

Third Reading

Council of the Township of Wollaston
Moved by Brent Goodwin

No. 3608
Session 17th 6 2008
Seconded by Graham Blair

That a by-law to Repeal By-law 30-08 and
renew Council Remuneration for 2008

As reported by the committee of the Whole be read a third time, passed and numbered _____ and that the said by law be signed by the Reeve and clerk, sealed with the seal of the Corporation, and be engrossed in the by-law book.

Carried _____

Second Reading

Council of the Township of Wollaston

No. _____
Session _____ 200_____

Moved by Graham Blair
That a by-law to _____

Seconded by Ron Earle

Be read a second time and be referred to a committee of the whole council.

Carried _____

First Reading

Council of the Township of Wollaston

Session _____ 200_____

Moved by Ron Earle
That a by-law to _____

Seconded by Brent Goodwin

be received and read a first time.

Carried Dan McCauley

The Corporation of the Township of Wollaston

By-Law No 36-08
Repeals by-law No 22-07

Being a by-law to revise the remuneration for the members of Council of Wollaston Township as outlined below.

Effective May 6th, 2008 the rate of remuneration for the Reeve will be \$200.00 per Council meeting/ 2 council meetings per month.

Effective May 6th, 2008 Deputy Reeve and Councillors \$175.00 per Council meeting/ 2 council meetings per month.

In addition to the above the Reeve, Deputy Reeve and all other Councillors will be paid their regular rate for the following listed meetings:


1. Special meeting of Council
2. Budget Preparation meetings
3. Union negotiations meetings
4. Disaster planning /practice meetings
5. Any other meetings deemed important by majority of Council.

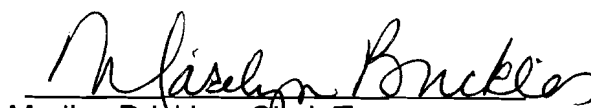
Mileage to be paid monthly at the first Council meeting of the month at a rate of \$75.00

Mileage for attending all other meetings outside the Township at the rate of 52 cents per kilometer.

Note: All regular committee meetings will not be extra and are covered off in the normal monthly remuneration.

Read a first, second and third time and finally passed May 6th, 2008.
Passed sealed numbered and entered into the by-law book.


Dan McCaw, Reeve


Marilyn Brickles, Clerk Treasurer

Township of Wollaston

Human Resource Policy

November, 2004
Revised March 2007

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1. INTRODUCTION

This Human Resource Policy has been implemented by the Corporation of the Township of Wollaston ('the Township') and supersedes any existing Human Resource Management or Personnel by-laws previously in force.

The purpose of this policy is:

- To describe the terms and conditions of employment in force at the Township;
- To provide a sound basis on which Human Resources Management decisions will be made;
- To ensure that the Human Resources practices of the Township are fair, equitable and transparent.

The Township is committed to providing the best possible municipal services to its citizens in the most efficient ways possible. In order to achieve this, the Township requires a committed, flexible work force to provide those services. The Union Agreement supersedes the Human Resources Policy. Where the Union Agreement is silent on a subject the Human Resources Policy will apply.

2. APPLICATION OF POLICY

This policy shall apply to all Township employees, except where indicated otherwise in this policy, the union agreement where indicated otherwise in a written contract of employment approved by Council.

This policy shall not apply to elected representatives of the Township or contractors of the Township except where required by law or indicated otherwise.

It is the responsibility of every Township employee affected by this policy to read it, be familiar with it and be guided by it in his or her day to day work for the Township.

3. DEFINITIONS

The following are the types of employees engaged by the Township:

- **Permanent Full Time** those employees who regularly work either 35 or 40 hours per week
- **Permanent Part Time** those employees who work a regular week but with less hours than the regular hours of a full time employee

- **Seasonal employees** those employees who work less than sixteen (16) weeks in a calendar year
- **Casual/Occasional** those employees who are asked to work by the Township from time to time, as required by the Township

In this policy "Township" means the Township of Wollaston, or the Clerk-Treasurer or any Supervisor authorized to act on behalf of the Township.

4. ATTENDANCE AT WORK

Employees are expected to attend work on a daily basis as required by this policy, unless otherwise stipulated by agreement or contract and as directed by their immediate supervisor, unless reasonable excuse for any absence exists. Employees are also expected to be on time for work each day, and to work to the end of each workday, unless reasonable excuse, permission or direction of the immediate supervisor exists.

If the employee is going to be late for work or absent for any part of the work-day, the employee shall notify his or her immediate supervisor as soon as possible prior to the commencement of the work-day. In the usual case, that notification will be provided to the immediate supervisor at least one (1) hour before the commencement of the workday. The employee shall provide sufficient information to his or her immediate supervisor relating to the intended absence or lateness, and the employee shall seek the approval of his or here immediate supervisor for such absence or lateness. Conditions may be imposed on any such approval (for example, the provision of a medical certificate).

If the employee is unable to reach his or her immediate supervisor by telephone, such notification and request for approval shall be directed to the next higher level of supervision.

All contacts by an employee with the Township to report an absence and seek approval shall be as direct as possible, and not via alternate routes such as messages from co-workers or other third parties (except in extreme cases).

If an employee is having difficulty maintaining regular attendance at work, he or she shall:

- Notify his or her supervisor as to the circumstances causing the absences;
- Obtain medical or other appropriate treatment or counseling;
- Take any other appropriate action (in the circumstances) in order to once again attend regularly at work.

5. CONFLICT OF INTEREST

A conflict of interest is defined as any circumstance that interferes with, or potentially may interfere with the employee's first obligation, that being to provide loyal, impartial and devoted service to the Township. In considering whether a conflict of interest exists, the relationships of the employee and his or her relatives and friends with suppliers, contractors and other third parties who deal with the Township should be considered. In addition, the "conflict of interest" section in the Township Employee Code of Ethic (Schedule "A") should be reviewed in order to determine whether or not a conflict of interest exists. If the employee has any doubt about whether or not he or she is in a conflict of interest position, he or she should consult with his/her immediate supervisor or the Clerk-Treasurer.

On the acceptance of an offer of employment from the Township, new employees shall declare in writing (see schedule B page 26) any personal or business interest, which may directly or indirectly give rise to a conflict of interest. The new employee shall provide the Clerk-Treasurer with a confidential report in writing describing the circumstances.

During the course of his or her employment, all employees shall immediately declare in writing to the Township any conflict of interest that has arisen affecting that employee.

If the employee is in doubt whether or not he or she is in a conflict of interest position, the employee shall declare the issue to the Clerk-Treasurer, at which time the Township shall determine whether a conflict of interest exists.

In all cases where a conflict of interest may exist, the Township shall consider the matter and respond accordingly. The Township may or may not provide the affected employee the opportunity to remedy the conflict of interest.

6. CONFIDENTIALITY

Every employee of the Township is expected to maintain confidentiality (both internally and externally to the Township) regarding the business and affairs of the Township. The section 'confidential information' in the Employee Code of Ethics (Schedule A page 22) should be reviewed in determining whether or not information is in fact confidential. If the employee has any doubt about the confidentiality of the information, he or she should consult with his immediate supervisor or the Clerk-Treasurer.

If an employee receives a request for information that may be confidential, the employee should politely decline to respond and should refer the request to his or her immediate supervisor or the Clerk-Treasurer.

Confidential information obtained as a result of the employee's employment with the Township is not to be used by any employee for private purposes or to make personal gain.

7. OTHER EMPLOYMENT

The Township respects the need for its employees to hold outside employment.

Any such outside employment must not interfere with the employee's commitments to the Township.

If a conflict between an employee's outside employment and his or her employment with the Township is foreseeable, the employee shall consult with his immediate supervisor well in advance. The supervisor shall attempt to address the conflict, having regard to the business and operational needs to the Township.

8. PROBATION

All new employees shall be subject to a three (3) month probationary period. After this period the full time employee will be eligible for benefits. If concerns exist on the part of the supervisor or the Clerk-Treasurer, the Township may extend the duration of the probationary period for an additional three (3) months.

An employee may be dismissed without notice during his or her probationary period, at the sole discretion of the Township.

The employee shall be provided with performance criteria related to their position at the beginning of the probationary period.

Employees will be provided with feed back on their performance during the probationary period, as required.

Part time employees days worked will be credited to the employees full time start date.

9. CALCULATION OF SERVICE

The service of a permanent full time employee shall be calculated from his or her first day of work for the Township in any capacity, except that a break in service in excess of thirteen weeks shall break the employee's service, except in extenuating circumstances. In such cases, the employee's service date shall be calculated from his first day of work for the Township following the break in service.

Regular part time service with the Township shall be pro-rated to full time service using the formula of 1,820 hours for office staff and 2080 hours for all others equals one (1) year of full time service.

10. VACATION

The vacation year shall mean the calendar year, which is the period from January 1st to December 31st in any one year. The qualifying date for vacation entitlement shall be January 1st of each year.

In addition to the statutory holidays, permanent full time employees will be entitled to vacation as follows:

- a) More than (1) month but less than (1) year of continuous employment shall be entitled to one days (8 hrs) vacation with pay for each calendar month of service up to a maximum of 10 days (80 hrs) vacation with pay.
- b) Beginning January 1st of the vacation year in which the employee will complete one (1) full year of continuous employment he/she will be credited with ten (10) days (80 hrs) of vacation leave
- c) Beginning January 1st of the vacation year in which the employee will complete two (2) years of continuous employment he/she will be credited with fifteen (15) days (120 hours) of vacation leave.
- d) Beginning January 1st of the vacation year in which the employee will complete ten (10) years of continuous employment he/she will be credited with twenty (20) days (160 hrs) of vacation leave.
- e) Effective January 1st, 2006 beginning January 1st of the vacation year in which the employee will complete twenty (20) years of continuous employment he/she will be credited with twenty five (25) days (200 hrs) of vacation leave.

All other non permanent full time employees will receive vacation pay as follows.

- a) 4% of the previous year's gross wages for employees with less than five (5) years of continuous employment as of January 1st.
- b) 6% of the previous year's gross wages for employees with five (5) years of more but less than ten (10) years of continuous employment as of January 1st.
- c) 8% of the previous year's gross wages for employees with ten(10) years or more but less than twenty (20) years of continuous employment as of January 1st.
- d) 10% of the previous year's gross wages for employees with twenty (20) years or more of continuous employment as of January 1st.

The Township will have the right to approve any request by an employee for vacation leave. The Road Superintendent and the Waste Site Manager with their respective employees will mutually agree upon a vacation schedule no later than April 30th of each year. It is understood that in no event will a vacation schedule conflict with the normal operations of the Township. An employee entitled to an annual vacation must take the vacation time off. Under no circumstances shall he/she be allowed to receive vacation pay and continue working. Any changes to the vacation schedule must be approved in writing by both employee and the Employee's Supervisor.

11. STATUTORY HOLIDAYS

The statutory holidays listed below will only apply to employees who have completed their 3 month probationary period and have worked at least 15 hours per week during the last 12 weeks.

New Year's Day
Family Day
Good Friday
Victoria Day
Canada Day
Civic Holiday

Labour Day
Thanksgiving
Christmas Day
Boxing Day

12. BEREAVEMENT LEAVE

(a) In the event of the death of a member of an employee's family, an employee who would otherwise have been at work may be granted a leave of absence with pay up to a maximum of three (3) working days to attend the funeral or memorial service. The term member of an employee's family means a spouse, common law spouse, child, parent, parent in law, brother, sister, son in law and daughter in law. The term spouse shall include common law spouse when a couple have cohabitated for a period of one (1) year or more.

(b) In the event of the death of a grandparent, brother in law or sister in law an employee who would otherwise have been at work may be granted up to two (2) days off with pay to attend the funeral or memorial service.

(c) In the event of a ward or former guardian or common law spouses family member, an employee who would otherwise have been at work may be granted one (1) day off with pay to attend the funeral or memorial service.

13. PREGANCY, PARENTAL and ADOPTION LEAVE

This section applies only to permanent full time employees and shall be granted in accordance with the Employment Standards Act.

14. SICK LEAVE

This section applies to permanent full time employees only.

Sick leave shall be earned at the rate of:

A maximum of 6 days per year for permanent full time employees;

A day shall mean the number of regular hours normally worked by the employee.

Employees shall report their absence due to sickness in accordance with Section 4 (attendance at work) of this policy.

Employees may be required by the Township to produce documentation at employee's expense or other evidence to support their claim for sick leave. Such evidence may include a medical certificate or report from a qualified medical practitioner. Employees who are absent from work for three (3) or more consecutive days shall provide the following evidence that attests to the following:

- Confirmation that the employee is/was prohibited from attending at work due to illness or injury (and for what dates);
- If possible, a prognosis should be provided;
- If a return to work on a modified basis is possible, specific restrictions applicable to the employee's return to work must be provided;

The Township may require an employee to produce a medical certificate in respect of any claim for sick leave, regardless of duration.

Up to 6 days per year shall be used for sick time only, and there shall be no cash pay out for unused sick days.

15. COMPASSIONATE LEAVE

An employee may request the Township to provide compassionate or special leave to the employee, with or without pay, except where it is impossible to do so; any such request shall be submitted in writing as soon as possible prior to the expected commencement date of the compassionate or special leave. If the Township approves the employee's request, it may do so on the basis of stipulated conditions.

16. JURY DUTY and WITNESS LEAVE

This section applies only to permanent full time and permanent part time employees.

Employees shall be granted leave without loss of pay or benefits to attend as a juror or as a subpoenaed witness before any Court or Tribunal, on the following basis:

- Immediately upon being advised of his or her requirement to attend as a juror or subpoenaed witness, the employee shall notify his or her immediate supervisor of such requirement;

- The employee shall provide to the Township copies of all documentation related to their attendance, and shall pay to the Township all monies received in connection with their attendance, other than expense monies;
- Employees shall be paid at their regular rate of pay for the duration of the leave;
- If at the end of the leave, the employee is able to return to the Township and work four (4) or more hours in that day, he or she shall do so.

Employees who serve as a witness on behalf of the Township shall be considered to be on regular duty and shall be paid at their regular rate of pay.

17. BENEFITS

This section shall apply only to permanent full time employees who have complete their probationary period (provided the employee works the minimum hours per week as required by the insurer).

The Township's only obligation with respect to the provision of benefits to its employees is to enroll the employees (if the eligibility requirements are met) and to pay its share of the premiums necessary to maintain those benefits during the employment of the employee. Any dispute regarding entitlement to benefits shall be between the employee and the insurer. Where it is reasonable to do so, the Township shall assist the employee in any such dispute.

The Township shall determine from time to time the content of the benefits and the proportion of premiums payable by the Township and the employee. The Township reserves the right to change insurance carriers and or to decide to provide the benefits directly.

At the current time, the Township pays the following proportion of the benefit premiums:

- | | |
|---|------|
| ➤ Group Life Insurance and Accidental Death and Dismemberment | 100% |
| ➤ Long Term Disability Insurance | 100% |
| ➤ Extended Health Care Insurance | 100% |
| ➤ Dental Care Plan | 100% |

18. CLOTHING REIMBURSEMENT

This section applies to Roads & Landfill Site Department Permanent FullTime Employees only.

Each employee will be paid an annual safety footwear and protective clothing allowance of \$225 effective January 1st, 2006 and effective January 1st, 2008 will increase to \$235.00. Upon presentation of an appropriate paid invoice for said work footwear and protective clothing, this will be declared tax deductible.

19. CONFERENCES and SEMINARS

This section applies only to permanent employees.

The Township may require employees to attend conferences, seminars or other training, or employees may request the Township's approval to attend such sessions.

Travel to and from during the regular workday and time spent at the conference, seminar or other training shall be considered a regular workday and employees shall be reimbursed at their regular rate of pay. Overtime shall not be paid for attendance at such sessions.

The following expenses shall be eligible for reimbursement by the Township:

- Travel expenses to and from the conference, seminar or other training location, by the employee's personal vehicle shall be reimbursed at the rate of 52 cents per kilometer;
- Cost of commercial carrier if applicable;
- Taxi transportation while at the location;
- Reasonable accommodation costs, comparable to the convention/conference hotel rates;
- Conference, seminar or other training fees;
- Reimbursements for reasonable expenses per day to cover meals and incidental expenses
- Any expenses related to text and course material.

Receipts shall be required to support the employee's claim for reimbursement of any of the above expense, other than the claim for mileage.

The Township may grant a travel advance for up to 75% of reasonably anticipated costs.

Employees shall submit travel expense reports, with supporting receipts to the Township within ten (10) calendar days of their return from the conference, seminar or other training.

20. HOURS OF WORK

The normal hours of work for permanent full time employees of the Township, excluding the road's department employees shall be 35 hours per week seven (7) hours per day, subject to the business and operation requirements of the Township.

The normal hours of work for the non-union permanent part time employees of the Township shall be determined by the employee's immediate supervisor. At all times the business and operating requirements of the Township shall govern.

The normal hours of work may be altered by the Township on either a temporary or permanent basis, (for example summer hours may be implemented) in consultation with the affected staff.

21. OVERTIME

This section applies to non-management permanent full time, permanent part time, seasonal and occasional/casual employees.

Overtime is defined as all hours worked in excess of an employee's normal weekly hours. Overtime shall be the exception. Overtime will only be paid or accumulated if approved by the employee's immediate supervisor.

- As compensation for overtime, employees may request lieu time, or the Township may require that overtime be compensated by lieu time, for all or any portion of overtime worked. Lieu time shall be taken off at a mutually convenient time within the calendar year, and any outstanding amounts in the lieu time bank shall be paid to the employee at year-end.
- Non-management overtime shall be compensated at straight time for all hours worked in a week up to 39 hours and at time and one half for hours worked in a week in excess of 39 hours.
- A minimum of four (4) hours pay at straight time will be paid to Permanent Employees who are called in on non scheduled work days to work. This does not apply to Council meetings.

This section applies to management employees.

To compensate for the time spent by management staff (Clerk-Treasurer, Waste Site Manager.) at Council, committee and other meetings outside regular work hours, salaried staff shall receive time in lieu for hours at straight time up to 39 hours in a week or time and one half over 39 hours, or if time bank is not used, any outstanding amounts in lieu time bank shall be paid to the employee at year end. Lieu time is to be taken at a time that is mutually convenient to the Township and the employee.

Overtime for the Roads Superintendent will be the same as the Union contract – up to 44 hours per week at straight time and over 44 hours at time and one half.

Union employees please refer to article 14 of the Union agreement.

22. CODE OF ETHICS

The Township's Employee Code of Ethics is attached as Schedule "A" to this policy. It is the responsibility of all employees to read and abide by the Code of Ethics at all times.

23. DISCIPLINE

The Township will normally follow the steps of progressive discipline, as follows:

- a) Verbal warning
- b) Written warning
- c) Suspension without pay
- d) Dismissal

The Township may dismiss an employee for cause. Examples are as follows, but not limited to:

- Substandard work performance
- Excessive absenteeism
- Misconduct
- Sexual harassment
- Theft
- Conduct contrary to this policy and the Code of Ethics
- Insubordination
- Fraud
- Off duty conduct which is reasonably related to employee's employment i.e. making threats against a person for work related complaints.

24. TERMINATION OF EMPLOYMENT

Employees may be laid off temporarily in accordance with the Employment Standards Act.

Employees may be terminated without cause, in which case they shall receive notice or pay in lieu of notice in accordance with the Employment Standards Act.

25. RESIGNATION

All resignations must be in writing and shall state the effective date of the resignation. All employees shall give at least fifteen (15) working days notice of their intended departure.

The Clerk Treasurer shall give at least one (1) month's notice of their intended departure.

26. PAY

The rates of pay and pay ranges for Township employees shall be determined from time to time by the Township as outlined in the attached Schedule "C".

27. ACTING PAY

From time to time, it may be necessary for the Township to replace employees who are absent with other employees.

Positions which are expected to last more than six (6) months shall be posted in accordance with Section 30 of this policy.

Employees who replace a higher paid employee on an acting basis shall be paid at the lead hand rate for the duration of the acting pay period.

28. JOB DESCRIPTION

Each position or class of positions shall be described in a written job description.

The job description shall be reviewed with the employee by the employee's supervisor. The job description shall be signed by both the supervisor and the employee to indicate that the description has been reviewed, the employee understands the duties of the position, and the employee agrees to perform the duties of the position in accordance with the job description.

Job descriptions shall be reviewed at least annually with the employee in order to ensure continued accuracy and that the employee understands his or her duties as set out in the job descriptions.

29. PERFORMANCE REVIEW

Employees may request a performance review with their immediate supervisor on an annual basis.

30. PROMOTIONS

Permanent full time, permanent part time and casual/occasional positions that the Township determines ought to be filled shall be posted for at least five working days. Such postings shall identify the qualifications required for the position. The Township may post internally and advertise externally simultaneously.

Applicants for a posted or advertised position shall be selected on the basis of the following factors:

- Qualifications, skills, ability, experience, competence, suitability, past performance and reference checks;
- Service with the Township;

If two or more candidates are relatively equal having regard to the factors above, the employee with the most service with the Township shall be selected.

Applicants for a posted or advertised vacancy must be able to demonstrate that they have the qualifications required and the present skill, ability, experience, competence and suitability to fulfil the duties and responsibilities of the position.

The Township shall determine the process to be used to assess candidates, which may include oral interviews, reference checks, written tests or other assessment methods.

31. HIRING

The Township may offer employment to a successful applicant subject to certain conditions, including the following:

- Provision of a satisfactory criminal reference check;
- If applicable, satisfactory medical evidence as to the ability of the employee to perform the essential duties and functions of the position;
- A signed declaration of conflict of interest form;
- A document acknowledging that the employee has read and agrees to abide by this policy.

The employee shall be required to sign a copy of the letter of hire, indicating his or her agreement to the terms thereof and this letter will be held on file.

32. DISCRIMINATION

The Township agrees to abide by the provisions of the Ontario Human Rights Codes.

All allegations of discrimination brought to the attention of the Township shall be investigated and the appropriate corrective action taken.

33. SEXUAL HARASSMENT

The Township expects all employees and Councillors for the Township of Wollaston to abide the Sexual Harassment Policy that forms part of this policy (Schedule "D").

34. EMPLOYEE ASSISTANCE

If an employee experiences a personal crisis (for example, personal, emotional or related to drug or alcohol abuse) for which they need assistance, an employee may make a confidential request to the Clerk-Treasurer for assistance under this policy.

Alternatively, the Township may identify the need for an employee to obtain assistance, in which case the Township will approach the employee on a confidential basis.

Assistance will consist of appropriate measures approved by the Clerk-Treasurer to the circumstances of the employee, which may include the following:

- Provision of information to the employee concerning services that are available locally to assist the employee;
- Provision of time off with or without pay to attend counseling or other sessions which are intended to assist the employee (leave credits such as vacation or lieu time will normally be used to cover any paid time off).
- Other measures appropriate to the employee's circumstance.

Any records maintained in the employee's personnel file regarding such assistance shall only indicate that a request for or suggestion of employee assistance was made or provided to the employee, and whether or not the employee obtained such assistance.

35. MODIFIED WORK

The Township is committed to the provision of modified work to its employees, where available and appropriate.

Modified work may be requested by the employee or may be offered by the Township. In either case, it is the responsibility of the employee to provide all necessary documentation and information respecting his or her medical condition and any other circumstances affecting his or her ability to perform the essential duties and functions of the position in question.

On receipt of a request from an employee for modified work or accommodation of some type, the Township shall:

- Determine and request from the employee what further information is required in order to respond to the employee's request;
- Address the employee's request taking into account at minimum the employee's needs (medical or otherwise), the Township's legal obligations under any applicable legislation such as the Ontario Human Rights Code, the availability of work which is suitable to the employee's needs, and all other relevant circumstances.

If the Township determines that it is not able to provide modified work or accommodate the employee's needs, it shall so advise the employee in writing, with reasons.

36. ALCOHOL AND SUBSTANCE ABUSE

Job performance of employees must not be impaired by alcohol or drugs at any time during the workday or while on Township business.

The illegal use, possession, sale or distribution of alcohol or illicit drugs at the Township's workplaces is prohibited.

Employees are expected to:

- Check with their physician regarding the effects of any drugs prescribed to them. Employees are required to advise their supervisor of any job performance impairment which might be expected due to the use of a prescribed drug so that alternate work arrangements can be made if possible;
- Use over the counter drugs responsibly and be aware of any side effects their use may have on job performance;

There must be a willingness and commitment on the part of any employee affected by alcohol or drug abuse to resolve the issue, as the employee has an obligation to regularly be available for work in a timely and fit fashion.

Employees who have a substance abuse problem are encouraged to seek treatment or counseling through appropriate means; (see article 34 Employee assistance).

Employees are not to tolerate an alcohol or substance abuse problem of a co-worker that jeopardizes workplace safety. Any suspected substance abuse problem should be taken up with the co-worker involved or referred directly to their supervisor.

The Township will make reasonable efforts to support, assist, and, if appropriate under the Ontario Human Rights Code, to accommodate any employee affected by alcohol or substance abuse. The co-operation of the employee is required in order to enable the Township to provide these measures.

37. OCCUPATIONAL HEALTH and SAFETY

In accordance with its obligations under the Occupational Health and Safety Act, the Township is committed to providing and maintaining safe and healthy working conditions for all its employees.

The Township and its employees equally share the responsibility for reducing accidents and absenteeism by performing their jobs in a safe and healthy manner. Injuries and property damage losses can be controlled through sound management systems and practices, combined with active employee involvement and cooperation.

Supervisors have the following responsibilities:

- Training each employee in the safe performance of his or her duties through orientation and proper job instruction;
- Enforcement of safe operation procedures;
- Regular inspection and ensuring of good housekeeping of work areas to prevent hazards from developing;
- Conducting accident investigations thoroughly and promptly;
- Compliance with applicable safety and health regulations;
- Reporting of any unsafe conditions that are beyond the control of the supervisor;
- Ensuring chemicals have complete MSDS sheets accessible to all employees;
- Maintenance of records regarding employee's health related problems or complaints, even if not work related.

Employees are responsible for their own safety and health in the work place and the safety and health of their co-workers, which includes the following:

- Performing their jobs within safety and health requirements. This includes wearing protective clothing and equipment if required, and using common sense and thinking safely when performing all duties;
- Unsafe working conditions and practices must be reported to the employee's immediate supervisor and recommendations for corrective actions made. Hazards must be corrected immediately and reported to the supervisor;
- In the event that an employee suffers a work related personal injury or illness he must report it to a supervisor as soon as possible.

Roads Department must have two (2) staff members on duty during normal working hours.

38. SMOKING IN THE WORKPLACE

All work areas and those areas open to the public are smoke free, and smoking is strictly prohibited.

39. RECOURSE

Employees who believe that this policy has been violated, or that this policy has not been applied correctly may take the following steps:

- Discuss the matter with his or her immediate supervisor;
- If appropriate, file a written request for review with the Clerk-Treasurer, all requests for review must contain full details in support of the employee's position;
- If warranted, advance the request for review to Council;

Employees should initiate the process described above as soon as possible after the circumstances giving rise to the employee's concern, and in any event, within five (5) working days.

The decision of Council shall be final and binding.

40. USE OF TOWNSHIP PROPERTY and VEHICLES

Township premises, equipment and supplies are to be used exclusively for the purpose of conducting work related to the Township's business and activities.

Employees whose duties require them to drive or be in charge of Township vehicles and equipment shall:

- Ensure that the vehicle or equipment is in satisfactory mechanical condition;
- Drive safely and responsibly and obey all highway traffic laws;
- Employ all measures recommended for the safe use of vehicles and equipment;
- Be personally responsible for the payment of all fines imposed for breaches of traffic regulations;
- Be in possession of the appropriate driver's license;

- Advise the Township of any loss of driver privileges, however temporary;
- Not permit unauthorized persons to operate vehicles and equipment;
- Report immediately any accidents or damage to the vehicles or equipment.

41. PRIVATE VEHICLES

From time to time, employees may be required to use their personal vehicle for Township business. In such case, employees shall be reimbursed for all business-related travel using their private vehicle at the rate of 52 cents per kilometer.

The Township shall not be responsible for any loss or damage, which may arise as a result of the use of that vehicle. The Township may require an employee to prove that there is insurance liability coverage on the vehicle.

42. PROFESSIONAL FEES and DUES

Annual dues for occupational certifications or professional designations of employees who are required to obtain and retain such designation as part of their employment with the Township shall be reimbursed with the approval of Council for such dues upon submission of an invoice or receipt.

43. FAMILY and OTHER RELATIONSHIPS

Employees of the Township shall not be in a direct reporting/supervision relationship with a family member, relative or person, with whom the employee is involved in a common-law relationship,

If two employees of the Township become romantically involved during the course of their employment, they shall immediately report such relationship to the Clerk-Treasurer.

The Township shall consider the employees' situation and shall decide what course of action, which may include but will not be limited to a reorganization of positions, a change in reporting relationships, or disciplinary sanctions, it intends to follow.

44. AMENDMENT OF POLICY

This policy may be amended by by-law passed by the Township of Wollaston. Any proposed amendments shall be posted and/or distributed to all affected employees for review and comment prior to adoption of an amending by-law by the Township.

CODE OF ETHICS

Employees of the Corporation of the Township of Wollaston are expected to adhere to the highest standards of personal and professional competence, integrity and impartiality. The purpose this Employee Code of Ethics document is to establish a policy statement, adopted by Council, which outlines the high practices expected by the municipality of its employees. The code will represent general standards for all employees and aims to be comprehensive but not exhaustive. By implication, the codes will also recognize more stringent requirements by specific staff, according to the role they play.

POLICY

For the purposes of this policy, FAMILY and RELATIVE shall include immediate family; i.e. spouse (includes common law), mother, father, sons, daughters, brothers, sisters and in-laws.

The following categories are recommended for inclusion in the Code:

1. CONFIDENTIAL INFORMATION

All municipal employees have access to confidential information; some more than others. Employees **shall not** make such information public unless it is deemed public information. Where an employee is unsure of the status of any information, he/she shall confirm with the Clerk-Treasurer before any release of information. Examples of confidential information for which care should be exercised are:

- Items under litigation
- Personnel matters
- Information about suppliers which might be useful to competitors
- Information which infringes upon the right to privacy to others
- Sources of complaints about a variety of matters where the identity of the complained is given in confidence
- Items under negotiation
- Information supplied in support of license applications, etc., where such information is not part of public documentation
- Schedule of prices in contract tenders

2. MEDIA RELATIONS

Only the Clerk-Treasurer or his/her designate shall comment to the media on all matters concerning staff operations, actions and functions of the municipality. This policy is not intended to restrict the ability of employees to express an opinion, or give input to, non-municipal matters. However, where applicable, the employee **shall** make it clear that he/she is commenting as a private citizen and not in a capacity of a municipal employee.

3. CONFLICT OF INTEREST

An employee will be considered to have a conflict of interest where he/she, or a family member, has a direct or indirect financial interest in matters, including contracts with the municipality, and where the employee could influence the decision of the Corporation with respect to those financial matters.

A conflict of interest exists where the employee could directly influence the decision made in the course of performing his/her duties. This includes exerting influence over the decision-maker.

If a conflict exists because of an employee's personal or family interest in a property matter, a business dealing with the Corporation, or similar circumstances, the employee shall notify the Clerk-Treasurer, and he/she will make appropriate alternative arrangements to handle the matter. Of course, if the employee is not sure of a conflict, the advice of the Clerk-Treasurer **shall** be sought and a discretionary decision made by the Clerk-Treasurer on the matter.

Employees **shall not** sell goods, materials or services to the Corporation unless directed by Council. An exception, with the approval of the Clerk-Treasurer could be where an employee competes, outside of regular working hours, in competitive bidding on a fee for service basis, to supply goods, materials or services.

Employees **shall not** engage in private employment or render services for any person or corporation, which has, or may have, business dealings with the Corporation of the Township of Wollaston. Where such action occurs, the Clerk-Treasurer **shall** be notified and discretionary action pursued.

Employees **shall** recognize that they are seen to exert influence on public policy decisions, or on the other hand, have positions requiring neutrality and trust in dealing with the public. If an employee wishes to exercise his/her rights as a private citizen in respect to decision by Council and/or Administration, their intentions **shall** be made to the Clerk-Treasurer or Reeve and appropriate measures taken to protect the integrity of the Corporation.

4. USE OF MUNICIPAL PROPERTY

Municipal property shall not be used by employees for personal use unless through prior approval of the Clerk-Treasurer.

No employee **shall** make financial gain from the use of or sale of Municipal property including computer programs, technological innovations or other patentable items either while an employee of the Corporation or thereafter. All such property shall remain in exclusive ownership of the Corporation.

5. GIFTS and BENEFITS

In order to preserve the image and integrity of the Corporation, business gifts and invitations of hospitality **shall** be discouraged. However, the Corporation recognizes that moderate hospitality is an accepted courtesy in any business relationship. The key is to not reach the level where it becomes obvious that an influence on a business matter is sought or implied. All employees, when in doubt regarding a gift or invitation, **shall** consult with the Clerk-Treasurer.

6. POLITICAL INVOLVEMENT and ACTIVITY

No employee shall have an involvement in a partisan manner, in municipal elections for Wollaston. Employees may become involved in other municipalities' elections as well as Provincial and Federal Elections.

Where an employee wishes to run for Council of the Township of Wollaston, he/she shall first seek a leave of absence to cover the campaign period, and if elected, pursuant to Section 38 (5) of the Municipal Act, must resign from his/her position with the Corporation.

7. HIRING OF RELATIVES

No employee **shall** influence, in any way, the hiring or appointment of relatives to positions within the municipality.

8. ENFORCEMENT

It **shall** be the responsibility of all staff to ensure that this Code is enforced. Where an employee has some reason to be concerned about a possible breach of this Code, the Clerk-Treasurer **shall** be consulted, in total confidence, immediately. The Clerk-Treasurer is responsible for ensuring that the problem is appropriately addressed.

Conflict of interest matters concerning the Clerk-Treasurer shall be referred to the Reeve or Council.

The observance of this Code of conduct shall be a condition of employment with the Corporation. Breaches of the Code will provide grounds for disciplinary action including, in serious cases, dismissal.

All employees **shall** read and subscribe to this Code. A signed acknowledgement that each employee has read and understood this Human Resources policy document, including this Code of Ethics, shall be placed in each employee's personnel file.

9. SEVERABILITY

The provisions of this Code of Conduct are severable and, if any provision, section or word is held invalid or illegal, such validity or illegality shall not effect or impair any of the remaining provisions, sections or words.

CONFLICT OF INTEREST DECLARATION

This declaration is required for all employees hired by the municipality.

I have read Section 5 of the Human Resource Policy of the Township and agree to be bound by the same.

I hereby declare:

I am ____/ am not _____ in a conflict of interest with the Township, and I am aware of no circumstances within the foreseeable future that may place me in a conflict of interest position with the Township.

I am ____/ or may be _____in a conflict of interest position with the Township by reason of the following circumstances:

Dated at _____ this _____ day of _____.

Signature of Employee

Pay Scales and Ranges

By-Law 20-08

Schedule A

Salary increases approved at February 5th, 2008 Council meeting for the non union employees.

Clerk \$24.00 to \$25.44

Deputy Clerk \$18.54 to \$19.84

Office Assistant to Deputy Treasurer \$13.65 to \$15.70

Roads Manager \$20.00 to \$22.00

Waste Site Manager \$15.84 to \$16.63

SEXUAL HARASSMENT POLICY

1. STATEMENT OF PRINCIPLES

The Corporation of the Township of Wollaston is committed to providing a congenial working environment in which all individuals are treated with respect and dignity, free of any form of sexual harassment.

Sexual harassment is offensive, degrading and threatening. The Council of the Township of Wollaston has adopted this policy to make it clear that sexual harassment will not be tolerated in our organization. The Township encourages reporting of all incidents of sexual harassment, regardless of who the offender may be. Individuals found to have engaged in conduct constituting sexual harassment may be disciplined, up to and including discharge. Individuals who observe incidents of sexual harassment have a duty to report it, and failure to do so may lead to discipline.

The Township recognizes that its employee may be subjected to sexual harassment by third parties that conduct business with the Township. In these circumstances, the Township acknowledges its responsibility to support and assist the person subjected to such harassment.

2. APPLICATION OF THE POLICY

This policy applies to Township Council and to all those working at Wollaston including secretarial, support, professional, administrative and senior staff. Wollaston will not tolerate sexual harassment or discrimination whether engaged in by fellow employees, supervisors or Council members.

3. OTHER REMEDIES

This policy is in addition to and not in substitution for such rights as an individual may have under the Ontario Human Rights Code.

The Township is committed to ensuring that discrimination and harassment as described in the Ontario Human Rights Code be eliminated from the operations of the Township.

4. PURPOSES

The purpose of this policy is:

- To maintain a working environment that is free from sexual harassment;
- To alert all employees of Wollaston to the fact that most forms of sexual harassment are an offence under the law;
- To set out the types of behaviour that may be considered offensive
- To establish a mechanism for receiving complaints and to provide a procedure to deal with these complaints; and
- To provide an example of the steps a responsible Employer can take towards maintaining a working environment in which members and employees treat each other with mutual respect.

This policy is not intended to constrain social interaction among people.

5. DEFINITIONS

Sexual Harassment

For the purpose of this policy 'sexual harassment' is defined as one or a series of incidents involving unwelcome sexual advances, requests for sexual favours or other verbal or physical conduct of a sexual nature;

- When such conduct might reasonably be expected to cause embarrassment, insecurity, discomfort, offence or humiliation to another person or group, or to be unwelcome;
- When submission to such conduct is made either implicitly or explicitly a condition of employment;
- When submission to or rejection of such conduct is used as a basis for any employment decision (including, but not limited to, matters of promotion, raise in salary, job security or benefits affecting the employee); or commonly occurs in the

form of behavior by men towards women; however, sexual harassment can also occur between men, between women, or a behavior by women towards men.

Types of behavior which constitute sexual harassment, include, but are not limited to:

- Sexist jokes causing embarrassment or offence, told or carried out after the joker has been advised that they are embarrassing or offensive, or that are by their nature clearly embarrassing or offensive;
- Leering;
- The display of offensive material of a sexual nature;
- Derogatory or degrading remarks directed towards members of one sex or one sexual orientation;
- Unwelcome sexual flirtation, advances or propositions;
- Unwelcome inquiries or comments about a person's sex life;
- Persistent unwanted contact or attention after the end of a consensual relationship;
- Requests for sexual favors;
- Unwanted touching;
- Verbal abuse or threats; and
- Sexual assault.

Retaliation

Retaliation is any action taken against an individual in retaliation for:

- Having invoked this policy whether on behalf of oneself or another individual;
- Having participated or co-operated in any investigation under this policy; or
- Having been associated with a person who has invoked this policy or participated in these procedures.

Included Behavior and Locations

For the purpose of this policy, it is considered that sexual harassment can occur:

- At the office;
- At office related social functions;
- In the course of work assignments outside the office;
- At work related conferences or training sessions;
- During work-related travel;
- Over the telephone; or
- Elsewhere if the person harassed is there as a result of work-related responsibilities or a work-related relationship.

6. RESPONSIBILITIES

Council of the Township of Wollaston is responsible for:

- Discouraging and preventing sexual harassment/discrimination, whether or not complaints of sexual harassment/discrimination have been brought to their attention;
- Investigating every written complaint of sexual harassment/discrimination;
- Imposing disciplinary measures, when a complaint is found to have been substantiated, regardless of the status or service of the offender;
- Doing all in its power to support and assist any member or employee who complains of sexual harassment/discrimination by a person who is not an employee (e.g. client);
- Providing advice and support to persons who are subjected to sexual harassment/discrimination;
- Regularly reviewing the procedures of this policy to ensure that they adequately meet the policy objectives;
- Maintaining records as required by this policy;
- Making all employees aware of the problem of sexual harassment/discrimination and the existence of the procedures available under this policy.

Every employee plays a part in ensuring that the working environment is free from sexual harassment/discrimination. This responsibility can only be met if everyone ensures that his or her conduct avoids even the suggestion of misconduct. In addition, any employee who believes that a colleague has experience or is experiencing sexual harassment/discrimination is encouraged to notify a supervisor.

7. PROCEDURES

Disciplinary Action

Employees against whom a complaint of sexual harassment/discrimination is substantiated may be disciplined, up to and including dismissal. This policy will be applied without regard to status or service.

Confidentiality

Wollaston recognizes the difficulty of coming forward with a complaint and a complainant's interest in keeping the matter confidential.

To protect the interests of the complainants, the person complained against and others who may report incidents of sexual harassment/discrimination, confidentiality will be maintained throughout the process and information relating to the complaint will only be disclosed to the extent necessary to carry out the procedures.

Records

All records of complaints, including contents of meetings, interviews, results of investigations and other relevant material will only be disclosed to the extent necessary to carry out these procedures.

Initial Action by Complainant

A person who considers that she or he has been subjected to sexual harassment/discrimination (the "complainant") is encouraged to bring the matter to the attention of the person responsible for the conduct. Where the complainant does not wish to bring the matter directly to the attention of the person responsible, or where such and approach is attempted and does not produce a satisfactory result, the complainant should notify the Clerk-Treasurer of the Township.

Mediation

The Township may request both the complainant and the alleged harasser to engage in mediation of the complaint, with a view to resolving the matter informally short of the investigation stage. Any resolution arrived at through mediation will be recorded and copies of the settlement document shall be placed in the personnel files of both the complainant and the alleged harasser.

Complainant Decides to Make Written Complaint

Where the complainant decides to make a written complaint, he or she shall provide that document to the Clerk-Treasurer. The complaint should contain all relevant circumstances, including names, dates and places, and must be signed by the complainant.

Notices of Alleged Harasser

The Township shall provide a copy of the complaint to the alleged harasser, together with a copy of this policy.

Investigation

Wollaston will appoint a person or persons to investigate every written complaint and, where appropriate, to recommend disciplinary action or other appropriate action, which may include the following:

- Separating the complainant and the alleged harasser;
- Provision of training or counseling to the alleged harasser;
- General employee training with regard to sexual harassment.

Complaint is substantiated

Where the investigation results in a finding that the complaint of sexual harassment/discrimination is substantiated, the outcome of the investigation, and any disciplinary action, will be recorded in the personnel records relating to the alleged harasser.

Informing Complainant

The complainant will be informed of the outcome of the investigation and any disciplinary action taken. If the complainant is not satisfied with the outcome of the investigation or the disciplinary action, the complainant will be reminded of the continuing right to file a complaint with the Ontario Human Rights Commission.

Report by Colleague

Where a person believes that a colleague has experienced or is experiencing sexual harassment/discrimination, he or she should report this belief to the Clerk-Treasurer of the Township.

Harassment/Discrimination by Outsiders

An employee who considers that he or she has been subjected to sexual harassment by a person who is not an employee or Councillor of the Township should report the matter to the Clerk-Treasurer of the Township. Such report will enable the Township to take the necessary action to ensure that it fulfils its responsibility to support and assist the person subjected to such sexual harassment.

Schedule E

Changes to the Human Resources Policy for employees over the age of 65

Council will continue to cover employees over the age of 65 , however the benefits will change as per the information received by the County wide benefit plan carrier Mosey & Mosey.

Coverage under Manulife

Dental plan stays as is and there is no change to the premium.

Medical – Council has agreed to increase the premium by 1% to cover enefits not covered by ODB.

Travel coverage will be discontinued from the plan as it goes from \$1.50 Single to \$25.00 and from \$3.00 Family to \$50.00 per month.

Coverage from Co-Operators

Basic Life Insurance at age 65 is reduced by 50% - this is based on 50% of the annual salary.

A D & D is also reduced by 50% as well.

LTD is not available after age 65 at all.

