action shall remain on in employee file for the length of time specified in the Records Management Policy and Procedure Manual.
- The Clerk Treasurer will assist Clerk Treasurer/Designates in developing appropriate documentation for written warnings, suspensions, and discharge.

## DRUG/ALCOHOL ABUSE

<b>Administrative Policy Focus:</b>	<b>Policy:</b>
Workplace Performance	04:006
<b>Issuing Authority:</b>	<b>Effective:</b>
Municipal Clerk Treasurer	July 2016

### Administrative Policy:

Staff members are prohibited from **using, distributing, procuring, or possessing illegal** drugs or non-prescribed controlled substances on Municipal property or in connection with the Municipality's activities. Individuals found being in violation of the County's Administrative Policy on alcohol and drug abuse and a drug free environment (Administrative Policy) may be subject to termination.

Individual suspected of being under the influence of **illegal** drugs, non-prescribed controlled substances, or alcohol in the workplace must abide by the treatment plan as prescribed by their physician applicable to substance abuse.

### Procedure:

- An employee who was found to sell, distribute, or procure **illegal** drugs or non-prescribed controlled substances on Municipal property shall be **terminated** from Municipal employment, will not be eligible for future Municipal employment, and may be subject to criminal prosecution.
  - *See Administrative Policy 04:005 – Documentation of Corrective Action*
- An employee who is found to use or possess **illegal** drugs or non-prescribed controlled substances, unlawfully on Municipal property, may be **terminated** from Municipal employment. Staff members terminated, for this reason, are ineligible for future Municipal employment.
  - *See Administrative Policy 04:005 – Documentation of Corrective Action*
- A subsequent incidence of being under the influence of legal drugs, non-prescribed controlled substances, or alcohol in the workplace may result in termination of Municipal employment and permanent ineligibility for future employment with the Municipality.
- Nothing in this procedure precludes appropriate disciplinary action for acts of misconduct committed by a staff member under the influence of illegal drugs, non-prescribed controlled substance or alcohol.
  - *See Administrative Policy 04:005 – Documentation of Corrective Action*

## CONFLICT OF INTEREST

<b>Administrative Policy Focus:</b>	<b>Policy:</b>
Workplace Performance	04:007
<b>Issuing Authority:</b>	<b>Effective:</b>
Municipal Clerk Treasurer	July 2016

### Administrative Policy:

The Municipality realizes that employees may become involved in situations where loyalties are divided or where his/her personal interest may conflict with their duty to the Municipality.

### Definition:

“Conflict of interest” is a breach of an obligation to the Municipality that has the effect or intention of advancing one’s own interest or the interests of others in a way detrimental to the interests or potentially harmful to the integrity or fundamental mission of the Municipality. Conflicts of interest and the appearance of conflicts of interest must be avoided.

***The Municipality shall also include the “Perception” of conflict of interest when deciding what type of conflict is currently being presented with.***

“Perceived conflict of interest” may be defined as a conflict of interest that may be perceived or apparent rather than actual. In deciding whether or not an apparent conflict of interest existed, the staff member must remember that even though the conflicts may not be real; or, if real, may not result in any harm or benefits, the perception of the conflict is just as damaging to the integrity of the staff member as in an actual conflict of interest. The staff member should recognize that the appearance of a conflict of interest is serious and as such must be reported to the Clerk Treasurer/Designate.

### Procedure:

- Employees are expected to remain loyal to the Municipality even in situations that arise in which they may be tempted to act in violation of their duty to the Municipality. i.e. financial gain, professional advancements, and commitment to third parties which conflicts with their duties for the Municipality.
- An employee in the conflict or potential conflict of interest must disclose the circumstances to the Clerk Treasurer/Designate immediately. If the Clerk Treasurer/Designate has an interest in the matter disclosed, then this interest should be made to the person at the next level of authority.
- The Clerk Treasurer/Designate and the employee will agree, in writing, on a course of action to avoid or monitor the conflict.

- All information concerning this matter must be kept in confidence unless otherwise and agreed by the parties involved.
- It is the responsibility of those with Clerk Treasurer/Designate authority, who detects what they believe to be violations of this Administrative Policy, to act promptly in order to provide or initiate the appropriate disciplinary measures.
- Staff members associated with an enterprise should not, through the enterprises name, publicity, or operations, imply that is associated with or benefit from the Municipality, unless authorized to do so.

## UNSATISFACTORY WORK PERFORMANCE

<b>Administrative Policy Focus:</b>	<b>Policy:</b>
Workplace Performance	04:008
<b>Issuing Authority:</b>	<b>Effective:</b>
Municipal Clerk Treasurer	July 2016

### Administrative Policy:

Unsatisfactory work performance is work-related performance that fails to satisfactorily meet job requirements as set out in the relevant job description, work plan, or as directed by the Clerk Treasurer/Designate.

### Procedure:

- The Clerk Treasurer/Designate shall take corrective action towards any employee with unsatisfactory work performance.
- In most cases a measured approach shall be taken to address unsatisfactory work performance. It is recognized that in some cases due to the seriousness of the issue initial steps in the process may be omitted.
- Step 1 Meeting with Employee  
Clerk Treasurer/Designate shall meet with the employee and discuss area(s) of concern and suggest ways in which the employee can improve their work performance.

Develop an action plan for improvement. The employee shall be provided the opportunity to participate in the development of the action plan. The action plan shall include goals, timelines, responsibilities of the employee and the employer. When appropriate, counselling shall be included in the plan.

- Step 2 Written Notice  
The Clerk Treasurer/Designate shall notify the employee in writing, that his/her work performance is unsatisfactory. The written notice shall include the area(s) of concern and the expectation for improvement and the potential outcome should the employee not improve to a satisfactory level of performance.

The employee shall be required to sign a copy of the written notice acknowledging they have read and understood the contents. They shall also be provided with an opportunity to add their written comments at the end of the notice.

- Step 3 Formal Meeting  
The Clerk Treasurer/Designate shall meet with the employee. The purpose of the meeting is:
  - a. Advise the employee of the area(s) of concern.
  - b. Provide the employee with an opportunity to respond.

- c. Advise the employee of the potential outcome should they fail to improve their performance to a satisfactory level.

The Clerk Treasurer/Designate shall provide the employee with a written report which summarizes the meeting, including the action plan. The employee shall be required to sign a copy of the report acknowledging they have read and understood the contents. They shall also be provided with an opportunity to add their written comments at the end of the report.

Should the employee fail to improve to a satisfactory level of performance the Director or Clerk Treasurer/Designate shall bring the matter to the Clerk Treasurer for discussion of possible termination.



## POLITICAL AFFILIATION

<b>Administrative Policy Focus:</b>	<b>Policy:</b>
Workplace Performance	04:009
<b>Issuing Authority:</b>	<b>Effective:</b>
Municipal Clerk Treasurer	July 2016

### **Administrative Policy:**

The Municipality does not restrict political involvement of employees, but remains apolitical as an organization.

### **Procedure:**

- The Municipality does not restrict political activity of employees if it does not invoke the Municipality's name, property, facilities, or materials, or interfere with the performance of any Municipal duties, or Municipal interest.

## PERSONNEL FILE CONTENTS

<b>Administrative Policy Focus:</b>	<b>Policy:</b>
Personnel Records	05:001
<b>Issuing Authority:</b>	<b>Effective:</b>
Municipal Clerk Treasurer	July 2016

### **Administrative Policy:**

The Municipality shall maintain accurate and complete personnel records for all employees.

### **Procedure:**

Some contents of personnel files are, but not limited to:

- Application for employment
- Written and telephone references
- Offer of employment (and all terms and conditions)
- Name of emergency contact
- Classification and salary memos and related history
- Copy of all certified training certificates
- Evaluation documentation
- Sealed and dated medical certificates, as required
- Criminal record check
- Drivers licence if required for role
- Declaration of confidentiality (to be included in the annual PDP)
- Terminations summary

## EMPLOYEE ACCESS TO PERSONNEL FILES

<b>Administrative Policy Focus:</b>	<b>Policy:</b>
Personnel Records	05:002
<b>Issuing Authority:</b>	<b>Effective:</b>
Municipal Clerk Treasurer	July 2016

### **Administrative Policy:**

Employees have the right to examine their files maintained by the Clerk Treasurer/Designate. The employee may request that information in the file be corrected or supplemented in cases of error or inadequacy.

### **Procedure:**

- An employee must give the Clerk Treasurer/Designate reasonable notice of desire to review his/her file.
- The Clerk Treasurer/Designate shall define the conditions, which an employee may examine his/her file in order to ensure security of the records and to minimize disruption of work at the Municipality.

## RESIGNATIONS

<b>Administrative Policy Focus:</b>	<b>Policy:</b>
Personnel Records	05:003
<b>Issuing Authority:</b>	<b>Effective:</b>
Municipal Clerk Treasurer	July 2016

### **Administrative Policy:**

Employees are entitled to voluntarily resign from their position at the Municipality.

### **Procedure:**

- A staff member must give a minimum of two weeks' notice of resignation to his/her Clerk Treasurer/Designate.
- The staff member or the Clerk Treasurer/Designate must confirm a notice of resignation in writing. A copy must be immediately submitted to the Clerk Treasurer. It should include the last day of work, the reason for resignation, and the commencement date of the resignation.
- The Clerk Treasurer/Designate may wish to conduct an exit interview.

## PERSONAL INFORMATION CHANGES

<b>Administrative Policy Focus:</b>	<b>Policy:</b>
Personnel Records	05:004
<b>Issuing Authority:</b>	<b>Effective:</b>
Municipal Clerk Treasurer	July 2016

### Administrative Policy:

Employees are responsible for notifying the Municipality of personal changes such as:

- Changes in marital status
- Home address
- Home phone number

### Procedures:

- Employees must report, in writing, any changes in personal information.
- The Clerk Treasurer/Designate is responsible for assuring the updated information is placed in the employees personnel file.

## DOCUMENT MANAGEMENT

<b>Administrative Policy Focus:</b>	<b>Policy:</b>
Personnel Records	05:005
<b>Issuing Authority:</b>	<b>Effective:</b>
Municipal Clerk Treasurer	July 2016

### **Administrative Policy:**

The Clerk Treasurer/Designate shall ensure the proper storage and destruction of all personnel files.

### **Procedure:**

- The specific procedure will be developed and outlined in the Records Management Policies and Procedures.

## HOURS OF WORK

<b>Administrative Policy Focus:</b>	<b>Policy:</b>
Hours of Work	06:001
<b>Issuing Authority:</b>	<b>Effective:</b>
Municipal Clerk Treasurer	July 2016

### Administrative Policy:

The Clerk Treasurer/Designate in conjunction with the Director shall determine employees' hours of work.

### Procedure:

- The hours of operation of the Municipality shall be set by Municipal Council. The Clerk Treasurer/Designate shall have the authority to assign hours of work to employees based on service requirements.
- Employees who work the minimum of 7.5-8.5 hours (depending on department) in the day shall be paid a one-hour lunch period.
- The Municipal Administration Centre hours of operation is from 9:00am to 4:30pm on each day of the week excluding Saturdays, Sundays and holidays. Lunches are to be taken between 12:00pm and 2:00pm. Breaks are to be taken between 10:00am and 11:00am and between 3:00pm and 4:00pm.
- The public Tax Office and Reception is to have at least one employee on duty at all open hours. Employees may alternate those duty hours so that all may share the responsibility of the Office being open to the public at regular working hours.
- The Public Works Department hours of operation is from 8:00am to 4:30pm on each day of the week excluding Saturdays, Sundays and holidays.
- The Landfill hours of operation is from 8:00am to 4:30pm on each day of the week excluding Sundays and holidays and 8:00am to 12:00pm on Saturday.
- Garbage and Recycling Collectors hours of operation are from 7:00am to 3:30pm on each day of the week excluding Saturdays and Sundays. Garbage and Recycling shall be picked up on all holidays except, Christmas Day, Good Friday and Remembrance Day.
- Employees are entitled to one hour each for lunch and two (2) fifteen (15) minute paid breaks if they work more than five (5) hours per day. They are entitled to one (1) fifteen (15) minute break if they work more than three (3) hours and less than five (5) hours per day.
- Exceptions to this Policy will be considered by the Clerk Treasurer/Designate.

## PUBLIC HOLIDAYS

<b>Administrative Policy Focus:</b>	<b>Policy:</b>
Hours of Work	06:002
<b>Issuing Authority:</b>	<b>Effective:</b>
Municipal Clerk Treasurer	July 2016

### **Administrative Policy:**

The following shall be legal holidays and the employees shall not be required to work and shall be paid at his/her regular rate of pay, except as required for service delivery.

### **Procedure:**

Paid holidays are as follows:

- New Year's Day\*
- Heritage Day\*
- Good Friday
- Easter Monday
- Victoria Day
- Canada Day\*
- Natal Day
- Labour Day\*
- Thanksgiving Day
- Remembrance Day
- Christmas Day
- Boxing Day\*

\* Paid at time plus time and one-half.

All other holidays will be paid at time plus one half.



## BANKED TIME

<b>Administrative Policy Focus:</b>	<b>Policy:</b>
Hours of Work	06:003
<b>Issuing Authority:</b>	<b>Effective:</b>
Municipal Clerk Treasurer	July 2016

### Administrative Policy:

Banked time shall be provided to staff members to compensate them for hours they volunteer or are required to work outside of regular scheduled working hours.

### Procedure:

- Banked time is earned when staff members are requested to stay after regular working hours to attend meetings or participate in authorized County related business. Banked time can also be accrued on weekends if staff members are involved in County related business.
- The Clerk Treasurer/Designate determines which events qualify for banked time.
- Banked time is accumulated at a regular rate not overtime rate and is recorded by the Clerk Treasurer/Designate.
- On or before May 1<sup>st</sup>, September 1<sup>st</sup> and December 1<sup>st</sup> of each year the Clerk Treasurer/Designate will provide staff with a copy of their accumulated banked time to date.
- In order for banked time to be used, the Clerk Treasurer/Designate must approve it in advance.
- Banked time can only be used for approved time off.
- Banked time may be accrued to a maximum of 37.5 hours.

## OVERTIME

<b>Administrative Policy Focus:</b>	<b>Policy:</b>
Hours of Work	06:004
<b>Issuing Authority:</b>	<b>Effective:</b>
Municipal Clerk Treasurer	July 2016
	Amended January 2018

### **Administrative Policy:**

In order to promote employee wellbeing, overtime is generally discouraged. It is intended that employees will be able to carry out to their responsibilities in normal working hours. However, staff may be required to work overtime.

### **Procedure:**

#### Non-Management Employees:

- Any prior approved time over 31 minutes after the regular workday is considered overtime.
- Any scheduled time which exceeds 37.5-42.5 hours in a week (Sun – Sat) is considered overtime.
- The Clerk Treasurer/Designate must authorize any overtime hours in advance.
- To ensure employee well-being, the Clerk Treasurer/Designate and the employee shall make every reasonable effort to avoid overtime.
- An employee shall be compensated at a rate of 1.5 their regular rate of pay for overtime worked. The employee may request to bank the hours for additional time off, which shall be referred to as banked time. The decision is at the discretion of the Clerk Treasurer/Designate.

#### Management Employees:

- Overtime shall be compensated at straight time as time in lieu when pre-approved by the Municipal Clerk Treasurer/Designate.
  - Notwithstanding the preceding statement, overtime worked during public holidays referenced in policy 06:002 shall be compensated at the rates provided for in that policy.

## CHRISTMAS SHUTDOWN

<b>Administrative Policy Focus:</b>	<b>Policy:</b>
Hours of Work	06:005
<b>Issuing Authority:</b>	<b>Effective:</b>
Municipal Clerk Treasurer	July 2016

### **Administrative Policy:**

The Municipal Administration Centre is closed for business during the Christmas shutdown period. The Christmas shutdown period commences at noon on Christmas Eve and re-opens on the first weekday after New Year's Day.

### **Procedure:**

- During the Christmas shutdown period there are three statutory holidays – Christmas Day, Boxing Day and New Year's Day.
- During the Christmas shutdown period staff may choose one of the following options for the three normal workdays which are not statutory holidays between Boxing Day and New Year's Day:
  - a. Use banked time
  - b. Use vacation

## TERMS OF EMPLOYMENT

<b>Administrative Policy Focus:</b>	<b>Policy:</b>
Conditions of Employment	07:001
<b>Issuing Authority:</b>	<b>Effective:</b>
Municipal Clerk Treasurer	July 2016

### Administrative Policy:

All new and present employees, transferred or promoted to a new job, shall undergo a probation period of twelve (12) months. Upon successful completion of this period, the employees should be assigned regular status. Every employee is subject to certain terms and conditions involved with their position at the County, including but not limited to all of the policies and procedures set out in this manual and in their letter of offer.

### Procedure:

- New employees must serve a probationary period as per their letter of offer, unless waived in the letter of offer the probationary period is one year from the date of commencement in position.
- During the probationary period: the employee's director shall review performance expectations specific to the position as well as provide appropriate guidance and leadership in support of position; the employee shall demonstrate the skills, abilities, quality of work, commitment to position, and conduct themselves in a manner that is respectful and appropriate toward co-workers, Council, and the public that the Municipality serves.
- The Probationary Period may be extended for up to the length of the original probationary period, should the Director and Clerk Treasurer agree that with clearly defined objectives and time lines any remaining performance issues will be resolved.
- An appropriate probationary period may be defined should an employee be promoted or transferred to a new position.
- Time spent as a temporary or contract employee may or may not be included in probationary period, depending on the nature or length of time spent as a contractual or temporary employee. Time taken as a medical or other defined leave must be discussed with Director or Clerk Treasurer to define how this time impacts probationary period.
- A probationary review must be conducted prior to the end of the probationary period as outlined in the letter of offer, a performance evaluation or probationary review form should be completed, signed and a copy kept in the employees file.
- Should at any time a probationary employee's Director determine that the employee has failed to perform at the level required for a permanent appointment to the position; notice in writing outlining areas of improvement needed with specific guidelines for

change needed should be provided as part of an early intervention. Before a decision to terminate has been finalized an opportunity with an appropriate time allowed should be given to the employee to improve his or her performance to the level of standard expected by the position and the Municipality.

- If this has occurred or there has been a serious breach of conduct termination may be effective immediately, and communicated both verbally and in writing. In most circumstances notice in writing of not less than one week, or pay in lieu, will be given.
- Probationary employees are required to provide at least two weeks' notice of resignation, unless discussed with the Director or Clerk Treasurer and a shorter time period is agreed upon. Notification of resignation should be in writing or a written format should accompany or follow up such a conversation.
- If the employee goes on a leave during their probationary period, then the remainder of the probation period must be fulfilled on their return.
- Every employee is to follow the policies and procedures indicated in this manual unless other direction is indicated by the Clerk Treasurer/Designate.

## COMMITMENT TO CONFIDENTIALITY

<b>Administrative Policy Focus:</b>	<b>Policy:</b>
Conditions of Employment	07:002
<b>Issuing Authority:</b>	<b>Effective:</b>
Municipal Clerk Treasurer	July 2016

### Administrative Policy:

The Municipality considers commitment to confidentiality of very serious matter. All information regarding clients, families, and staff members is considered confidential, and therefore, may not be used or disclosed other than for purposes of direct care without consent of the legal Guardian, staff member, or by court order. Any person(s) who violates this Administrative Policy will be subjected to the appropriate disciplinary actions.

### Procedure:

- Before commencing a position at the Municipality, employees are required to read and sign a commitment to confidentiality form.
- The Clerk Treasurer/Designate is responsible for ensuring the privacy and safety of information within client and staff files. All client and employee personnel files and records should be kept in a locked area with only the Clerk Treasurer/Designate having access to the information.
- The destruction of files will be done in accordance with the Records Management Policy.
- The Clerk Treasurer/Designate shall approve access to client employees personnel files.

## TRAVEL

<b>Administrative Policy Focus:</b> Conditions of Employment	<b>Policy:</b> 07:003
<b>Issuing Authority:</b> Municipal Clerk Treasurer	<b>Effective:</b> July 2016 Amended March 2019

### Administrative Policy:

Upon prior approval from the Clerk Treasurer/Designate employees shall receive compensation for travel expenses.

### Procedure:

- Reimbursement for travel expenses is only available for job related activities, and with prior approval of the Clerk Treasurer/Designate
- Employees will be given an allowance for meals during conference/training attendance not to include meals that are provided as part of the registration fee. This is the maximum allowed under the Income Tax Act without provision of receipts. Allowances inclusive of gratuity will be paid as follows:

Meal	Rate (per day)
Incidental	\$10.00
Breakfast	\$15.00
Lunch	\$20.00
Dinner	\$36.00
<b>Total</b>	<b>\$81.00</b>

- Per-Diem meal allowances will be pro-rated based on the length of the day.
- Incidentals can only be claimed when employees travel for a full day.
- The mileage allowance reimbursed for employees using personal vehicles for travel shall be at the rate stipulated from time to time by the Province of Nova Scotia as the maximum mileage rate for its employees and the employee shall be expected to take the most direct route of travel reasonably possible.
- Where several employees attend the same meeting, conference or function, each shall make reasonable efforts to share a vehicle.
- Expense claims are to be submitted to the Clerk Treasurer/ Director for approval by the end of each month.

## DRESS CODE

<b>Administrative Policy Focus:</b>	<b>Policy:</b>
Conditions of Employment	07:004
<b>Issuing Authority:</b>	<b>Effective:</b>
Municipal Clerk Treasurer	July 2016

### Administrative Policy:

The Municipality requires a neat and professional appearance from all employees. It is expected that all employees will exercise good judgment and dress appropriately for their jobs. Dress and grooming should fit the Municipality's situation. Neatness, health and safety, and appropriateness shall be observed.

### Procedure:

- An employee, who goes to work without proper attention having been given to personal cleanliness or neatness of dress, may be sent home to be properly prepared for work.
- Clothing should be suitable and comfortable for normal work activities. Clothing should be clean and in good repair.
- Clothing should correspond with the demands and purpose of the activity in which staff participate.
- Footwear must be worn at all times.
- Steel-toed boots and other personal protective equipment will be designated by the Clerk Treasurer/Designate and required in designated work areas and functions.
- When an employees' dress does not comply with the dress code, the Clerk Treasurer/Designate shall discuss the matter with the employee. If continued counselling fails to bring about the desired response, the Clerk Treasurer/Designate may initiate disciplinary action.



## PERFORMANCE REVIEW

<b>Administrative Policy Focus:</b>	<b>Policy:</b>
Conditions of Employment	07:005
<b>Issuing Authority:</b>	<b>Effective:</b>
Municipal Clerk Treasurer	July 2016

### **Administrative Policy:**

The Clerk Treasurer/Designate conducts an annual performance review and Performance Development Process – PDP - for all employees for each fiscal year. There are several performance factors reviewed during this process. Some performance factors are, but not limited to those items listed in the Municipality’s Competency Dictionary and other factors including:

- Achievement of assigned goals and duties,
- Attendance, and
- Motivation-attitude impacting performance of assigned duties.

### **Procedure:**

- **Being developed in consultation with SEC & SLT.**

## USE OF MUNICIPAL FACILITIES AND EQUIPMENT

<b>Administrative Policy Focus:</b>	<b>Policy:</b>
Conditions of Employment	07:006
<b>Issuing Authority:</b>	<b>Effective:</b>
Municipal Clerk Treasurer	July 2016

### **Administrative Policy:**

The Municipality is equipped with facilities and equipment that are essential for day-to-day operations. Circumstances may arise where a staff member may wish to use the Municipality's facilities or equipment for personal reasons and should only do so with approval in advance from the Clerk Treasurer/Designate.

### **Procedure:**

- The Municipality's facilities and equipment may only be used for municipal services and business.
- This policy shall not restrict the use of the Municipality's Wi-Fi.
- The facilities or equipment of the Municipality are to be booked by staff for personal use only when there is advance request and acceptance of the request by the Clerk Treasurer, supported by a recommendation from the appropriate member of SLT who is accountable for the facility or equipment.

## INFORMATION TECHNOLOGY USE

<b>Administrative Policy Focus:</b> Conditions of Employment	<b>Policy:</b> 07:007
<b>Issuing Authority:</b> Municipal Clerk Treasurer	<b>Effective:</b> July 2016

### **Administrative Policy:**

The Municipality provides its employees with the necessary technology to facilitate communication among personnel and clients and other parties in connection with our business.

### **Procedure:**

- All users of the Municipality's computer network shall adhere to the same code of conduct that governs Municipality of the County of Antigonish.
- The use of the Municipality's phone, email and internet systems are for business purposes only.
- All work performed on the Municipality's network remains the property of the Municipality of the County of Antigonish and may therefore be monitored and/or surrendered to a court of law.
- During working hours, the employee will restrict their use of the information technology to work-related subjects.
- Employees will only download and/or install software on the advice of the Municipality's IT professional and with the express permission of the Clerk Treasurer/Designate.

## ABSENTEEISM AND TARDINESS

<b>Administrative Policy Focus:</b>	<b>Policy:</b>
Conditions of Employment	07:008
<b>Issuing Authority:</b>	<b>Effective:</b>
Municipal Clerk Treasurer	July 2016

### **Administrative Policy:**

Employees are expected to be at work on time. Continuous, blatant disregard for the Municipality's hours of operations may result in disciplinary action.

### **Procedure:**

- Employees are expected to be at work on time and to work the full number of scheduled hours.
- The Clerk Treasurer/Designate, as far in advance as possible should approve planned absences.
- If employees are unable to give advance notice, but must be absent from work for any reason, the employee must notify the Clerk Treasurer/Designate and their direct supervisor as soon as possible.
- Employees must email or telephone the Clerk Treasurer/Designate and their direct supervisor no later than 8:00am on the initial day of absence.

## EMPLOYEE AND FAMILY ASSISTANCE PROGRAM

<b>Administrative Policy Focus:</b> Conditions of Employment	<b>Policy:</b> 07:009
<b>Issuing Authority:</b> Municipal Clerk Treasurer	<b>Effective:</b> July 2016

### Administrative Policy:

The Municipality provides a comprehensive Employee and Family Assistance Program for the support of the staff member and where applicable per the current plan, family members to assist with personal problems which may impact upon physical and mental health, or work focus and relationships.

### Procedure:

- The Municipality's EFAP shall be promoted by management through an annual introductory session as well as regular written promotion and information.
- Employees are encouraged to seek assistance from the program and make other employees aware of the program.
- Management may refer staff to the EFAP should the circumstances of the employee appear to suggest the utility of such a referral.

## SALARY DETERMINATION

<b>Administrative Policy Focus:</b> Conditions of Employment	<b>Policy:</b> 07:010
<b>Issuing Authority:</b> Municipal Clerk Treasurer	<b>Effective:</b> July 2016 Amended January 2018

### Administrative Policy:

The Clerk Treasurer is ultimately responsible for determining the amount of the employees' salaries. Although certain factors are used to help determine salaries, the Clerk Treasurer will apply the approved County scale.

### Procedure:

- There will be an annual practice of movement within the approved step range for each level based on performance as measured through the employee's professional development plan.
- These practices recognize the annual performance gain of the individual as they move from a new employee in a range to one with five years of experience.
- The outcome is to recognize the increased contribution in 5 years of experience.
- For "acting" assignments where the staff is expected to be fully needed and trained and accountable the best practice is to move staff to a first step in the new level of the position they are working in
- A review of market position on ranges and salaries will be conducted every 3-5 years.
- A policy of cost of living increases based on annual increases in the consumer price index (CPI) is also applied to keep salaries and ranges accurate.
- Employees who reach Step 5 in their respective level will receive CPI increases for each year of service.

## PAYROLL ADVANCES

<b>Administrative Policy Focus:</b>	<b>Policy:</b>
Conditions of Employment	07:011
<b>Issuing Authority:</b>	<b>Effective:</b>
Municipal Clerk Treasurer	July 2016

### **Administrative Policy:**

The Municipality does not provide any advances of Payroll.

## EXPENSE CLAIMS

<b>Administrative Policy Focus:</b> Conditions of Employment	<b>Policy:</b> 07:012
<b>Issuing Authority:</b> Municipal Clerk Treasurer	<b>Effective:</b> July 2016 Amended March 2019

### Administrative Policy:

Employees who incur expenses while conducting business related to their duties at the Municipality should be reimbursed for these expenses in a timely fashion.

### Procedure:

- Where practical, prior approval should be obtained from the Clerk Treasurer/Designate
- The employee shall submit an expense claim to the Clerk Treasurer/Designate with receipts for approval by the end of the month in which it is incurred.
- For further direction regarding expense claims made by the Municipal Clerk Treasurer, please refer to the ***Policy on Municipal Council and Municipal Clerk Treasurer Expense Reimbursement***.



## TRAINING AND DEVELOPMENT

<b>Administrative Policy Focus:</b>	<b>Policy:</b>
Conditions of Employment	07:013
<b>Issuing Authority:</b>	<b>Effective:</b>
Municipal Clerk Treasurer	July 2016

### Administrative Policy:

The investment that the Municipality makes in partnership with staff members in their continuing career development and training allows it to achieve maximum flexibility in meeting its current and future skill requirements. Therefore, the Municipality will support staff members in the acquisition of knowledge or skills necessary for the achieving the Municipality's objectives through training and professional development programs. Employees are responsible for pursuing self-development alternatives, which address current and future organizational needs. The Municipality will research and define training and development processes that educates, inform and support the knowledge, skills, and abilities of employees.

### Procedure:

- The Clerk Treasurer/Designate in consultation with staff shall as clearly and realistically as possible, identify the staff's requirements, as well as the needs for staff training and development initiatives, based on agreed upon objectives.
- The Clerk Treasurer/Designate shall provide the staff with opportunity for the discussion of individual goals on at least an annual basis and for the development of a mutually agreed on plan for career training and development.
- Mandatory training shall be given priority. Other requests for training will be considered. Approval of such requests will be based on but not restricted to:
  - a. Availability of funding,
  - b. Relevance to strategic priorities,
  - c. Organizational need. (Are other employees already trained?)
  - d. Recommended training on performance reviews
- Employees shall take the primary responsibility for managing their own careers by:
  - Examining current skills and identifying areas for further development,
  - Seeking opportunities for ongoing skills enhancement,
  - Taking advantage of relevant training,
  - Contributing to the Municipality's annual planning process.
- Employees requesting professional development shall complete the attached form.

MUNICIPALITY OF THE COUNTY OF  
**ANTIGONISH**

**Professional Development Request for Support**

**Employee:**

**Position:**

**Professional Development Opportunity:**

**Rationale for Support:**

**Financial Support Requested:**      Training-  
Travel-  
Accommodations-  
Food-

**Total:**

**Dates of Training:**

**Location of Training:**

**Submitted by:**

**Request Reviewed by:**

**Approved      Not approved      (Circle)**

**Comments:**

## PAYROLL

<b>Administrative Policy Focus:</b>	<b>Policy:</b>
Conditions of Employment	07:014
<b>Issuing Authority:</b>	<b>Effective:</b>
Municipal Clerk Treasurer	July 2016

### **Administrative Policy:**

Payroll is processed biweekly, with 26 pay periods each calendar year. Pay Day is every second Wednesday (although pay periods are defined from Friday to Friday); and is automatically deposited in the employee's bank account; unless other arrangements have been made with the Designate. A statement of this deposit is distributed internally or mailed to the individual.

### **Procedure:**

- Without exception, deadline for payroll submission is 12:00pm on the Thursday prior to the scheduled pay day to the Designate.
- When authorized by an employee, confirmation of employment/earnings, and other inquiries will be handled by the Designate and will consist of verification of necessary details only.

## GLOSSARY

**Designate** – Can represent the Deputy Clerk in the absence of the Clerk Treasurer, the Director of a specific department or a person who has been specifically designated to act in a certain role.

**SEC** – Staff Engagement Committee is comprised of staff representing each Municipal Department.

**SLT** – Senior Leadership Team is comprised of the Municipal Clerk Treasurer, Deputy Clerk and all Directors/Managers.