

THE CORPORATION OF THE TOWNSHIP OF WOLLASTON

BY-LAW NO. 60-2020

BEING A BY-LAW TO ADOPT A HUMAN RESOURCES POLICY MANUAL

WHEREAS the Municipal Act, S.O. 2001, Chapter 25, Section 224., provides the authority for municipalities to develop and evaluate the policies and programs for the municipality and to ensure that administrative practices and procedures are in place to implement the decisions of Council;

AND WHEREAS it is deemed expedient to adopt a Human Resources Policy;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF WOLLASTON HEREBY ENACTS AS FOLLOWS:

1. That a Human Resources Policy in the form of Schedule "A" attached hereto and forming part of this By-law be and it is hereby adopted.
2. That this By-law shall come into force and effect on the date of passing thereof.
3. THAT any other By-laws, resolutions or actions of the Council that are inconsistent with the provisions of this By-law be and are hereby repealed and rescinded.

PASSED THIS 14TH DAY OF SEPTEMBER 2020.

MAYOR: BARBARA SHAW

SEAL

CLERK: BERNICE CROCKER

The Corporation of
The
Township
Of
Wollaston
Human Resources Policy

Created: August 2020

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1. INTRODUCTION

This Human Resources 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.
- Provide a sound basis on which Human Resources Management decisions will be made.
- 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.

2. APPLICATION OF POLICY

This policy shall apply to all Township employees, except where indicated otherwise in this policy.

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 their day to day work for the Township.

3. HIRING

a) CONDITIONS OF HIRING

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

- Provision of a satisfactory criminal reference check
- Provision of any other required check (e.g. Driver’s Abstract)
- Satisfactory medical evidence as to the ability of the employee to perform the essential duties and functions of the positions (if applicable)
- Written application and resume

- Verification of references
- Testing procedures (if applicable)
- Necessary experience and qualification (e.g. AZ licence)
- A signed declaration of conflict of interest form
- A signed confidentiality statement
- A document acknowledging that the employee has read and agrees to abide by this policy

Each employee is required to sign a copy of the letter of hire, indicating his or her agreement to the terms thereof and this letter must be held in his or her personal file. The Township reserves the right to negotiate an employment agreement with senior level positions.

b) PROBATION PERIOD

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/Administrator, 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 will be provided with performance criteria related to their position at the beginning of the probationary period.

Employees will be provided with feedback on their performance during the probationary period as required.

4. TERMS AND CONDITIONS OF EMPLOYMENT

a) DEFINITIONS OF EMPLOYMENT

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

- **Regular Full Time** Those employees who regularly work more than 32 hours per week.
- **Regular Part Time** Those employees who regularly work 32 hours per week or less.
- **Casual/Occasional** Those employees who are asked to work by the Township from time to time, as required by the Township with no minimum guaranteed hours.

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

b) 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, as directed by their immediate supervisor, or a reasonable excuse for any absence exists. Employees are also expected to be on time for work each day, to work to the end of each workday, unless there is a reasonable excuse or they have permission or direction from their immediate supervisor for the change in hours.

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 commencement of the work day.
- Notify his or her immediate supervisor at least one hour before the commencement of the work day.
- Provide sufficient information to his or her immediate supervisor relating to the intended absence or lateness.
- Seek the approval of his or her immediate supervisor for such absence or lateness.

Conditions may be imposed on the approval, such as a medical certificate **if away for more than 5 days**.

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 seeking of approval shall be as direct as possible. Voice messages through the phone are acceptable provided there is a return number for the supervisor to contact the employee.

Note: Messages from co-workers or other third parties are **not** acceptable, except in extreme cases.

If an employee is having difficulty maintaining regular attendance at work, they shall:

- Notify his or her immediate supervisor of the circumstances causing the absences.
- Obtain medical or other appropriate treatment or counselling.
- Take any other appropriate action in order to attend work regularly.

c) HOURS OF WORK

a) The normal hours of work for the regular full time **Administration employees** of the Township are as follows:

Days	Hours
Monday	9:00 a.m. to 4:00 p.m.
Tuesday	9:00 a.m. to 4:00 p.m.
Wednesday	9:00 a.m. to 4:00 p.m.
Thursday Closed to Public	9:00 a.m. to 4:00 p.m.
Friday	9:00 a.m. to 4:00 p.m.

Note: The normal hours of work may be altered by the Township on either a temporary or permanent basis.

b) The normal hours of work for the regular full time **Roads employees** of the Township are 40 hours per week, (exclusive of a half hour unpaid lunch break). **Winter hours are as follows:**

Days	Winter Hours
Monday	6:00 a.m. to 3:30 p.m.
Tuesday	6:00 a.m. to 3:30 p.m.
Wednesday	6:00 a.m. to 3:30 p.m.
Thursday	6:00 a.m. to 3:30 p.m.
Friday	6:00 a.m. to 10:00 a.m.

Unless otherwise stated the Winter Schedule begins on November 15 and ends on April 14 each year.

The normal hours of work for the regular full time **Roads employees** of the Township are 40 hours a week, (exclusive of a half hour unpaid lunch break). **Summer hours are as follows:**

Days	Summer Hours
Monday	6:00 a.m. to 4:30 p.m.
Tuesday	6:00 a.m. to 4:30 p.m.
Wednesday	6:00 a.m. to 4:30 p.m.
Thursday	6:00 a.m. to 4:30 p.m.
Friday	Off

Unless otherwise stated the summer schedule begins on April 15 and ends on November 14 each year.

The start/stop days of the summer hours/winter hours are to be determined by the Roads Superintendent. In order to accommodate emergency, special or unusual circumstances, the Employer reserves the right to alter the work schedule as may be required.

- c) The normal hours of work for the **Landfill Site Attendants** of the Township are as follows:

From November 1 to April 30 the work week will be 21 hours:

Days	Hours
Wednesday	9:00 a.m. to 4:00 p.m..
Friday	9:00 a.m. to 4:00 p.m.
Sunday	9:00 a.m. to 4:00 p.m.
Closed Monday, Tuesday, Thursday and Saturday	

From May 1 to October 31 the work week will be 29 hours:

Days	Hours
Monday	9:00 a.m. to 4:00 p.m.
Wednesday	9:00 a.m. to 4:00 p.m..
Friday	9:00 a.m. to 4:00 p.m.
Sunday	9:00 a.m. to 5:00 p.m.
Closed Tuesday, Thursday and Saturday	

The Township reserves the right to change the opening and closing days and/or hours of the Landfill Site and its Attendants as may be required

- d) **Chief Building Official/By-Law Officer** Hours

Days	Hours
Monday & Wednesday	1:00 p.m. to 3:00 p.m.

Although the hours of work are slotted for these two days, inspections and other work-related issues may require the CBO to continue working additional hours per week. **Note:** The normal hours of work may be altered by the Township on either a temporary or permanent basis.

e) **Labourer Hours**

Days	Hours
As required	As required

Although the hours of work for a labourer may vary, this position represents any required work at the municipal public areas such as the Pavilion, Park and Beach and any other areas not listed herein, as may be determined by the Road Superintendent and/or Clerk/Administrator.

Employees shall be allowed a one half (1/2) hour unpaid lunch on duty and one (1) fifteen (15) minute break in the morning and afternoon of each normal working day, unless otherwise negotiated or as per an employee's contract.

5. PAYMENT OF EMPLOYEES

Unless otherwise stated all employees will be paid on a bi-weekly basis for the periods of Sunday to Saturday. All employees will receive payment by direct deposit. All Employees must submit a timesheet by the designated date as provided by the Clerk/Administrator or other designated Supervisor, any changes on the timesheet must be initialled by the Supervisor.

6. VACATION ENTITLEMENT

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, regular 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 day vacation (based on the average regular work day) with pay for each calendar month of service up to the maximum of 10 regular work days vacation with pay.

- b) Beginning January 1st of the vacation year in which the employee will complete one full year of continuous employment they will be credited with ten (10) days of vacation leave (based on the average regular work day).

- c) Beginning January 1st of the vacation year in which the employee will complete two (2) years of continuous employment they will be credited with fifteen days of vacation leave (based on the average regular work-day).
- d) Beginning January 1st of the vacation year in which the employee will complete 10 years of continuous employment they will be credited with twenty (20) days of vacation leave (based on the average regular work day).
- e) Effective January 1st, of the vacation year in which the employee will complete twenty years of continuous employment they will be credited with twenty-five (25) days of vacation leave (based on the average regular work day).
- f) During the annual Christmas Break, the municipal office may be closed, at the discretion of the Clerk/Administrator, depending on the days of the week for Christmas Day and Boxing Day. Municipal Staff will receive regular pay for the days normally scheduled to work should the office be closed. Weather permitting, the Roads Department will also be closed, at the discretion of the Clerk/Administrator and Roads Superintendent, depending on the days of the week for Christmas Day and Boxing Day. Roads Staff will receive regular pay for the days normally scheduled to work, but in the event that Roads Staff are called into work because of weather circumstances, Roads Staff will not be paid overtime if working during their normal winter work hours.

Employees who regularly work less than regular full-time hours per week shall receive vacation pay as follows:

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

The Township will have the right to approve or deny any request by an employee for vacation leave. The Road Superintendent/Waste Site Manager with their respective employees will mutually agree upon a vacation schedule, no later than April 30th each year as per the Collective Agreement.

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 they be allowed to receive vacation pay and continue working.

Any changes to the vacation schedule must be approved in writing by the employee and the Employee's immediate Supervisor and/or the Clerk-Administrator.

Employees must have scheduled their allocated vacation time to be used by December 31 each year. In exceptional circumstances only, the Clerk/Administrator has the authority to approve vacation carryover. A request to carryover vacation time must be submitted in writing to the Clerk/Administrator who has sole discretion to approve or deny the request, based on operational needs.

7. DESIGNATED HOLIDAYS

The designated holidays listed below will only apply to employees who have worked the required days/hours in accordance with the most recent law of the Employments Standards Act.

New Year's Day	Civic Holiday
Family Day	Labour Day
Good Friday	Thanksgiving Day
Easter Monday	Christmas Day
Victoria Day	Boxing Day
Canada Day	

Remembrance Day is only considered a designated holiday when it falls on a regular workday.

Typically, the designated holiday will be observed on the day it falls, however, the Clerk/Administrator may determine an alternate day to observe e.g. Canada Day on a Wednesday might be observed on a Friday or Monday. In this case, the Township will designate the preceding Friday or the following Monday as the day upon which the said holiday will be observed.

For the Landfill Site, when any of the above noted paid holidays fall on other than a regular working day, the Township will grant the employee a day to be taken off at a mutually agreed time.

For part time staff the designated holiday rate is determined based on the hours worked in the previous four weeks, or as required by the Employment Standards Act.

8. OVERTIME

This section applies to non-management regular full time and occasional/casual hourly paid 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.

- In lieu of 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. The Township will follow the Collective Agreement regarding lieu time.
- Non-management administrative overtime shall be compensated at straight time for all hours worked in a week up to 42 hours and at time and a half for hours worked in a week in excess of 42 hours.
- For Roads employees, providing they have worked 42 hours, overtime approved in advance by the Supervisor shall be compensated at time and one half. The Township will follow the overtime terms outlined in the current Collective Agreement.
- For Designated Holidays, overtime shall be compensated at two times the employee's regular hourly rate for all hours worked.
- A minimum of four (4) hours pay at straight time will be paid to Regular Employees who are called in on a non-scheduled work-day to work. This does not apply to Council, nor to any staff who have negotiated a contract with the Township, unless terms are outlined in said contract for such payment.

Salaried positions are not typically eligible for overtime. In the event that substantial overtime is required, to complete a task and/or function, consideration for additional compensation in payment and/or time in lieu will be as agreed to, with the Clerk/Administrator.

9. LEAVES OF ABSENCE

a) BEREAVEMENT LEAVE

In the event of the death of a member of an employee's immediate family, an employee who would otherwise have been at work may be granted a leave of absence with pay up to a maximum of four (4) working days to attend the funeral or memorial service.

The term "member of an employee's immediate family" is defined as the Employee's: spouse, common-law spouse, child, parent, parent-in-law, brother, sister, son-in-law, daughter-in-law, step-parent or step-child.

Note: The term spouse shall include common law spouse when a couple have cohabitated for a period of one year or more.

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) working days with pay to attend the funeral or memorial service.

In the event of a ward or former guardian or common law spouse's 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.

In the event that all activities of the bereavement are outside of the province or out of the country, employees will be allotted 1 week (5 working days) for the attendance and travel both ways. The employee will receive pay for days off as per the bereavement leave timeframe noted above based on the relationship to the deceased.

b) PREGNANCY, PARENTAL AND ADOPTION LEAVE

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

c) MEDICAL LEAVE & SICK/PERSONAL DAYS

This section applies to regular part-time and regular full-time employees only, who have completed the probationary period.

Medical leave sick/personal days shall be earned at the rate of:

- A maximum of 13 days per year for regular full-time employees and regular part-time employees, or as stated in the current Collective Agreement.

Sick/personal days can be accumulated and carried over into subsequent years, to a maximum of 39 days for regular full-time employees, or as per current Collective Agreement.

Employees shall report their absence due to illness in accordance with the section entitled "Attendance at Work" in this policy.

Employees may be required by the Township to produce documentation at the employee's expense or other evidence to support their claim for medical leave. Such evidence may include a medical certificate or report from a qualified medical practitioner. Employees who are absent from work for five (5) or more consecutive days shall provide the following evidence that attests to the following:

- Confirmation that the employee is/was prohibited from attending work due to illness or injury (for what timeframes, dates)
- 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 to any claim for medical leave, regardless of the duration.

While on medical leave, the Township will continue to pay the employee's portion of the benefit plan to a maximum time-frame of 2 years. The Township will cease payment and all benefits will cease should the employee not be able to return to work after the 2-year time-frame.

Unused sick days hold no cash value, and therefore cannot be paid out.

d) COMPASSIONATE LEAVE

An employee may request the Township to provide compassionate or special leave, with or without pay. Approval is subject to the Township's discretion and there is no obligation to provide this type of leave.

The following stipulations are to be followed when making the request for a compassionate or special leave;

- i) The request must be in writing
- ii) The request must have the commencement & completion date explicitly outlined
- iii) The Township can stipulate conditions prior to approval of the leave

e) JURY DUTY AND WITNESS LEAVE

This section applies only to regular full time and regular 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 the requirement.
- The employee must provide the Township copies of all documentation related to their attendance, and pay to the Township all monies received in connection with their attendance, other than expenses.
- Employees will be paid 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 for four (4) consecutive hours of work, they must do so

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

10. CALCULATION OF SERVICE

The service of a regular full-time employee shall be calculated from his or her first day of work for the Township in any capacity.

A break in service in excess of thirteen weeks shall break the employee's service, except in extenuating circumstances including while on medical leave, pregnancy, parental and adoption leave. In cases without extenuating circumstances, the employee's service date shall be calculated from his first day of work for the Township following the break in service.

11. 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 or her immediate supervisor well in advance. The supervisor shall attempt to address the conflict, having regard to the business and operational needs of the Township.

12. BENEFITS & PENSION PLAN

All eligible employees of the Township of Wollaston are covered under the Group Benefit Plan. The benefits are through Manulife Financial and all details are outlined in the “Your Group Benefit Plan” document/booklet which can be obtained from the Clerk or on-line through benefit provider’s website.

All Employees as applicable shall participate in the basis Ontario Municipal Employees Retirement System (OMERS) pension plan. Contributions will be made in accordance with the terms of the OMERS plan.

13. PROTECTIVE EQUIPMENT REIMBURSEMENT

This section applies to Roads & Landfill Site Departments regular full-time and regular part-time employees only.

The Employer agrees to provide each employee \$400.00 each year for the purchase of CSA approved work boots and clothing provided the employee submits the appropriate receipts to the Employer which outlines the items purchased. Cheques will be issued upon receipts being submitted by the employee to the Employer. The Township may provide three (3) sets of chain saw chaps and boot protectors, necessary hard hats, gloves and high visibility vest on an “as needed basis” with approval of the Supervisor.

For work done on behalf of the Employer, on an as required basis, with demonstrated proof, the Employer will supply the Employee with 3 sets of chain saw straps and boot protectors, necessary hard hats, gloves and high visibility vests.

The Township provides insect repellent, sunscreen and water bottles to employees at no cost.

Required safety clothing must be worn at all times during working hours.

NOTE: The Township will provide hand sanitizer and face masks to all employees, when required.

14. CONFERENCES AND SEMINARS

This section applies to regular full-time and regular part-time employees.

The Township may require employees to attend conferences, seminars and other training or employees may request the Township's approval to attend such sessions. Regular working hours will be paid at straight time and any work beyond regular working hours will be banked as time-in-lieu at a rate of 1:1.

The following expenses are 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 based on the Council approved mileage rate as per current council resolution
- Cost of commercial carrier, if applicable
- Taxi transportation while at the location
- Reasonable accommodation costs, comparable to the conference hotel rates
- Conference, seminar or other training fees
- Reimbursements for reasonable expenses per day to cover meals and incidental expenses (up to a limit of **\$60.00 per day or as per resolution of council**). This expense will not cover the purchase of any form of alcohol.
- Any expenses related to text and course material

Receipts are required to support all employee claims for reimbursement with the exception of mileage. Mileage amounts require the MapQuest or Google maps information to confirm accuracy for kilometres to and from.

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

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

15. CODE OF BUSINESS CONDUCT/ETHICS

The Township of Wollaston Employee Code of Business Conduct/Ethics is attached as Schedule A to this policy. **It is the responsibility of all employees to read and abide by the Code at all times.**

16. DISCIPLINE

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

- First Warning/Reprimand Verbal
- Second Warning/Reprimand Written
- Third Warning/Reprimand Suspension without pay
- Fourth Warning/ Reprimand Dismissal

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

- Substandard work performance
- Excessive absenteeism
- Misconduct
- Sexual harassment or harassment of any kind toward peers or supervisors
- Theft
- Insubordination
- Fraud, falsification of time records etc.
- Conduct contrary to this policy and that of the Code of Business Conduct/Ethics
- Off duty conduct which is reasonably related to employee's employment i.e. making threats against a person for work related complaints
- Possession or consumption of alcohol, cannabis products or non-prescribed narcotic drugs while at work
- Driving under the influence of either alcohol, cannabis products or non-prescribed narcotics while at work
- Unprovoked assault during working hours (Workplace Violence)

The Township may take disciplinary action against an employee within 30 working days of the incident giving rise to the discipline or when the Township first becomes aware of such incident.

The Township will follow the Collective Agreement for unionized employees in terms of any grievance procedure.

Any reprimands or warning given verbally or in writing shall be retained in an employee's personnel file for a period of twenty-four months, provided another warning or reprimand has not been given during that twenty-four-month period. If a second or subsequent warning has been given in writing during that twenty-four month period, each warning and the original reprimand or warning shall remain on file to the expiration of the specified term of the second or subsequent reprimand or warning.

17. LAY OFF OR TERMINATION OF EMPLOYMENT

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

The Township will follow the Collective Agreement for unionized employees regarding Lay-Offs and Recalls.

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*.

18. RESIGNATION

All resignations must be in writing and must state the effective date of the resignation. All employees must give at least ten (10) working days' notice of their intended departure.

The Clerk-Administrator and/or Treasurer must give at least one (3) written months' notice of their intended departure.

19. PAY

The rates of pay and pay ranges for Township employees are determined by the Council and Clerk-Administrator on a yearly basis, with the exception of unionized employees whose pay is determined based on the terms contained in the Collective Agreement.

20. ACTING PAY

From time to time, it may be necessary for the Township to replace an employee while they are absent from their position.

Non-Bargaining Employees who are assigned to replace a higher paid employee will be paid at the higher rate for duration of the acting period. This begins after the first two weeks of the assignment.

The Township will follow the current Collective Agreement for unionized positions.

21. JOB DESCRIPTION

Each position will be described in a written job description.

The job description will be:

- Reviewed with the employee by the employee's immediate supervisor.
- Signed by both the immediate 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 to the job description.
- Reviewed with the employee annually in order to ensure continued accuracy and that the employee understands his or her duties as set out in the job description.

22. PERFORMANCE REVIEWS

Employees must have a review of their performance on an annual basis. It is to be conducted with his or her immediate supervisor.

23. PROMOTIONS

Regular full time, regular part time and casual/occasional positions that the Township determines ought to be filled will be posted for five (5) working days at the Township Sites. Each posting must identify the nature of the position, qualifications required for the position, required knowledge and education, shifts / hours/days of work, wage or salary rate or range, with a request for references, an up to date resume and any required records check, from each candidate for the position.

The Township may advertise externally, if the position is still open, for two (2) consecutive weeks on the Township website or any social media accounts.

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

- a) Qualifications, skills, ability, experience, competence, suitability, past performance and reference checks (applicants must be able to demonstrate these qualities)
- b) 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 will be selected.

The Township will determine the process to be used to assess candidates. These may include oral interviews, reference checks, written tests or other assessment methods deemed applicable to the promotion.

The Township will follow the most current Hiring Policy.

24. NO DISCRIMINATION

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

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

25. WORKPLACE VIOLENCE & WORKPLACE HARASSMENT

The Township expects all employees, volunteers and Council members for the Township of Wollaston to abide by the Township's most recent **Workplace Violence and Harassment Prevention Policy**.

26. EMPLOYEE ASSISTANCE

If an employee experiences a personal crisis (for example, personal, emotional or related to drugs or alcohol abuse situation) for which they need assistance, an employee may make a confidential request to the Clerk/Administrator 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 in a confidential basis.

Assistance will consist of appropriate measures approved by the Clerk/Administrator 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 counselling 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 of and provided to the employee, and whether or not the employee obtained such assistance.

27. 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.

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

- Determine and request from the employee, further information as required in order to respond to the employee's request (Doctor's notes and information etc.)
- Address the employee's request taking into account at the minimum the employee 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 the reasoning for the decision.

28. ALCOHOL AND SUBSTANCE ABUSE

The job performance of any employee 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. (See page 22 – Modified Work)
- Use over the counter drugs responsibly and be aware of any side effects their use may have on their 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 counselling through appropriate means. (See page 21 - 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 to their immediate supervisor or the Clerk/Administrator.

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.**

29. 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 environment. 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 safety when performing all duties
- Unsafe working conditions and practice must be reported to the employee's immediate supervisor and recommendations for corrective action made. Hazards must be corrected immediately and reported to their Supervisor and Clerk/Administrator
- In the event that an employee suffers a work-related personal injury or illness they must report it to his immediate Supervisor or the Clerk/Administrator, and complete the necessary paperwork.

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

All Employees, Volunteers, Council Members must complete annual Occupational Health & Safety Training and follow all health and safety policies and procedures, associated with the legislation.

For further information, guidelines and requirements refer to the current Township of Wollaston Health and Safety Employee Handbook

30. ACCESSIBILITY IN THE WORKPLACE

The Corporation of the Township of Wollaston is committed to upholding the requirements of the *Accessibility for Ontarians with Disabilities Act, 2005* (AODA) and all subsequent Accessibility Regulations.

The Township will make every reasonable effort to ensure that services are accessible. All new employees upon hire and annually thereafter will review the Township's AODA policies and customer service-related policies.

31. SMOKING IN THE WORKPLACE

Smoking is **strictly prohibited** in all work areas and all areas open to the Public, including municipal vehicles, as per current government regulations.

32. 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/her immediate Supervisor
- If appropriate, file a written request for review with the Clerk-Administrator, 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.

33. PRIVATE VEHICLES

From time to time, employees may be required to use their personal vehicle for Township business. In such cases, employees shall be reimbursed for all business-related travel using their private vehicle at the rate per kilometre currently agreed to by Council. Employee must have a valid driver's license and valid insurance.

34. PROFESSIONAL FEES and DUES

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

35. AMENDMENT OF POLICY

This policy may be amended by By-law passed by the Council of 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.

Appendix A

Corporation of the Township of Wollaston

Code of Business Conduct (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 of this Employee Code of Business Conduct document is to establish a policy statement, adopted by Council, which outlines the highest practices expected by the Township of its employees. The code will represent general standards for all employees and aims to be comprehensive but not exhaustive.

The following categories are recommended for inclusion in the Code:

1. Confidential information
2. Communication
3. Conflict of Interest
4. Gifts and Benefits
5. Misappropriation of Funds, Electronics & Materials
6. Use of Municipal Property
7. Relationship with Staff and Members of Council
8. Political Involvement
9. Hiring of Relatives
10. Implementation/Enforcement
11. Media Relations

1. Confidential Information

All municipal employees have access to confidential information. Employees **shall not** make such information public unless it is deemed public information through Council or the *Municipal Freedom of Information and Protection of Individual Privacy Act*. Where an employee is unsure of the status of any information, they shall confirm with the Clerk-Administrator before any release of information.

The following are examples of confidential information care should be exercised in these cases:

- Items under litigation

- Personnel matters
- Information about suppliers which might be useful to competitors
- Information which infringes upon the right to privacy of others (only release information according to the provisions of the *Municipal Freedom of Information and Protection of Individual Privacy Act*)
- Sources of complaints about a variety of matters where the identity of the complainant 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
- Information obtained in a Closed Meeting

All Employees are required to read and sign off their acknowledgement of the Township Confidentiality Statement.

2. Communication

- Official Information related to policies and resolutions of Council, will be accurately communicated to portray the result of any intent of the Council of the Corporation of Wollaston even if they disagree with the issue so that there is respect for the decision-making process of Council.
- Official information related to decisions and resolutions made by Council will be communicated to the community and the media in an official capacity as directed by Council. In most instances information concerning adopted policies, resolutions and By-Laws will be conveyed openly and accurately by the Clerk-Administrator unless otherwise directed by Council, Acts or Regulations.

3. 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 Corporation of the Township of Wollaston. 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 reviewed in order to determine whether or not a conflict of interest exists. If the employee has any

doubt about whether or not they're is a conflict of interest, they should consult with their immediate supervisor or the Clerk-Administrator.

An employee will be considered to have a conflict of interest where they, or a family member, has a direct or indirect financial interest in matters, including contracts with the Township, 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 of interest 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-Administrator, and they will make appropriate alternative arrangements to handle the matter. Of course, if the employee is not sure of conflict, the advice of the Clerk/Administrator **shall** be sought and a discretionary decision made by the Clerk/Administrator on the matter.

Employees **shall not** sell goods, material or services to the Corporation unless directed by Council. An exception, with the approval of the Clerk/Administrator 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 service for any person or corporation which has or may have business dealings with the Corporation of the Township of Wollaston, unless a conflict of interest has been declared. Where such action occurs, the Clerk/-Administrator **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 their rights as a private citizen in respect to decision by Council and/or the Township Administration, their intentions shall be made to the Clerk-Administrator or Mayor and appropriate measures taken to protect the integrity of the Corporation.

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

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

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.

4. 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 that an influence on a business matter is sought or implied. Nominal gifts may be accepted, however if the Employee is unsure if they should accept a gift or invitation, they **shall** consult the Clerk/Administrator.

5. Misappropriation of Funds, Electronics and Materials

Employees of the Corporation of the Township of Wollaston who are in a position to deal with monies for taxes, or any other monies, must meet the highest level of integrity dealing with such monies. All Employees who handle monies will be required to follow the Township Record Check policy and provide a clear Police Record Check upon hire. All monies must be deposited to the bank on a weekly basis, unless during tax time when it may be necessary to deposit more frequently.

Supervisors, who have the use of Corporate credit cards must adhere to the Township policy and the following rules for use

- A receipt or a document supporting the charge (ie: letter, invoice marked paid by the credit card, etc.) must be provided with the credit card statement for payment.
- No bill will be paid without the supporting documentation or receipt of payment.
- Where there is any indication that fraud on the credit statement it is the responsibility of the individual whose name is on the credit card to advise the Clerk-Administrator who will arrange for the immediate cancellation of the credit card and request the bank to investigate.

No employee shall falsify their timesheet. In the case of any employee falsifying their timesheet where the employer has proof of fraud, disciplinary action up to and including dismissal is appropriate.

The use of electronic equipment (work e-mail) outside of regular business reasons is to be kept to a minimum. The Corporation of the Township of Wollaston does understand that some interaction with family and friends is common throughout the business world, but it **must not deter or interfere** with the function of the Township, nor should it in any way disrupt the hourly work required by each employee.

Cell phones are to be utilized solely for business purposes. In the case of an emergency situation, cell phone numbers may be distributed to family members on the condition that the employee's immediate supervisor and the Clerk be advised of the situation and extent to which the phone is used. Township devices such as cell phones are considered municipal property and shall be subject to the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA) and all communication located thereon could be reviewed by an individual outside the Township for information purposes.

6. Use of Township Property

Township property, including electronic devices, equipment, or supplies, **shall not** be used by employees for personal use. These items will only be used for activities connected to official duties or associated community activities having the sanction and prior approval of Council or its Committees.

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 vehicle 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 vehicles or equipment

No employee shall make financial gain from the use of or sale of Township 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 the exclusive ownership of the Corporation.

7. Relationship of Staff and Members of Council

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

- If the qualifications of the Applicant exceed all other applicants, Council will make the final decision regarding employment.

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

The Township shall consider the employees' situation and shall decide what course of action, which may include but not be limited to a reorganization of positions, a change in reporting structure or disciplinary action if deemed necessary.

Department Heads and Employees will:

- Acknowledge that the Clerk-Administrator and Department Heads has/have the capacity to direct staff members to carry out specific tasks or functions
- Refrain from using their position to improperly influence members of staff in their duties or functions or to gain an advantage for themselves or others.
- Refrain from publicly criticizing individual members of staff or co-workers in a way that casts aspersions on their professional competence and credibility.

8. Political Involvement

No employee shall have an involvement in a partisan manner, in municipal elections in the Township of 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, they shall first seek a leave of absence to cover the campaign period, and if elected, pursuant to the *Municipal Act*, resign from their position with the Corporation.

All employees will be expected to follow the Corporate Use of Municipal Resources During an Election policy.

9. Hiring of Relatives

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

10. Implementation/Enforcement

It is the responsibility of all Management 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/Administrator shall be consulted immediately, in the strictest of confidence. The Clerk/Administrator is responsible for ensuring that the problem is appropriately addressed.

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 up to and including dismissal.

All employees shall read and subscribe to this Code.

A signed acknowledgement that each employee has read and understood both the Human Resources Policy and the Code of Conduct/Ethics document shall be placed in each employee's personnel file.

Conflict of Interest and Code of Conduct violations associated to the Clerk-Administrator must be referred immediately to the Mayor and Council.

11. Media Relations

Only Council or the Clerk/Administrator or his/her designate shall comment to the media on all matters concerning staff operations, actions and functions of the Township. All Employees and Members of Council must comply with the **Township Social Media policy**. 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 they are commenting as a private citizen and not in a capacity of a municipal employee.

Appendix B

CONFLICT OF INTEREST DECLARATION

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

I have read Section 3 of the Human Resources Policy of the Township of Wollaston 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 circumstance:

Dated at _____ this _____ day of _____

Signature of Employee

Appendix C

CONFIDENTIALITY DECLARATION

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

I have read Appendix A, Section 1 of the Human Resources Policy of the Township of Wollaston and agree to be bound by the same.

I hereby declare:

I will not release any information to the public that is considered confidential by the Township and/or the *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)*.

Dated at _____ this _____ day of _____

Signature of Employee

Appendix D

Mileage Reimbursement Rate

The Corporation of the Township of Wollaston will reimburse staff and/or Council members at a rate of 58 cents per kilometre for Township approved business travel. This amount will be reviewed and amended by Council By-Law or Council Resolution as required.

Upon approval, all staff will be notified of any changed mileage rate.

Date Approved by Council: _____