

**CORPORATION OF THE TOWNSHIP OF EAST FERRIS**

**BY-LAW NO. 2217**

**BEING A BY-LAW TO ADOPT HUMAN RESOURCES POLICIES**

**WHEREAS** Section 270 (1) (2) of the Municipal Act, 2001 requires a municipality to adopt and maintain policies with respect to the hiring of employees;

**AND WHEREAS** the Council for the Township of East Ferris wishes to implement the recommendations contained in the Human Resources Component of our strategic plan;

**AND WHEREAS** the Council for the Township of East Ferris has adopted the Human Resources Policies and Manual by Resolution No. 19 passed by Council on August 12<sup>th</sup>, 2003 and wishes to adopt these same policies through the enactment of this By-law;

**NOW THEREFORE** the Council of the Corporation of the Township of East Ferris enacts as follows:

1. That the Municipal Human Resources Policies and Procedure Manual attached hereto as Schedule "A" to By-law No. 2217 be hereby adopted; and
2. That the Municipal Resources Policies and Procedures Manual attached hereto as Schedule "A" shall form part of this By-law and these policies are to be in effect and force from the date it receives approval by the Council of the Township of East Ferris.

**READ** a first and second time in open Council, this 27<sup>th</sup> day of December, 2007.

**READ** a third time in open Council and be finally passed this 27<sup>th</sup> day of December, 2007.

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Bill Vrebosch  
Mayor

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Raymond Champagne  
Clerk

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Section:	<b>INTRODUCTION</b>	Policy No:	<b>HR 1.01</b>
Subject:	<b>INTRODUCTION</b>	Issued:	<b>Dec 27/07</b>
Issue to:	All Manual Holders	Effective:	<b>Dec 27/07</b>
Issued by:	<b>Raymond Champagne</b>	Page:	<b>1 of 1</b>

## INTRODUCTION

This Manual contains the approved Human Resources Policies and Procedures for the Township of East Ferris. It is intended to be a useful tool for both managers and employees in the day-to-day administration of our human resources and related programs

The documents contained in this manual should assist in increasing understanding, eliminate the need for personal decisions on matters related to township policy, and help to insure consistency in matters related to the administration of human resources.

This manual is to be distributed to each manager. These manual holders have the responsibility for communicating these policies and procedures to their staff and for implementing and administering these policies in a consistent and impartial manner. Each employee is required to abide by these policies and procedures. Each employee is expected to be familiar with the contents of this Policy and Procedures Manual. Upon request, the Human Resources Policy and Procedures Manual will be made available to any employee to view and/or read.

Nothing in this Manual should be construed as being in conflict with any Collective Agreement between the Township and the bargaining agent(s) for employees who are members of an authorized bargaining unit. The provisions contained in the Agreement(s) govern the administration of those employees who are members of the bargaining unit.

Human Resources Policies and Procedures are subject to revision and modification in light of changing conditions, practices or experience. In that event, a new statement of Policy and Procedure will be issued to manual holders and the revised or new policy communicated to those employees affected by the change. Your cooperation is requested in assuring that any changes to this Manual are promptly included in the manual and that superceded pages are removed in order to eliminate any confusion.

**A 1.01-1**

## HUMAN RESOURCES POLICY AND PROCEDURES MANUAL

Section:	<b>EMPLOYMENT</b>	Policy No:	<b>HR 2.01</b>
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Subject:	<b>EMPLOYMENT PRINCIPLES</b>	Issued:	<b>Dec 27/07</b>
Issue to:	All Manual Holders	Effective:	<b>Dec 27/07</b>
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## **I POLICY**

- 1.01 The Township of East Ferris is committed to the fundamental principles of equal employment opportunity. We are committed to treating people fairly, with respect and dignity, and to offer equal employment opportunities based upon an individual's qualifications and performance - free from discrimination or harassment because of race, ancestry, place of origin, ethnic origin, colour, citizenship, creed, sex, sexual orientation, age, marital or same-sex partnership status, family status, and handicap.
- 1.02 These principles apply to all aspects, terms and conditions of employment, including recruitment, hiring, training, transfer, promotion, dismissal and layoffs.

## **2 PURPOSE**

- 2.01 The purpose of this Statement of Policy and Procedure is to express those principles, which must be observed by employees in all aspects of the employment relationship.

## **3 SCOPE**

- 3.01 This Statement of Policy and Procedure applies to all employees.

## **4 RESPONSIBILITY**

- 4.01 Each individual is responsible for ensuring the principles outlined in paragraph 1.01 are adhered to throughout all business activities.

**B2.01-1**

## **HUMAN RESOURCES POLICY AND PROCEDURES MANUAL**

Section:	<b>EMPLOYMENT</b>	Policy No:	<b>HR 2.01</b>
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## **5 DEFINITIONS**

- 5.01 **"Age"** means the age of an employee meets the requirements of provincial legislation.
- 5.02 **"Because of Handicap"** means for the reason that the person has or has had, or is believed to have or have had;
- (a) any degree of physical disability, infirmity, malformation or disfigurement that is caused by bodily injury, birth defect or illness and, without limiting the generality of the foregoing, including diabetes mellitus, epilepsy, any degree of paralysis, amputation, lack of physical co-ordination, blindness or visual impairment, deafness or hearing impediment, muteness or speech impediment, or physical reliance on a guide dog or on a wheelchair or other remedial appliance or device,
  - (b) a condition of mental retardation or impairment,
  - (c) a learning disability, or a dysfunction in one or more of the processes involved in understanding or using symbols or spoken language,
  - (d) a mental disorder, or
  - (e) an injury or disability for which benefits were claimed or received through the Workplace Safety and Insurance Board (WSIB)
- 5.03 **"Family status"** means the status of being in a parent and child relationship.
- 5.04 **"Harassment"** means engaging in a course of vexatious comments or conduct that is known or ought reasonably to be known to be unwelcome.
- 5.05 **"Marital status"** means the status of being married, single, widowed, divorced or separated and includes the status of living with a person of the opposite sex in a conjugal relationship outside of marriage.

# HUMAN RESOURCES POLICY AND PROCEDURES MANUAL

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5.06 **"Same-sex partnership status"** means the status of living with a person of the same sex in a conjugal relationship outside marriage.

## 6 REFERENCES AND RELATED STATEMENTS OF POLICY AND PROCEDURE

Ontario Human Rights Code  
Human Resources Policies and Procedures 5.03 and 5.04

## 7. PROCEDURE

7.01 All forms and procedures used for employment purposes and human resources administration shall comply with the principles contained within this Policy and Procedure.

## 8. REVISION CONTROL

Date	Revision	Effective Date

# HUMAN RESOURCES POLICY AND PROCEDURES MANUAL

Section:	<b>EMPLOYMENT</b>	Policy No:	<b>HR 2.02</b>
Subject:	<b>RECRUITMENT AND SELECTION</b>	Issued:	<b>Dec 27/07</b>
Issue to:	All Manual Holders	Effective:	<b>Dec 27/07</b>
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## **I POLICY**

- 1.01 The Township of East Ferris is committed to recruiting and selecting individuals who are the most qualified to perform the requirements of each position available. Candidates for job vacancies may be from existing staff or from outside sources. Where qualifications are deemed equivalent, preference will normally be given to internal candidates.
- 1.02 All external recruitment requires the prior approval of the Chief Administrative Officer.
- 1.03 The successful applicant(s) for a job vacancy shall be given an offer of employment which outlines all the terms and conditions of employment in that job.
- 1.04 No offers or commitments, financial or otherwise, are to be made to any job candidate until all appropriate approvals have been obtained.

## **2 PURPOSE**

- 2.01 The purpose of this Statement of Policy and Procedure is to ensure a consistent approach to the recruitment and selection of permanent staff and to ensure compliance with all legislative requirements.

## **3 SCOPE**

- 3.01 This Statement of Policy and Procedure applies to all persons who have responsibility for recruiting and selecting personnel to fill a new or existing job vacancy.

## **4 RESPONSIBILITY**

- 4.01 The Chief Administrative Officer or designate nominee is responsible for:
- (a) initiating the recruitment process, as necessary.

**B2.02-1**



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- (b) if required, developing and placing media job advertisements, which comply with provisions of the Ontario Human Rights Code.
- (c) developing and/or understanding the job selection criteria for the job vacancy.
- (d) screening candidates in accordance with job selection criteria.
- (e) selecting final candidate(s) to fill a job vacancy.
- (f) conducting candidate reference checks, as necessary.
- (g) providing each successful applicant with an offer of employment.
- (h) ensuring the offer of employment is accepted before the candidate starts work.
- (i) ensuring the successful applicant receives a proper and thorough orientation to the new position.

## **5 REFERENCES AND RELATED STATEMENTS OF POLICY AND PROCEDURE**

### **6 PROCEDURE**

6.01 Each job vacancy for which recruitment is deemed necessary, either for a replacement candidate or a new position, requires the approval of the Council. Supporting documentation shall include:

- the reason and nature of the vacancy (permanent, temporary or part-time)
- the number of candidates to be hired

**B2.02-2**

Section:	<b>EMPLOYMENT</b>	Policy No:	<b>HR 2.02</b>
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- job selection and candidate criteria
- job description
- anticipated salary and salary range

## 6.02 Candidates

- (a) Candidates may be recruited internally or externally from many locations using varied means including print, web sites, and personal contacts. In some cases, it may be deemed necessary to use recruitment agencies or executive search organizations to assist in the search for qualified candidates.
- (b) If recruitment agencies or executive search houses are expected to be used to identify external candidates, the approval of Council is required before any such agency is engaged to assist in a recruitment assignment. Only one organization may be used at any time on any recruiting assignment. Representatives of outside organizations, who contact staff directly, regarding job vacancies, should be referred immediately to the Chief Administrative Officer.
- (c) All external candidates for employment are required to complete an Application Form. (Sample attached)
- (d) Each final candidate shall be interviewed by the Chief Administrative Officer, the appropriate manager, and Council (where applicable) prior to any offer(s) of employment being extended. The manager is responsible for screening candidates on the basis of the job selection criteria.
- (e) Reference checks shall be completed for all potential new hires from external sources. As a minimum, the last two supervisors should be contacted to verify the candidate's employment history and quality of work. Academic achievements should be verified also when they are essential to meeting minimum job qualifications.

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### 6.03 Selection

- (a) Performance, skill and ability to perform the job are the primary considerations for the selection of internal candidates. Previous directly related experience, skill and ability are the primary considerations for selecting external candidates.
- (b) Final candidates (internal or external) for a job vacancy may be required to complete employment tests deemed necessary to determine their skill, knowledge, or ability to perform the job.

6.04 Pre-employment medical examinations, if deemed necessary, may be arranged only after an offer of employment has been extended.

6.05 All offers of employment shall be approved by the Chief Administrative Officer or a designated nominee prior to being extended to a successful candidate. An offer of employment shall include the following components:

- Title of the position being offered;
- Starting salary and specific terms;
- Name and title of person to which the individual will report;
- Duration of the Probationary Period, if any;
- Date of first salary review;
- Effective date of hiring and reporting time;
- Summary of benefit plans including date(s) of eligibility for each plan;
- Conditions of employment that must be observed;
- A statement that the offer of employment is conditional on the candidate's ability to satisfy medical requirements (if applicable).

6.06 The selected candidate shall respond, in writing, accepting the terms included in the offer of employment, prior to commencing employment with the Township.

6.06 Any candidate who misrepresents or falsifies information during the recruitment or selection process shall be eliminated from the selection process and, if employed, may be discharged for cause.

**B2.02-4**

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**7 ATTACHMENTS**

Attachment A - Application Form

**8 REVISION CONTROL**

<b>Date</b>	<b>Revision</b>	<b>Effective Date</b>

# TOWNSHIP OF EAST FERRIS

## APPLICATION FOR EMPLOYMENT

### PERSONAL DATA

Last Name	First Name	Middle Name
Present Address		How long have you lived at this address?
City	Province	Postal Code
Home Telephone Number Area Code (    )		Business Telephone Number Area Code (    )
Do you have a valid driver's license?		What Class?
Were you previously employed by us? If Yes when?	Are you employed now?	If hired, when can you start work?
Do you have a reliable means of transportation to get to work?	Is your application for: Full-time: _____ Part-time: _____ Temporary: _____	
Type of position(s) you are applying for?		
Were you ever convicted of an offense under the Criminal Code for which a Pardon is not in force? If yes, describe in full.		

### EDUCATION DATA

	ELEMENTARY	SECONDARY	COLLEGE OR UNIVERSITY	OTHER
Year last attended				
Highest grade/year completed				
Certificates, Diplomas, Degree(s) obtained				
Describe any other special training, apprentice skills, professional designations and other education you have acquired: _____				

(Please turn over)

### EMPLOYMENT HISTORY

**EMPLOYMENT HISTORY** (list in order starting with your present or last job)

Present or last employer	Address
Type of business	Your job title
Period Employed From: (month/year) To: (month/year)	Final Salary
Name and title of immediate supervisor	Reason for leaving
Describe your principle duties and responsibilities in this position: <hr/> <hr/>	

Present or last employer	Address
Type of business	Your job title
Period Employed From: (month/year) To: (month/year)	Final Salary
Name and title of immediate supervisor	Reason for leaving
Describe your principle duties and responsibilities in this position: <hr/> <hr/>	

Present or last employer	Address
Type of business	Your job title
Period Employed From: (month/year) To: (month/year)	Final Salary
Name and title of immediate supervisor	Reason for leaving
Describe your principle duties and responsibilities in this position: <hr/> <hr/>	

The foregoing information is correct to the best of my knowledge. I understand that any misrepresentation shall disqualify me from employment or be cause for dismissal.

Applicant Signature \_\_\_\_\_ Date: \_\_\_\_\_

## HUMAN RESOURCES POLICY AND PROCEDURES MANUAL

Section:	<b>EMPLOYMENT</b>	Policy No:	<b>HR 2.03</b>
Subject:	<b>TERMS AND CONDITIONS OF</b>	Issued:	<b>Dec 27/07</b>

	<b>EMPLOYMENT</b>		
Issue to:	All Manual Holders	Effective:	<b>Dec 27/07</b>
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## 1 POLICY

The Township of East Ferris is committed to ensuring that the organization complies with all legislation and guidelines relating to employment.

- 1.01 **Eligibility for Employment:** In compliance with federal legislation, new employees, if requested, and as a condition of employment, must present documentation establishing their identity and their eligibility to legally work in Canada. A valid Social Insurance Number, landed immigrant papers, employment visa, or temporary work permit is deemed sufficient for this purpose. Failure to prove eligibility for employment in Canada constitutes just cause for immediate dismissal, without notice or compensation in lieu of notice.
- 1.02 **Employment Application:** Any misrepresentations, falsifications, or material omissions in any data requested on the Employment Application or data requested during the hiring documentation process shall result in the exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment for cause, without notice or compensation in lieu of notice.
- 1.03 **Employment Reference Checks:** The Township checks the employment references of all final candidates for employment. Offers of employment are contingent upon obtaining satisfactory reference checks. In order to protect an applicant's privacy and so as not to jeopardize his or her current employment reference checks with a candidate's current employer are not made unless the candidate's permission is obtained. Reference checks from current employers are requested only after a conditional offer of employment is accepted.
- 1.04 **Probationary Period:** All newly hired employees are required to serve a Probationary Period during the first three (3) months after their date of hire. During the probationary period performance reviews will be completed with the employee. Significant absences such as prolonged absence from work due to illness during the Probationary Period will automatically extend the period by the length of the absence. The employee is classified as probationary during this period and is ineligible for employee benefits.

B2.03-1

## UMAN RESOURCES POLICY AND PROCEDURES MANUAL

Section:	<b>EMPLOYMENT</b>	Policy No:	<b>HR 2.03</b>
Subject:	<b>TERMS AND CONDITIONS OF EMPLOYMENT</b>	Issued:	<b>Dec 27/07</b>

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- 1.05 **Driver's License & Driving Record:** Employees whose work requires operation of a motor vehicle must present and maintain a valid driver's license and a driving abstract acceptable to our insurer. Any changes in an employee's driving record must be reported to the Chief Administrative Officer immediately. Failure to do so may result in disciplinary action, including possible dismissal. Employees who operate company vehicles during their assigned work or operate their own vehicles in performing their jobs, are financially and legally responsible for any traffic or parking violations. Employees driving their own vehicle for business purposes must maintain adequate insurance at all times at their own expense.
- 1.06 Employees are required to observe and adhere to the township's published policies and practices at all times.
- 1.07 The conditions in this Statement of Terms and Conditions shall be outlined to each prospective employee either during the selection process and/or when an employment offer is extended and forms part of the offer of employment.

## **2 PURPOSE**

- 2.01 In order to protect our business and to ensure consistency throughout the organization, employees must agree to certain conditions of employment before employment commences. This Statement of Terms and Conditions sets out those conditions.
- 2.02 The Township is required by legislation to employ only individuals who are legally authorized to work in Canada. Under the Canada Immigration Act and the Employment Insurance Act, it is required to report those individuals who are not legally entitled to work in Citizenship and Immigration Canada.

## **3 SCOPE**

- 3.01 This Statement of Terms and Conditions applies to all new hires.

**B2.03-2**

# **HUMAN RESOURCES POLICY AND PROCEDURES MANUAL**

Section:	<b>EMPLOYMENT</b>	Policy No:	<b>HR 2.03</b>
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**4 RESPONSIBILITY**

4.01 The Chief Administrative Officer is responsible for ensuring that the appropriate terms and conditions are appended to any offer of employment.

**5 PROCEDURE**

5:01 A copy of the appropriate terms and conditions shall be provided by the hiring person to each individual at the time of extending an offer of employment as part of the offer of employment.

**6 REVISION CONTROL**

Date	Revision	Effective Date

**B203-3  
HUMAN RESOURCES POLICY AND PROCEDURES MANUAL**

Section:	<b>EMPLOYMENT</b>	Policy No:	<b>HR 2.04</b>
Subject:	<b>PROBATIONARY PERIOD</b>	Issued:	<b>Dec 27/07</b>
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## **I POLICY**

- 1.01 All new and rehired Full-time employees shall serve a Probationary Period during the first three (3) months after their date of hire. Significant absences (more than five (5) days) during the Probationary Period will automatically extend the period by the length of the absence.
- 1.02 During the Probationary Period, an employee is classified as probationary. Either the employee or the employer may end the employment relationship any time during the Probationary Period. The Township is not obligated to provide any notice or pay in lieu of notice if the employee's employment is terminated during the Probationary Period.
- 1.03 Unless the Probationary period is extended due to an absence, it shall end after three (3) months.

## **2 PURPOSE**

- 2.01 The purpose of this Statement of Policy and Procedure is to establish a time period during which new employees can evaluate their new job responsibilities while, at the same time, providing the employer with the opportunity to assess their suitability as a potential staff member.

## **3 SCOPE**

- 3.01 This Statement of Policy and Procedure applies to all employees.

## **4 RESPONSIBILITY**

- 4.01 Managers are responsible for:
- (a) ensuring each new employee receives proper orientation to the township's working environment and philosophies;

**B2.04-1**

## **HUMAN RESOURCES POLICY AND PROCEDURES MANUAL**

Section:	<b>EMPLOYMENT</b>	Policy No:	<b>HR 2.04</b>
Subject:	<b>PROBATIONARY PERIOD</b>	Issued:	<b>Dec 27/07</b>
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- (b) ensuring new employees receive adequate coaching and a training and learning plan to enable them to succeed;
- (c) evaluating the progress of new employees after 30 days and 60 days and reporting their rate of progress to the Chief Administrative Officer;
- (d) recommending whether or not the employee's employment continues after the end of the Probationary Period.

**5 PROCEDURE**

- 5.01 The Probationary period shall be noted in all offers of employment.
- 5.02 Employees shall be advised when they successfully complete the Probationary Period.
- 5.03 Exceptions to this Statement of Policy and Procedure require the prior approval of the Chief Administrative Officer.

**6 REVISION CONTROL**

Date	Revision	Effective Date

B2.04-2

**HUMAN RESOURCES POLICY AND PROCEDURES MANUAL**

Section:	<b>EMPLOYMENT</b>	Policy No:	<b>HR 2.05</b>
Subject:	<b>EMPLOYMENT CLASSIFICATIONS</b>	Issued:	<b>Dec 27/07</b>
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**I POLICY**

1.01 The following categories are used for human resources administration:

- \* Payroll Category
- \* Employment Category
- \* Union Category
- \* Occupational Category

1.02 Employees are advised of their appropriate categories at the time of hire and at any time their status changes thereafter.

## **2 PURPOSE**

2.01 The purpose of this Statement of Policy and Procedure is to establish and maintain consistent Employment Classifications for the purpose of payroll and human resources administration.

## **3 SCOPE**

3.01 This Statement of Policy and Procedure applies to all employees.

## **4 RESPONSIBILITY**

4.01 Managers are responsible for accurately indicating the correct Employment Classifications on each Personnel Change Form.

## **5 DEFINITIONS**

### **5.01 Payroll Category**

- (a) Salaried – An employee who receives a weekly, semi-monthly or monthly rate of pay.
- (b) Hourly – An employee who is paid an hourly wage for hours worked. Part-time, Temporary, Casual and Seasonal employees are normally included in this category.

**B2.05-1**

# **HUMAN RESOURCES POLICY AND PROCEDURES MANUAL**

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## 5.02 Employment Category

- (a) Full-time A person who is employed for an indefinite duration who regularly works 35 or more hours each week. Full-time employees may be placed on either the hourly or salaried payroll.
- (b) Part-time A person employed for an indefinite duration who regularly works fewer than 24 hours each week. Part-time employees are normally placed on the hourly payroll and are not eligible for employee benefits.
- (c) Temporary A person employed for a defined duration regardless of the hours worked. The duration of temporary assignment shall not normally exceed a period of twelve (12) months. Temporary employees are placed on the hourly payroll and are not eligible for benefits.
- (d) Casual A person employed on an intermittent basis as required. Casual employees are placed on the hourly payroll and are not eligible for employee benefits.
- (e) Inactive An employee who remains on either the hourly or salary payroll and who may be in receipt of benefits payment, but no pay. This category is also used for employees who are on an approved leave of absence, for whatever reason, for a period that is longer than one (1) month in duration.
- (f) Probationary An employee who has not completed the Probationary Period.

**NOTE:** Independent contract personnel are not considered employees of the township. They are either self-employed or work for another organization with which the township has contracted for their services. Contract personnel are usually paid via invoice through Accounts Payable. However, contract personnel are expected to observe the relevant policies and practices of the township when working on its premises.

**B205-2**

## HUMAN RESOURCES POLICY AND PROCEDURES MANUAL

Section:	<b>EMPLOYMENT</b>	Policy No:	<b>HR 2.05</b>
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## 5.03 Union Category

- (a) Non-Union An employee who is not represented by a union.
- (b) Union An employee who is represented by a union.

**5.04 Occupational Category**

- (a) Executive An employee who is an officer of the township and whose prime responsibility is to plan, implement and monitor long term strategies that impact the success of one or more organizational units of the business and who is held accountable for the overall performance of those units.
- (b) Manager An employee whose prime responsibility is the management of one or more organizational units, within prescribed guidelines, and who is accountable for the daily operation of those units. Managers normally report to an Executive. Organizational units managed are normally in the charge of subordinate supervisors.
- (c) Supervisor An employee whose prime responsibility is to actively supervise (for at least 60% of the time) the work of three or more subordinate personnel.

**6 PROCEDURE**

- 6.01 All documents, including hiring documents that change or modify an employee's employment classifications shall indicate the revised and approved employment classifications.

**B2.05-3**

**HUMAN RESOURCES POLICY AND PROCEDURES MANUAL**

Section:	<b>EMPLOYMENT</b>	Policy No:	<b>HR 2.05</b>
Subject:	<b>EMPLOYMENT CLASSIFICATIONS</b>	Issued:	<b>Dec 27/07</b>
Issue to:	All Manual Holders	Effective:	<b>Dec 27/07</b>
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- 6.02 The designation of personnel to Occupational Categories requires the approval of the Chief Administrative Officer or a designated nominee. Jobs assigned to other

Occupational Categories may be approved consistent with established signing authority and/or approvals authority.

**7 REVISION CONTROL**

<b>Date</b>	<b>Revision</b>	<b>Effective Date</b>

**B2.05-4**

**HUMAN RESOURCES POLICY AND PROCEDURES MANUAL**

Section:	<b>EMPLOYMENT</b>	Policy No:	<b>HR 2.06</b>
Subject:	<b>HOURS OF WORK</b>	Issued:	<b>Dec 27/07</b>
Issue to:	All Manual Holders	Effective:	<b>Dec 27/07</b>
Issued by:	<b>Raymond Champagne</b>	Page:	<b>1 of 3</b>

**1 POLICY**

The regular hours of work for full-time staff shall be:

- (a) Salaried non-union personnel – seven (7) hours daily, Monday through Friday, for a total of 35 hours per week. The normal work day commences at 8:30 a.m. and finishes at 4:30 p.m., with an unpaid one (1) hour eating period. Exceptions to these working hours require the approval of the Chief Administrative Officer. Overtime must be approved in accordance with the Overtime Policy, HR 3.05
- (b) Salaried and hourly rated union personnel - as set out in the applicable Collective Agreement.
- (c) Hourly rated non-union personnel – As per the hours of work schedule established by the department Manager from time to time and approved by the Chief Administrative Officer. Overtime must be approved in accordance with the Overtime Policy HR 3.05

**1.02 Eating Period**

Employees working a full regular shift shall observe an unpaid eating period as follows:

- (a) Salaried non-union personnel – one (1) hour. The scheduling of the eating period shall be established by the employee’s immediate supervisor in consideration of operational requirements. The eating period shall commence at a time that is no longer than five (5) hours after the shift starting time. An employee is not permitted to forego their eating period and leave work early.
- (b) Salaried and hourly rated union personnel – as per the applicable Collective Agreement.

**B2.06-1**

**HUMAN RESOURCES POLICY AND PROCEDURES MANUAL**

Section:	<b>EMPLOYMENT</b>	Policy No:	<b>HR 2.06</b>
Subject:	<b>HOURS OF WORK</b>	Issued:	<b>Dec 27/07</b>
Issue to:	All Manual Holders	Effective:	<b>Dec 27/07</b>
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- (c) Hourly rated non-union personnel – the length (minimum ½ hour) and scheduling of the eating period shall be established by the employee’s immediate supervisor in consideration of operational requirements. The eating period shall commence at a time that is no longer than five (5) hours after the shift starting time. An employee is not permitted to forego their eating period and leave work early.



**1.03 Rest Period**

Employees who work a full regular shift shall be granted a fifteen (15) rest period each half shift. Employees are not permitted to forego their rest period and leave work early.

**2 PURPOSE**

2.01 The purpose of this Statement of Policy and Procedure is to establish standard weekly hours of work and to ensure consistent administration of working hours.

**3 SCOPE**

3.01 This Statement of Policy and Procedure applies to all employees.

**4 RESPONSIBILITY**

4.01 Managers are responsible for ensuring essential services (e.g. telephone answering, customer service and building services) are maintained in their operational areas throughout regular working hours. A Manager has the discretion to vary or stagger the time when eating and/or rest periods are taken by employees. Any changes to the regular scheduled hours of work require the prior approval of the Chief Administrative Officer.

4.02 Employees are responsible for being punctual in their work habits. Tardiness is not acceptable and repeated tardiness may lead to disciplinary action, up to and including termination for cause, without notice or pay in lieu thereof.

**B2.06-2**

**HUMAN RESOURCES POLICY AND PROCEDURES MANUAL**

Section:	<b>EMPLOYMENT</b>	Policy No:	<b>HR 2.06</b>
Subject:	<b>HOURS OF WORK</b>	Issued:	<b>Dec 27/07</b>
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**5 PROCEDURE**

5.01 Variations in the shift starting and quitting times of positions may be approved by the Chief Administrative Officer, if the purpose is to provide more efficient customer service and to improve access to the incumbents of those positions by customers, suppliers and/or other employees.

5.02 Eating or Shift Rest Periods not taken:

- Are not recorded for additional information;
- Are not accumulated for extra time off;
- Cannot be used for the purpose of leaving work early.

5.03 For purposes of Payroll administration, the week begins on Sunday at 12.01 a.m. and ends at midnight the following Saturday.

5.04 An employee may be required to work more than the maximum number of hours specified in paragraph 1.01 only under the following circumstances and only so far as is necessary to avoid serious interference with the ordinary working of the Township's establishment or operations:

- (a) to deal with an emergency;
- (b) if something unforeseen occurs, to ensure the continued delivery of essential public services, or to ensure that continuous processes or seasonal operations are not interrupted;
- (c) to carry out urgent repair work.

## 6 REVISION CONTROL

Date	Revision	Effective Date

B2.06-3

## HUMAN RESOURCES POLICY AND PROCEDURES MANUAL

Section:	<b>EMPLOYMENT</b>	Policy No:	<b>HR 2.07</b>
Subject:	<b>EMPLOYEE ORIENTATION</b>	Issued:	<b>Dec 27/07</b>
Issue to:	All Manual Holders	Effective:	<b>Dec 27/07</b>
Issued by:	<b>Raymond Champagne</b>	Page:	<b>1 of 3</b>

### 1 POLICY

1.01 Newly hired employees shall receive appropriate orientation to the Township of East Ferris within their first month of employment.

### 2 PURPOSE

2.01 The purpose of this Statement of Policy and Procedure is to ensure that newly hired employees receive an effective and uniform introduction to the Township.

### **3 SCOPE**

3.01 This Statement of Policy and Procedure applies to all staff

### **4 RESPONSIBILITY**

4.01 Managers are responsible for developing and providing an effective orientation program to a newly hired employee and for ensuring that any training deemed necessary is scheduled and/or provided.

### **5 PROCEDURE**

5.01 New employee documentation is required for the following:

- \* Tax deduction forms including Social Insurance Number (SIN)
- \* Employee benefit enrolment or exemption forms, where appropriate
- \* Other documents deemed necessary from time to time

5.02 As a minimum, each newly hired employee shall receive information, instruction, and/or training about:

- \* Organization structure and reporting relationships
- \* Conditions of employment
- \* Conduct and behaviour expectations

**B2.07-1**

## **HUMAN RESOURCES POLICY AND PROCEDURES MANUAL**

Section:	<b>EMPLOYMENT</b>	Policy No:	<b>HR 2.07</b>
Subject:	<b>EMPLOYEE ORIENTATION</b>	Issued:	<b>Dec 27/07</b>
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- \* Health and Safety regulations and WHMIS training, if required
- \* Job duties and performance standards
- \* Pay and pay administration practices
- \* Employee benefits
- \* Complaint procedures
- \* Personal development opportunities
- \* A tour of business premises, if necessary
- \* Introduction to co-workers
- \* Other information deemed appropriate by the hiring Manager

5.03 Upon the earlier of:

- (a) two weeks prior to the completion of a new employee's Probationary Period; and
- (b) the completion of the employee's orientation program,

Managers shall complete and sign an Employee Orientation Check Chart Form. See Attachment A shall be used for this purpose. The completed and signed form shall be submitted to the Chief Administrative Officer and be filed in the employee's Personnel file.

6 ATTACHMENTS - Attachment A – Employee Orientation Check Chart.

7 REVISION CONTROL

Date	Revision	Effective Date

B2.07-2

Attachment A

**EMPLOYEE ORIENTATION CHECK CHART**

1. **VERIFY AND/OR RECORD THE FOLLOWING EMPLOYEE DATA:**

- Full name, address, telephone number, birth date, SIN, marital status .....
- Who to notify in emergencies and telephone number.....

2. **EXPLAIN AND OBTAIN COMPLETED FORMS FOR THE FOLLOWING** ( if appropriate)

- TD 1 Form (Income Tax).....
- Benefit programs enrolment forms (Group Life, A.D.&D., Health, Dental etc.) .....

3 **REVIEW, ISSUE AND/OR DESCRIBE**

- Method of payment of wages.....
- Vacation policies.....
- Holidays observed.....
- Health & Safety policies and procedures...
- Review and/or provide departmental safety rules, WHMIS requirements, personal  
Protective safety devices.....
- Conduct and behaviour polices.....

4. **PROVIDE THE FOLLOWING**

- Tour of facilities and department.....
- Introduce to co-workers .
- Show location of First Aid stations, lunch rooms, washrooms, time clocks, (if any)  
bulletin boards
- Review timing of lunch periods and rest breaks.....
- Issue and/or review: telephone lists, plant/office layouts.....
- Notify Reception of name and department location of new hire.....

Completed by \_\_\_\_\_ Date \_\_\_\_\_  
(Manager's Signature)

Employee's Signature \_\_\_\_\_ Date \_\_\_\_\_

B 2.07-3

**HUMAN RESOURCES POLICY AND PROCEDURES MANUAL**

Section:	<b>EMPLOYMENT</b>	Policy No:	<b>HR 2.08</b>
Subject:	<b>TERMINATION OF EMPLOYMENT</b>	Issued:	<b>Dec 27/07</b>
Issue to:	All Manual Holders	Effective:	<b>Dec 27/07</b>
Issued by:	<b>Raymond Champagne</b>	Page:	<b>1 of 5</b>

**I POLICY**

- 1.01 Terminations arise from Resignation, Retirement, Involuntary termination and/or indefinite layoff. All terminations shall be handled in a fair and lawful manner.
- 1.02 Indefinite layoffs and involuntary terminations require the review and written approval of the Chief Administrative Officer.
- 1.03 An employee who is released for disciplinary reasons (except for just cause) or inability to perform work will receive a written warning, prior to involuntary

termination proceedings being implemented. See Policy and Procedure HR5.06

- 1.04 The Township will comply with the requirements of the Ontario Employment Standards Act with respect to all terminations.

## 2 PURPOSE

- 2.01 The purpose of this Statement of Policy and Procedure is to ensure that employees who terminate employment, both voluntarily and involuntarily, are treated fairly and in a consistent manner.

## 3 SCOPE

- 3.01 This Statement of Policy and Procedure applies to Full-time and Part-time employees.

## 4 RESPONSIBILITY

- 4.01 It is the responsibility of the Chief Administrative Officer Director to ensure this policy is administered consistently and fairly.
- 4.02 A comprehensive documentation process must accompany all recommendations for termination of an employee.

B2.08-1

# HUMAN RESOURCES POLICY AND PROCEDURES MANUAL

Section:	<b>EMPLOYMENT</b>	Policy No:	<b>HR 2.08</b>
Subject:	<b>TERMINATION OF EMPLOYMENT</b>	Issued:	<b>Dec 27/07</b>
Issue to:	All Manual Holders	Effective:	<b>Dec 27/07</b>
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## 5 DEFINITIONS

- 5.01 **"Involuntary termination"** means a cessation of employment, which may be initiated by the Township at any time, in its sole discretion.
- 5.02 **"Indefinite Lay-off"** means:
- (a) a lay-off that is affected because of a permanent discontinuance of all or part of a Township operation

- ;
- (b) a lay-off that is not a Temporary Lay-off, or
  - (c) a lay-off that equals or exceeds thirty-five (35) weeks in any period of fifty-two (52) consecutive week
- 5.03 "Lay-off" means a period of at least one (1) week in which an employee receives less than one-half the amount he or she would earn at his or her regular rate in a regular non-overtime work week unless the employee:
- (a) was not able to work or not available for work;
  - (b) was subject to disciplinary suspension;
  - (c) was not provided with work by reason of any strike or lock-out occurring at the work site or elsewhere.
- 5.04 "**Resignation**" means a cessation of employment, which is initiated by an employee.
- 5.05 "**Temporary Lay-off**" means:
- (a) a lay-off of not more than thirteen (13) weeks in any period of twenty (20) consecutive weeks,
  - (b) a lay-off of more than thirteen (13) weeks where:

**B2.08-2**

**HUMAN RESOURCES POLICY AND PROCEDURES MANUAL**

Section:	<b>EMPLOYMENT</b>	Policy No:	<b>HR 2.08</b>
Subject:	<b>TERMINATION OF EMPLOYMENT</b>	Issued:	<b>Dec 27/07</b>
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- (i) the employee continues to receive payments from the Township;
- (ii) the Township continues to make payments for the benefit of the laid off employee to a bona fide retirement, pension, group or employee insurance plan;
- (iii) the laid off employee receives supplementary unemployment benefits, or
- (iv) the laid off employee is entitled to receive supplementary unemployment benefits but does not receive them because he or she is employed

elsewhere during the lay-off.

- (v) the employee is recalled within the time approved by the Director, Employment Standards.
- (vi) the employee is recalled within the time set out in an agreement between the Township and the employee.

## **6 REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE**

6.01 Ontario Employment Standards Act and Regulations

## **7 PROCEDURE**

### **7.01 Resignation**

Employees are expected to provide written notice of resignation to their Manager at least two (2) weeks in advance of the effective date of resignation. Employees resigning from more senior positions are expected to give advance written notice in keeping with their job responsibilities.

**B2.08-3**

## **HUMAN RESOURCES POLICY AND PROCEDURES MANUAL**

Section:	<b>EMPLOYMENT</b>	Policy No:	<b>HR 2.08</b>
Subject:	<b>TERMINATION OF EMPLOYMENT</b>	Issued:	<b>Dec 27/07</b>
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### **7.02 Involuntary Termination**

An Involuntary termination shall be fully documented by the releasing Manager and discussed with the Chief Administrative Officer prior to any termination discussion with the employee. An Involuntary termination of any employee requires the written approval of the Chief Administrative Officer, prior to implementation.

### **7.03 Notice of Involuntary Termination/Indefinite Layoff**

- (a) If eligible, an employee who is continuously employed for more than three



months and who is terminated involuntarily, or placed on Indefinite Lay-off, shall receive written notice of termination, or pay in lieu thereof, in accordance with the provisions of the *Ontario Employment Standards Act* or the written offer of employment, whichever is the greater.

- (b) For greater clarity, a person is not eligible for notice of termination if that person:
- is employed on a temporary basis for a definite term or task;
  - is placed on Temporary Lay-off;
  - is or has been guilty of willful misconduct or disobedience or willful neglect of duty that has not been condoned;
  - is laid off after refusing an offer of reasonable alternate work;
  - is on lay-off and does not return to work within seven (7) calendar days after being requested to do so;
  - is employed as a Casual employee; or
  - having reached retirement age of 65 is retired;

**B2.08-4**

## **HUMAN RESOURCES POLICY AND PROCEDURES MANUAL**

Section:	<b>EMPLOYMENT</b>	Policy No:	<b>HR 2.08</b>
Subject:	<b>TERMINATION OF EMPLOYMENT</b>	Issued:	<b>Dec 27/07</b>
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- has a contract of employment that is or has become impossible of performance or is frustrated by unforeseeable event or circumstance.

7.04 In the event termination and/or severance arrangements are offered to an employee and the total of those arrangements exceed the statutory requirements of the *Ontario Employment Standards Act 2000*, those arrangements which are in excess of the statutory requirements shall not be made available unless the Township receives a General Release and Settlement Agreement properly signed by the employee.

## 8. REVISION CONTROL

Date	Revision	Effective Date

B2.08-5

## HUMAN RESOURCES POLICY AND PROCEDURES MANUAL

Section:	<b>EMPLOYMENT</b>	Policy No:	<b>HR 2.09</b>
Subject:	<b>THIRD PARTY REFERENCE REQUESTS</b>	Issued:	<b>Dec 27/07</b>
Issue to:	All Manual Holders	Effective:	<b>Dec 27/07</b>
Issued by:	<b>Raymond Champagne</b>	Page:	<b>1 of 2</b>

### 1 POLICY

- 1.01 All reference requests, either oral or written, shall be forwarded immediately to the Chief Administrative Officer for action and/or response. No other employees are authorized to respond to third party reference requests.
- 1.02 If the request for information is related to information considered “confidential” under the Ontario *Right to Privacy and Protection Act* or is related to a credit or loan application, the employee **must** authorize the release of this information in writing.

1.03 If the request for information relates to an ex-employee of the Township with respect to job performance, only the Chief Administrative Officer may respond to such requests. Such responses will be limited to factual information that can be documented through review of the employee's Personnel file.

**2 PURPOSE**

2.01 To protect an employee's privacy rights.

**3 SCOPE**

This statement of Policy and Procedure applies to all employees.

**4 RESPONSIBILITY**

Any employee receiving a third party request, either oral or written, is responsible for forwarding the request to the Chief Administrative Officer.

**B2.09-1**

**HUMAN RESOURCES POLICY AND PROCEDURES MANUAL**

Section:	<b>EMPLOYMENT</b>	Policy No:	<b>HR 2.09</b>
Subject:	<b>THIRD PARTY REFERENCE REQUESTS</b>	Issued:	<b>Dec 27/07</b>
Issue to:	All Manual Holders	Effective:	<b>Dec 27/07</b>
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**5 PROCEDURE**

5.01 All third party reference requests, oral or written, shall immediately be forwarded to the Chief Administrative Officer.

5.02 No payroll information shall be provided without the written authorization of the employee or ex-employee.

5.03 Reference requests from potential employers shall be limited to information which can be documented through review of the employee/ex-employee's Personnel file.

## 6 REVISION CONTROL

Date	Revision	Effective Date

B2.09-2

## HUMAN RESOURCES POLICY AND PROCEDURES MANUAL

Section:	<b>EMPLOYMENT</b>	Policy No:	<b>HR 2.10</b>
Subject:	<b>EMPLOYMENT OF RELATIVES</b>	Issued:	<b>Dec 27/07</b>
Issue to:	All Manual Holders	Effective:	<b>Dec 27/07</b>
Issued by:	<b>Raymond Champagne</b>	Page:	<b>1 of 2</b>

### 1 POLICY

- 1.01 Relatives of current employees may be employed only where they will not be working directly for or supervising a relative.
- 1.02 Employees shall not be transferred into a reporting relationship described in Paragraph 1.01. Exceptions to this Statement of Policy and Procedure will be made for situations, which were in effect at the time of initial issuance of this policy.
- 1.03 In other cases where a conflict or the potential for conflict arises, even if there is no supervisory relationship involved, the parties may be separated by reassignment.
- 1.04 An employee who is related to a candidate for employment shall not be involved

in any aspect of the recruiting process so as to avoid any conflict of interest or allegations of preferential treatment.

## **2 PURPOSE**

- 2.01 The purpose of this Statement of Policy and Procedure is to minimize the potential for claims of partiality in treatment at work and to minimize the potential for personal conflicts from outside the work environment being carried into day-to-day working relationships.

## **3 SCOPE**

- 3.01 This policy applies to all employees.

## **4 RESPONSIBILITY**

- 4.01 It is the responsibility of employees and/or candidates for employment with the Township to declare whether other employees are their relatives.

**B2.10-1**

# **HUMAN RESOURCES POLICY AND PROCEDURES MANUAL**

Section:	<b>EMPLOYMENT</b>	Policy No:	<b>HR 2.10</b>
Subject:	<b>EMPLOYMENT OF RELATIVES</b>	Issued:	<b>Dec 27/07</b>
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## **5 DEFINITIONS**

- 5.01 "**Relative**" means any person who is a spouse, child, sibling, step child, foster child, parent or grandparent of the employee or is related by marriage and includes in-laws, individuals who were previously married and are presently divorced, or whose relationship with the employee is similar to that of persons who are family members or related by marriage.

## **6 PROCEDURE**

- 6.01 Employees are expected to notify the Chief Administrative Officer of their relationship to other employees, or to candidates for employment.
- 6.02 In the event a reassignment becomes necessary as provided for in paragraph 1.03 of this policy, the parties affected by the reassignment will be asked to

recommend which party is to be reassigned.

- 6.03 The Chief Administrative Officer shall make the decision on reassignment having regard for the recommendation received from the parties, if any, department operating efficiency, the complexity of the job responsibilities of each party, the availability of qualified replacement personnel and the parties' tenure in their respective jobs.

**7 REVISION CONTROL**

<b>Date</b>	<b>Revision</b>	<b>Effective Date</b>

## HUMAN RESOURCES POLICY AND PROCEDURES MANUAL

Section:	<b>EMPLOYMENT</b>	Policy No:	<b>HR 2.11</b>
Subject:	<b>GIFTS, FAVOURS AND ENTERTAINMENT</b>	Issued:	<b>Dec 27/07</b>
Issue to:	All Manual Holders	Effective:	<b>Dec 27/07</b>
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### 1 POLICY

It is a conflict of interest for an employee or a member of the employee's immediate family to accept from an individual or organization doing business with the Township, any payment or compensation whatsoever, or any gift, entertainment, hospitality, or other favour of more than token value, or which goes beyond that which is customary and accepted business practice.

- 1.02 An employee who has any doubt about the propriety of accepting any gift or favour etc. shall contact the Chief Administrative Officer for direction.

### 2 PURPOSE

- 2.01 The purpose of this policy is to ensure that potential for conflicts of interest are minimized related to the acceptance of gifts, favours and/or entertainment.

### 3 SCOPE

- 3.01 This Policy and Procedure applies to all employees.

### 4. RESPONSIBILITY

- 4.01 Managers are responsible for ensuring that employees know and understand this policy.

- 4.02 Employees are responsible for reporting to their respective manager, within twenty-four (24) hours, the receipt of any gift, favour, and/or entertainment by employees or members of their immediate family.

### 5 DEFINITIONS

- 5.01 **"Token Value"** means a gift, favour, entertainment, hospitality or other such item which exceeds a retail value of \$100.

# HUMAN RESOURCES POLICY AND PROCEDURES MANUAL

Section:	<b>EMPLOYMENT</b>	Policy No:	<b>HR 2.11</b>
Subject:	<b>GIFTS, FAVOURS AND ENTERTAINMENT</b>	Issued:	<b>Dec 27/07</b>
Issue to:	All Manual Holders	Effective:	<b>Dec 27/07</b>
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## **6 PROCEDURE**

- 6.01 An employee shall report, within twenty-four (24) hours, to his/her manager the receipt by the employee or the employee's immediate family of any gift favour, and/or entertainment of more than token value.

## **7 REVISION CONTROL**

<b>Date</b>	<b>Revision</b>	<b>Effective Date</b>



# HUMAN RESOURCES POLICY AND PROCEDURES MANUAL

Section:	<b>PAY ADMINISTRATION</b>	Policy No:	<b>HR 3.01</b>
Subject:	<b>PAY PRICIPLES</b>	Issued:	<b>Dec 27/07</b>
Issue to:	All Manual Holders	Effective:	<b>Dec 27/07</b>
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## **I POLICY**

1.01 The Township of East Ferris believes in paying employees for consistent and sustained competency in the performance of their jobs. We strive to:

- pay wages that are competitive with wages paid by other comparable employers (same community, similar industry, size, revenue, etc.), for jobs of equivalent responsibility;
- pay employees in jobs of comparable value on an equitable basis, consistent with the principles of Pay Equity;

## **2 PURPOSE**

2.01 The purpose of this Statement of Policy and Procedure is to establish the principles related to the payment of wages to non-union employees and to ensure these principles are applied consistently throughout the Township of East Ferris.

## **3 SCOPE**

3.01 This Statement of Policy and Procedure applies to all non-union employees.

## **4 RESPONSIBILITY**

4.01 Each Manager is responsible for ensuring the principles outlined herein are consistently applied to their direct reports.

4.02 The Township Council is responsible for approving job classifications, range structures, wages, and pay increases for employees.

4.03 The Township Council is responsible for carrying out the performance review of the Chief Administrative Officer.

# HUMAN RESOURCES POLICY AND PROCEDURES MANUAL

Section:	<b>PAY ADMINISTRATION</b>	Policy No:	<b>HR 3.01</b>
Subject:	<b>PAY PRICIPLES</b>	Issued:	<b>Dec 27/07</b>
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## 5 DEFINITIONS

5.01 **"Wages"** means monetary remuneration paid to employees under a contract of employment and includes base pay, premiums and/or allowances. . Wages do not include traveling allowances or expenses, or contributions made by the Township to a pension fund or benefit plan on an employee's behalf.

## 6 PROCEDURE

6.01 Each job shall be evaluated using a consistent and approved Job Evaluation process. Job Evaluations shall be reviewed at least once every two (2) years to ensure that each evaluation accurately reflects the duties and responsibilities assigned to the job.

6.02 External wage comparisons shall be made as necessary but at least once every two (2) years. Proper wage survey techniques shall be used for this purpose. Surveys may be initiated by the Township or survey data from external, reputable organizations may be used to determine competitive wages for jobs of comparable responsibilities in similar sized communities.

6.03 Pay range structures shall be established by the Township Council and reviewed, as required in order to remain competitive with estimated changes in the external market.

6.04 Employee performance shall be reviewed at least annually in conformance with the Township's Statement of Policy and Procedure related to its Performance Measurement Program. (See HR 3.04)

## 7 REVISION CONTROL

Date	Revision	Effective Date

# HUMAN RESOURCES POLICY AND PROCEDURES MANUAL

Section:	<b>PAY ADMINISTRATION</b>	Policy No:	<b>HR 3.02</b>
Subject:	<b>JOB EVALUATION</b>	Issued:	<b>Dec 27/07</b>
Issue to:	All Manual Holders	Effective:	<b>Dec 27/07</b>
Issued by:	<b>Raymond Champagne</b>	Page:	<b>1 OF 3</b>

## **1 POLICY**

- 1.01 Accepted and approved Job Evaluation techniques are used to evaluate jobs on factors of skill, effort, responsibility, and working conditions in order to establish their relative value to each other and within the Township so that accurate wage comparisons may be made between differing jobs. These factors will be specifically outlined and agreed to by all parties in the JobDescription.

## **2 PURPOSE**

- 2.01 The purpose of this Statement of Policy and Procedure is to outline the Job Evaluation process to be used throughout the Township to determine the relative value of jobs in order to assist in the equitable administration of wages.

## **3 SCOPE**

- 3.01 This Statement of Policy and Procedure applies to all jobs.

## **4 RESPONSIBILITY**

- 4.01 The Chief Administrative Officer is responsible for selecting a gender-neutral job evaluation system to be used for evaluating jobs and for approving the final evaluation of each job. Additionally, the Chief Administrative Officer is responsible for ensuring the principles of job evaluation are applied consistently throughout the company in an unbiased manner.
- 4.02 Managers in conjunction with their direct reports are responsible for preparing Job Descriptions that accurately reflect the essential tasks and duties of those jobs within their organization units and for ensuring those descriptions are kept current and reflect changes occurring in the tasks and duties assigned to those jobs.

# HUMAN RESOURCES POLICY AND PROCEDURES MANUAL

Section:	<b>PAY ADMINISTRATION</b>	Policy No:	<b>HR 3.02</b>
Subject:	<b>JOB EVALUATION</b>	Issued:	<b>Dec 27/07</b>
Issue to:	All Manual Holders	Effective:	<b>Dec 27/07</b>
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## 5 DEFINITIONS

- 5.01 **"Job Evaluation"** means to establish a value for each job based upon the objective evaluation of gender-neutral factors of skill, effort, responsibility, and working conditions.
- 5.02 **"Job Specifications"** means the minimum skills, knowledge, and experience an individual must possess in order to be able to accomplish the job in a competent manner. Job Specifications take into consideration the scope of the job - things such as the number of people supervised, accountability, freedom to exercise judgment in performing the job, impact of decisions on the company's success, complexity of duties, as well as other items.

## 6 PROCEDURE

- 6.01 The Chief Administrative Officer shall establish a Job Evaluation Committee and assign to it the responsibility for evaluating jobs using the approved Job Evaluation system. The Chief Administrative Officer may choose to retain a consultant to assist the Committee. The Committee shall evaluate each job and maintain a record of completed evaluations. Members of the Job Evaluation Committee shall be trained in the proper techniques of Job Evaluation.
- 6.01 Managers, in conjunction with job incumbents whenever possible, shall prepare a Job Description for each job in order to clearly identify and document the essential duties of the job. This includes identifying the Job Specifications necessary to perform the job in a competent manner.
- 6.02 Whenever the content of a job changes substantially, the Job Description shall be updated and the job shall be re-evaluated to ensure it continues to be assigned the correct evaluation ranking and pay range.
- 6.03 Employees shall be provided with a copy of their respective approved job descriptions.

# HUMAN RESOURCES POLICY AND PROCEDURES MANUAL

Section:	<b>PAY ADMINISTRATION</b>	Policy No:	<b>HR 3.02</b>
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## 7 ATTACHMENTS

None

## 8 REVISION CONTROL

Date	Revision	Effective Date

# HUMAN RESOURCES POLICY AND PROCEDURES MANUAL

Section:	<b>PAY ADMINISTRATION</b>	Policy No:	<b>HR 3.03</b>
Subject:	<b>PAYROLL ADMINISTRATION</b>	Issued:	<b>Dec 27/07</b>
Issue to:	All Manual Holders	Effective:	<b>Dec 27/07</b>
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## **I POLICY**

- 1.01 It is the policy of the Township of East Ferris to ensure that employees are fairly and equitably compensated for competent job performance and to ensure that equitable pay relationships are maintained from one organizational level to another and from one department to another.
- 1.02 Merit increase reviews shall be conducted annually for those employees who have not achieved the maximum salary specified for their position and who are eligible for an incremental increase.

## **2 PURPOSE**

- 2.01 The purpose of this Statement of Policy and Procedure is to ensure that each employee is fairly and equitably rewarded for sustained competent performance in a job and to ensure that equitable pay relationships are maintained from one organizational level to another and from one department to another.

## **3 SCOPE**

- 3.01 This Statement of Policy and Procedure applies to all non-union employees.

## **4 RESPONSIBILITY**

- 4.01 The Chief Administrative Officer is responsible for compiling pay information as required for the consideration of Council when setting annual pay increase guidelines.
- 4.02 The Chief Administrative Officer is responsible for initiating the necessary documents to affect pay increases for employees consistent with levels established by Council.

# HUMAN RESOURCES POLICY AND PROCEDURES MANUAL

Section:	<b>PAY ADMINISTRATION</b>	Policy No:	<b>HR 3.03</b>
Subject:	<b>PAYROLL ADMINISTRATION</b>	Issued:	<b>Dec 27/07</b>
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## 5 DEFINITIONS

### 5.01 Types of Pay Increases:

- (a) Incremental Increase - An increase, based on performance, within the same job level and pay range.
- (b) Promotion Increase - An increase, which may be granted to an individual who is promoted to a position with a higher job level.
- (c) Reclassification Increase - An increase that may be granted when the duties of a job have changed sufficiently so that the job is reclassified to a higher job level.

## 6 PROCEDURE

### 6.01 Timing of Pay Adjustments

- (a) **Incremental Increase:** applies to an individual who is progressing through the salary range established for a position. An increase to the next higher level in the range may be awarded subject to competent job performance during the previous twelve (12) month period..
- (b) **Promotion Increase:** A promotion may occur at any time. A promotion increase shall be granted on the effective date of the promotion. A Promotion Increase is normally to the first step in the salary range of the new position providing an increase over the employee's previous rate.
- (c) **Reclassification Increase:** This type of pay adjustment may be granted when an individual's job is re-evaluated and adjusted upwards to a classification, which warrants the assignment of a new, pay range.

# HUMAN RESOURCES POLICY AND PROCEDURES MANUAL

Section:	<b>PAY ADMINISTRATION</b>	Policy No:	<b>HR 3.03</b>
Subject:	<b>PAYROLL ADMINISTRATION</b>	Issued:	<b>Dec 27/07</b>
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## 6.02 Annual Pay Increase Plan

Salaries of staff shall be reviewed by the Township Council. The guidelines and budget may vary from year to year depending on prevailing business and economic conditions, such as: patterns in wage increases, demand versus supply in the labour market, trends in cost of living, etc.

6.03 No commitments, financial or otherwise, are to be made to any individual regarding wages or pay changes until all appropriate approvals have been obtained.

6.04 The Chief Administrative Officer is responsible for initiating pay adjustments and for advising the employee of a pay change, before the change appears in the employee's pay cheque.

## 7 REVISION CONTROL

Date	Revision	Effective Date



## HUMAN RESOURCES POLICY AND PROCEDURES MANUAL

Section:	<b>PAY ADMINISTRATION</b>	Policy No:	<b>HR 3.04</b>
Subject:	<b>PERFORMANCE MEASUREMENT</b>	Issued:	<b>Dec 27/07</b>
Issue to:	All Manual Holders	Effective:	<b>Dec 27/07</b>
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### **I POLICY**

1.01 The performance of each employee will be evaluated on an annual basis. The performance review will include the setting of operational goals and objectives for the next year and the completion of a training/development plan for each employee.

### **2 PURPOSE**

2.01 The purpose of this statement of Policy and Procedure is to:

- provide a systematic annual review of each employee's performance during the preceding year;
- assist each employee to achieve and maintain his/her performance potential;
- encourage employees to consider their own performance and to set performance standards or goals;
- identify specific requirements for the training and development of individual employees; and
- record on an objective basis the performance of each employee.

### **3 SCOPE**

3.01 This Statement of Policy and Procedure applies to all employees.

### **4 RESPONSIBILITY**

4.01 The Chief Administrative Officer is responsible for the overall administration of the Performance Measurement Program and for conducting annual evaluation of each of his/her direct reports.

# HUMAN RESOURCES POLICY AND PROCEDURES MANUAL

Section:	<b>PAY ADMINISTRATION</b>	Policy No:	<b>HR 3.04</b>
Subject:	<b>PERFORMANCE MEASUREMENT</b>	Issued:	<b>Dec 27/07</b>
Issue to:	All Manual Holders	Effective:	<b>Dec 27/07</b>
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- 4.02 Managers are responsible conducting an annual review of each of their direct non-union reports.

## 5 PROCEDURE

- 5.01 An employee's performance review will be conducted by the employee's manager in January of each year. The performance review of each manager will be conducted by the Chief Administrative Officer in January of each year. The performance review of the Chief Administrative Officer shall be conducted by the Township Council, or a designated Committee thereof, no later than March 31<sup>st</sup> each year.
- 5.02 During the second week of December each year, the Administrative Assistant shall distribute two (2) copies of the Performance Measurement Program to the Chief Administrative Officer and each Manager, accompanied by a list of employees whose performance is to be reviewed.
- 5.03 Each employee scheduled for a review will be provided with a copy of the Performance Measurement document two (2) weeks prior to the review meeting and request that the employee conduct a self-appraisal prior to the scheduled review meeting.
- 5.04 The performance measurement form is to be completed by the employee's manager and discussed with the employee.
- 5.05 An employee who believes that the rating does not represent a fair evaluation of their performance may record their objection to the evaluation. The "Employee's Comments" section is provided for this purpose.
- 5.06 The completed form is to be signed by the employee and the employee's manager following the interview and discussion.
- 5.07 Following completion of the Performance Measurement form, the original will be forwarded to the Chief Administrative Officer for review and inclusion in the employee's personnel file.

# HUMAN RESOURCES POLICY AND PROCEDURES MANUAL

Section:	<b>PAY ADMINISTRATION</b>	Policy No:	<b>HR 3.04</b>
Subject:	<b>PERFORMANCE MEASUREMENT</b>	Issued:	<b>Dec 27/07</b>
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## 6 REVISION CONTROL

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# HUMAN RESOURCES POLICY AND PROCEDURES MANUAL

Section:	<b>PAY ADMINISTRATION</b>	Policy No:	<b>HR 3.05</b>
Subject:	<b>OVERTIME</b>	Issued:	<b>Dec 27/07</b>
Issue to:	All Manual Holders	Effective:	<b>Dec 27/07</b>
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## **1 POLICY**

- 1.01 Overtime work, in excess of regular scheduled hours must be authorized in advance by the Chief Administrative Officer before being worked.
- 1.02 Authorized overtime hours worked are paid at the rate of one and one-half (1 1/2) times the employee's base hourly rate, or its equivalent, for all hours worked in excess of the employees regular scheduled hours.
- 1.03 Time in lieu will be dealt with on an individual basis between the staff person and the Chief Administrative Officer or in the case of the Chief Administrative Officer, between the Chief Administrative Officer and Council.

## **2 PURPOSE**

- 2.01 The purpose of this Statement of Policy and Procedure is to ensure overtime hours and premiums are administered consistently, fairly and equitably.

## **3 SCOPE**

- 3.01 This Statement of Policy and Procedure applies to all non-union employees. Overtime provisions for union employees are governed by the terms of the applicable Collective Agreement.

## **4 RESPONSIBILITY**

- 4.01 The Chief Administrative Officer is responsible for evaluating the need for overtime and authorizing its use as deemed necessary.
- 4.01 Managers are responsible for obtaining advance authorization for employees to work overtime and for submitting overtime reports in a timely manner. Employees are required to obtain advanced authorization before working overtime hours.

# HUMAN RESOURCES POLICY AND PROCEDURES MANUAL

Section:	<b>PAY ADMINISTRATION</b>	Policy No:	<b>HR 3.05</b>
Subject:	<b>OVERTIME</b>	Issued:	<b>Dec 27/07</b>
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## 5 DEFINITIONS

- 5.01 “**Base Hourly Rate**” for an employee who is paid by the hour is the amount paid for an hour of regular work, not including overtime hours and exclusive of any premiums, benefits etc. For employees who are paid other than an hourly rate of pay, the base hourly rate is computed by dividing the amount the employee earned in a given work week, by the number of non-overtime hours actually worked in that week, excluding any premiums, benefits etc.

## 6 PROCEDURE

- 6.01 To be eligible for overtime payment or time in lieu, all overtime must be documented and authorized in advance by the Chief Administrative Officer. In the case of overtime work to be performed on a Saturday or Sunday, the work shall be authorized in advance by the Chief Administrative Officer.
- 6.02 Commuting between home and workplace is not considered working time and is not eligible for overtime.
- 6.03 Overtime will not be paid for work performed outside the Township boundaries, unless specific approval has been received in advance from the Chief Administrative Officer.
- 6.04 Overtime shall be reported semi-monthly to Payroll by each Manager. Where employee time cards are used for reporting hours worked, overtime hours may be authorized by the Manager by an approval signature directly on the time card.
- 6.05 Subject to approval by the Manager concerned, an employee may request to be compensated for overtime hours worked by receiving one and one-half (1 ½) hours of paid time off work during regular working hours in lieu of receiving overtime pay for overtime worked. Such a request must be made in writing by the employee.

# HUMAN RESOURCES POLICY AND PROCEDURES MANUAL

Section:	<b>PAY ADMINISTRATION</b>	Policy No:	<b>HR 3.05</b>
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## 7 REVISION CONTROL

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# HUMAN RESOURCES POLICY AND PROCEDURES MANUAL

Section:	<b>PAY ADMINISTRATION</b>	Policy No:	<b>HR 3.06</b>
Subject:	<b>WAGE GARNISHMENTS</b>	Issued:	<b>Dec 27/07</b>
Issue to:	All Manual Holders	Effective:	<b>Dec 27/07</b>
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## **1 POLICY**

- 1.01 The law requires the Township to comply with court-ordered payments and wage garnishments when they are presented. Employees affected by wage garnishment to court-ordered payments will be notified by the Chief Administrative Officer of any charge against their wages.
- 1.02 No person acting on behalf of the Township may dismiss; threaten to dismiss; discipline or suspend; impose any penalty upon; or intimidate or coerce any employee because of a wage garnishment or court-ordered payment.

## **2 PURPOSE**

- 2.01 The purpose of this Statement of Policy and Procedure is to set out The Township's obligations when dealing with wage garnishments and/or court-ordered payments.

## **3 SCOPE**

- 3.01 This Statement of Policy and Procedure applies to all employees.

## **4 RESPONSIBILITY**

- 4.01 The Chief Administrative Officer or designated nominee is responsible for informing employees, in a confidential manner, when wage garnishments are placed against them.

## **5 REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE**

- a) Wages Act (Ontario)
- b) Ontario Employment Standards Act

# HUMAN RESOURCES POLICY AND PROCEDURES MANUAL

Section:	<b>PAY ADMINISTRATION</b>	Policy No:	<b>HR 3.06</b>
Subject:	<b>WAGE GARNISHMENTS</b>	Issued:	<b>Dec 27/07</b>
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## 6 PROCEDURE

- 6.01 Within twenty-four (24) hours of receiving a wage garnishment order, the Chief Administrative Officer or designate shall notify the employee, by telephone or in person, of the wage garnishment and when it will be effective.
- 6.02 Wage garnishments are considered to be confidential information. Documentation related to a garnishment or court-ordered payment shall be maintained only in the necessary Payroll files.

## 7 REVISION CONTROL

Date	Revision	Effective Date



# HUMAN RESOURCES POLICY AND PROCEDURES MANUAL

Section:	<b>BENEFITS</b>	Policy No:	<b>HR 4.01</b>
Subject:	<b>BENEFITS PRINCIPLES</b>	Issued:	<b>Dec 27/07</b>
Issue to:	All Manual Holders	Effective:	<b>Dec 27/07</b>
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## **1 POLICY**

1.01 It is the policy of the Township of East Ferris to provide fair and equitable benefit plans and programs based on industry practices. The following principles govern considerations regarding the type of benefit programs that may be made available to employees.

- (a) The Township believes that employees are primarily responsible for their own welfare and the welfare of their dependants.
- (b) The Township may, in its sole discretion, decide upon the following:
- plan design or modification;
  - introduction of new plans;
  - selection of carriers; funding arrangements;
  - cost sharing arrangements; and
  - benefits to be provided, subject to the provisions of any applicable Collective Agreement.

## **2 PURPOSE**

2.01 The purpose of this Statement of Policy and Procedure is to establish the principles to be considered when determining the appropriateness of introducing or modifying benefits plans or programs for employees.

## **3 SCOPE**

3.01 This Statement of Policy and Procedure applies to all employees.

# HUMAN RESOURCES POLICY AND PROCEDURES MANUAL

Section:	<b>BENEFITS</b>	Policy No:	<b>HR 4.01</b>
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## **4 RESPONSIBILITY**

- 4.01 The Chief Administrative Officer is responsible for ensuring the consistent application and administration of this policy, throughout the organization, and for obtaining the approval of Council prior to the implementation of a new benefit plan, or modifications to any existing benefit plans.

## **5 PROCEDURE**

- 5.01 Approved benefit plans and programs shall be communicated through benefit booklets, published by the plan providers. The booklet or plan summary shall outline the essential elements of each benefit plan, cost sharing arrangements (if any), claims procedures, carrier information, and other pertinent information deemed necessary, or advisable, for understanding the various benefit plans.
- 5.02 In certain circumstances, the Township may provide benefit plan and programs on a direct basis without normally involving third parties such as insurance carriers or regulatory authorities. Where direct benefits are provided, the Township shall publish the appropriate policies and procedures governing those plans.
- 5.03 In the case of conflict related to the administration of, or to the benefits provided by a benefit plan or program, the master contract(s) negotiated with the plan provider(s) and/or regulatory authority shall govern the resolution of such conflict
- 5.04 Proposed changes to existing benefit programs, or proposals to introduce new benefit programs, shall be submitted to Council for approval. Such proposals shall provide a detailed outline of the reasons for the change or introduction, the design of the benefits program, the proposed effective date of the change or introduction, the number of employees affected by the proposal, and a five-year projection of all costs and/or cost increases associated with the proposal.

# HUMAN RESOURCES POLICY AND PROCEDURES MANUAL

Section:	<b>BENEFITS</b>	Policy No:	<b>HR 4.01</b>
Subject:	<b>BENEFITS PRINCIPLES</b>	Issued:	<b>Dec 27/07</b>
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## 6 REVISION CONTROL

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# HUMAN RESOURCES POLICY AND PROCEDURES MANUAL

Section:	<b>BENEFITS</b>	Policy No:	<b>HR 4.02</b>
Subject:	<b>VACATION AND VACATION PAY</b>	Issued:	<b>Dec 27/07</b>
Issue to:	All Manual Holders	Effective:	<b>Dec 27/07</b>
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## **I POLICY**

1.01 Vacations are granted annually, based on completed years of continuous employment with the Township of East Ferris.

### **1.02 Vacation Entitlement**

- (a) For the purpose of this policy the vacation year is based on the employee's anniversary date of employment.
- (b) Employees on the active payroll are entitled to:
- two (2) weeks of vacation at 4% of basic earnings after completing one (1) but less than five (5) years of continuous employment;
  - three (3) weeks of vacation at 6% of basic earnings after completing five (5) but less than ten (10) years of continuous employment;
  - four (4) weeks of vacation at 8% of basic earnings after completing ten (10) but less than twenty (20) years of continuous employment;
  - Five (5) weeks of vacation at 10% of basic earnings after completing twenty (20) years of continuous employment;
  - Six (6) weeks of vacation at 12% of basic earnings after completing twenty-five (25) years of continuous service
- (c) Earned vacation entitlement cannot be carried over from one vacation year to another, except with the written approval of the Chief Administrative Officer.
- (d) No employee will be permitted to forgo vacation and receive vacation pay rather than taking his or her vacation.

### **1.04 Vacation Scheduling**

Employees must obtain advance approval from their Manager for any vacation time request. Every reasonable effort will be made to accommodate an employee's vacation request but approval resides with the employee's Manager and is subject to operational requirements.

# HUMAN RESOURCES POLICY AND PROCEDURES MANUAL

Section:	<b>BENEFITS</b>	Policy No:	<b>HR 4.02</b>
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## 2 PURPOSE

- 2.01 The purpose of this Statement of Policy and Procedure is to specify vacation entitlements that are earned by employees and to ensure consistency in the calculation and payment of vacation pay.

## 3 SCOPE

- 3.01 This Statement of Policy and Procedure applies to all employees.

## 4 RESPONSIBILITY

- 4.01 Managers are responsible for receiving vacation requests, reviewing, scheduling approving and monitoring vacation time requested and taken, and for advising Payroll of any changes to approved vacation plans.
- 4.02 The Chief Administrative Officer or designated nominee is responsible for ensuring vacation pay is paid in a timely manner, consistent with the provisions of this Statement of Policy and Procedure.

## 5 DEFINITIONS

- 5.01 "**Basic earnings**" means monetary remuneration paid to the employee during the twelve (12) month period for which the vacation is given but excludes any overtime, shift premiums, contributions made by the employer to a benefit plan, traveling allowances or expenses, benefits paid from a benefit plan, or vacation pay previously paid.
- 5.02 "**Continuous employment**" means a period of 52 weeks of work, including approved vacation and/or leaves of absence(s).

# HUMAN RESOURCES POLICY AND PROCEDURES MANUAL

Section:	<b>BENEFITS</b>	Policy No:	<b>HR 4.02</b>
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## **6 RELATED STATEMENTS of POLICY and PROCEDURE**

6.01 *Ontario Employment Standards Act, 2000* and Regulations

## **7 PROCEDURE**

### **7.01 Vacation Scheduling**

- (a) Employees are required to submit requests for vacation to their respective Manager.
- (b) In the event the operation may be impaired by scheduled vacations, the Manager may limit the number of employees who can take vacation at the same time. In such cases, the Manager, at his or her sole discretion, will approve vacations based on the Township's operational needs. Where all other factors are equal, the Manager will attempt to find a mutually beneficial time for all employees involved.

### **7.02 Holiday Occurring During Vacation**

When a recognized holiday occurs, or is granted, on a normal working day during an employee's vacation, the employee is entitled to:

- (a) an extra day of vacation at the beginning or at the end of the vacation; or
- (b) an extra day to be taken on any normal working day in the same calendar year subject to the approval of the employee's manager.

### **7.03 Illness during Vacation**

If an employee becomes ill or is injured **after commencing vacation**, the period of illness or injury is considered as part of the scheduled vacation and no adjustment or extension of vacation time will be made.

# HUMAN RESOURCES POLICY AND PROCEDURES MANUAL

Section:	<b>BENEFITS</b>	Policy No:	<b>HR 4.02</b>
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## 7.04 **Vacation Pay**

Vacation pay shall be paid on regular pay days throughout the employee's scheduled vacation period, or, at the written request of the employee, in a lump sum immediately prior to commencing scheduled vacation. The request for lump sum payment shall be submitted to the employee's Manager at least two (2) weeks in advance of the scheduled start of the vacation period.

## 7.05 **Vacation Pay on Termination**

An employee who ceases employment, for any reason, will receive pay for vacation time accrued to the date of termination, but not yet taken.

## 7.06 **Payment in Lieu of Vacation**

No payment will be made in lieu of vacation except where:

- (a) an employee ceases employment;
- (b) in those rare and exceptional cases where it is clear an employee cannot schedule the earned vacation entitlement with the authorized period. In such cases, payment in lieu of vacation may be made for vacation entitlement. Pay in lieu of vacation requires the approval of the Chief Administrative Officer.

## 7.07 **Vacation Time and Pay Records**

- (a) The Township of East Ferris is required by law to record the following information related to an employee's entitlement to vacation and vacation pay:
  - 1. The amount of vacation time that a recently hire employee has earned since the start of employment but had not taken before the start of the vacation entitlement year.
  - 2. The amount of vacation time an employee earned during the vacation entitlement year.

# HUMAN RESOURCES POLICY AND PROCEDURES MANUAL

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3. The amount of vacation time taken by the employee during the vacation entitlement year.
  4. The amount of vacation pay paid to the employee during the vacation entitlement year.
  5. The amount of wages on which the vacation pay referred to in paragraph 4 was calculated and the period of time to which those wages relate.
- (b) The information specified in paragraph 7.07(a) shall be prepared by the Chief Administrative Officer, or designate, and available to all employees in January of each year.

## 8 REVISION CONTROL

Date	Revision	Date



# HUMAN RESOURCES POLICY AND PROCEDURES MANUAL

Section:	<b>BENEFITS</b>	Policy No:	<b>HR 4.03</b>
Subject:	<b>HOLIDAYS</b>	Issued:	<b>Dec 27/07</b>
Issue to:	All Manual Holders	Effective:	<b>Dec 27/07</b>
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## 1 POLICY

1.01 The Township recognizes eleven days as holidays and grants employees time off work on these days for which the employee is paid Holiday Pay, subject to the conditions outlined herein. The recognized holidays are:

New Year's Day	Good Friday	Easter Monday (non-union)
Victoria Day	Canada Day	First Monday in August
Labour Day	Thanksgiving Day	Remembrance Day
Christmas Day	Boxing Day	Personal Day (union only)

1.02 Where a holiday falls on a non-working day for an employee or during an employee's vacation, another working day shall be granted as the holiday and be taken at another time, subject to the approval of the Chief Administrative Officer.

### 1.03 **Holiday Pay Eligibility**

To be eligible for Holiday Pay, an employee must:

- (a) be on the active payroll;
- (b) work on the regular scheduled work day immediately prior to and the regular scheduled work day immediately following a holiday, unless absence is approved in advance, in writing, by the Chief Administrative Officer;
- (c) not be employed as a Casual employee, whereby the employee can choose whether or not to work when requested to do so.

# HUMAN RESOURCES POLICY AND PROCEDURES MANUAL

Section:	<b>BENEFITS</b>	Policy No:	<b>HR 4.03</b>
Subject:	<b>HOLIDAYS</b>	Issued:	<b>Dec 27/07</b>
Issue to:	All Manual Holders	Effective:	<b>Dec 27/07</b>
Issued by:	<b>Raymond Champagne</b>	Page:	<b>2 of 4</b>

## 2 PURPOSE

- 2.01 The purpose of this Statement of Policy and Procedure is to specify those days, which are observed as holidays, and to outline the eligibility requirements for Holiday Pay.

## 3 SCOPE

- 3.01 This Statement of Policy and Procedure applies to all non-union employees. Holiday provisions for union employees are governed by the terms of the applicable Collective Agreement.

## 4 RESPONSIBILITY

- 4.01 Managers are responsible for advising Payroll, in writing, of the names of those employees who do not qualify for Holiday Pay and reasons for ineligibility.

## 5 DEFINITIONS

- 5.01 **"Holiday Pay"** means the average regular daily wages earned by an employee in the four (4) week period before the week in which the holiday occurs.
- 5.02 **"Regular Rate" means:**
- (a) for an employee who is paid by the hour, the amount earned for an hour of work in the employee's usual work week, not counting overtime hours.
  - (b) otherwise, the amount earned in a given work week divided the number of non-overtime hours actually worked in that week.
- 5.03 **"Regular Wages"** means wages other than overtime pay, holiday pay, premium pay, termination pay or severance pay.

# HUMAN RESOURCES POLICY AND PROCEDURES MANUAL

Section:	<b>BENEFITS</b>	Policy No:	<b>HR 4.03</b>
Subject:	<b>HOLIDAYS</b>	Issued:	<b>Dec 27/07</b>
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## 6 REFERENCES AND RELATED POLICIES AND PROCEDURES

*Ontario Employment Standards Act, 2000* and Regulations

HR 2.05 – Employment Classifications

HR 2.09 – Termination of Employment

HR 4.02 – Vacation and Vacation Pay

HR 4.04 – Personal Leave of Absence

HR 4.05 – Pregnancy Leave

HR 4.06 – Parental/Adoption Leave

## 7 PROCEDURE

### 7.01 Work performed on a Recognized Holiday

- (a) Work performed on a holiday must be authorized in advance by the Chief Administrative Officer.
- (b) An employee who works on a holiday will be paid Holiday Pay plus the rate of one and one-half (1 ½) times the employees Regular Rate for all hours worked on the holiday.

7.02 An employee hired on the first working day following a holiday is not eligible for holiday pay.

### 7.03 Holiday Pay on Cessation of Employment

- (a) An employee who ceases employment before a day that is substituted for a holiday and who is otherwise eligible for pay for that holiday, shall receive Holiday Pay in lieu of that substituted holiday.

# HUMAN RESOURCES POLICY AND PROCEDURES MANUAL

Section:	<b>BENEFITS</b>	Policy No:	<b>HR 4.03</b>
Subject:	<b>HOLIDAYS</b>	Issued:	<b>Dec 27/07</b>
Issue to:	All Manual Holders	Effective:	<b>Dec 27/07</b>
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- (b) An employee who ceases employment at the end of the regular work day immediately preceding a holiday which is observed during the same week as the date of termination and who otherwise would normally be eligible for the holiday with pay, shall receive Holiday Pay in lieu of the holiday in addition to any other wages owing at the time of termination.

## 8 REVISION CONTROL

<b>Date</b>	<b>Revision</b>	<b>Effective Date</b>

# HUMAN RESOURCES POLICY AND PROCEDURES MANUAL

Section:	<b>BENEFITS</b>	Policy No:	<b>HR 4.04</b>
Subject:	<b>PERSONAL LEAVE OF ABSENCE</b>	Issued:	<b>Dec 27/07</b>
Issue to:	All Manual Holders	Effective:	<b>Dec 27/07</b>
Issued by:	<b>Raymond Champagne</b>	Page:	<b>1 of 3</b>

## I POLICY

- 1.01 (a) Employees on the active payroll may apply for a personal leave of absence at any time. All requests for personal leave save and except for jury duty (see Paragraph 7.01) are deemed to be for personal reasons and may or may not be approved at the sole discretion of the Chief Administrative Officer.
- (b) Requests for leave will be judged on their merit, by the Chief Administrative Officer, having regard for individual circumstances, such as, the purpose of the leave, the performance and length of service of the employee, the frequency of such requests, and the impact of the employee's absence on operations. Such leaves, if granted, shall be without pay.
- (c) All requests for leave of Absence, in excess of three (3) days must be made to the Chief Administrative Officer, in writing.
- 1.02 (a) Employee benefits are discontinued for the duration of any Leave of Absence in excess of one (1) month, unless specified otherwise herein.
- (b) If permitted and approved by the benefits provider, employees may make appropriate arrangements, in advance, to maintain insured health and medical benefits by prepaying the necessary premiums, including the employer's share, prior to the commencement of a leave in excess of one (1) month.
- 1.03 Any Request for Personal Leave for the purpose of working for another employer or for the purpose of serving a jail sentence will not be granted.

## 2 PURPOSE

- 2.01 The purpose of this Statement of Policy and Procedure is to outline types of Personal Leave of Absence that will be approved and to establish guidelines for the handling such requests. Furthermore, the Statement of Policy and Procedure deals with leaves relating to Jury Duty or attendance in court as a witness under summons.

# HUMAN RESOURCES POLICY AND PROCEDURES MANUAL

Section:	<b>BENEFITS</b>	Policy No:	<b>HR 4.04</b>
Subject:	<b>PERSONAL LEAVE OF ABSENCE</b>	Issued:	<b>Dec 27/07</b>
Issue to:	All Manual Holders	Effective:	<b>Dec 27/07</b>
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## **3 SCOPE**

- 3.01 This Statement of Policy and Procedure applies to all non-union employees. Leave of Absence for union employees is covered by the terms of the applicable Collective Agreement.

## **4 RESPONSIBILITY**

- 4.01 The Chief Administrative Officer is responsible for responding to any Request for Leave in a timely manner, and for notifying the employee of the disposition of the request.

## **5 DEFINITIONS**

- 5.01 "**Working day**" means a day on which the employee is regularly scheduled to work.

## **6 REFERENCE AND RELATED POLICY AND PROCEDURE**

Ontario *Employment Standards Act, 2000* and Regulations

Ontario Juries Act

## **7 PROCEDURE**

### **7.01 Jury Leave**

- (a) An employee who is summoned for jury duty, or as a court witness, shall be granted Jury Leave or Court Attendance Leave for the period required. The employee will receive regular wages, less fees paid by the Court, provided he/she furnishes the Chief Administrative Officer with a copy of the jury summons or summons to witness and submits a certified statement of fees paid by the Court.

# HUMAN RESOURCES POLICY AND PROCEDURES MANUAL

Section:	<b>BENEFITS</b>	Policy No:	<b>HR 4.04</b>
Subject:	<b>PERSONAL LEAVE OF ABSENCE</b>	Issued:	<b>Dec 27/07</b>
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(b) The employee is required to return to work immediately if services as a juror, or as a court witness, are not required.

7.02 Except for paragraph 7.01, employees are encouraged to first use vacation or lieu time owed to them before requesting personal leave.

7.03 Requests for Personal Leave of Absence shall be submitted to the Chief Administrative Officer as far in advance of the date of commencement of the requested leave as is possible.

7.04 Requests for Personal Leave without pay, of three (3) days or less, may be authorized by the employee's manager. Requests for Personal Leave without pay, in excess of three working days, and all requests for Personal Leave with pay, require the approval of the Chief Administrative Officer.

7.05 A copy of all approved Personal Leave of Absence Requests shall be filed in the employee's Personnel file.

## 8 REVISION CONTROL

Date	Revision	Effective Date

# HUMAN RESOURCES POLICY AND PROCEDURES MANUAL

Section:	<b>BENEFITS</b>	Policy No:	<b>HR 4.05</b>
Subject:	<b>PREGNANCY LEAVE</b>	Issued:	<b>Dec 27/07</b>
Issue to:	All Manual Holders	Effective:	<b>Dec 27/07</b>
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## 1 POLICY

- 1.01 (a) A pregnant employee who has at least thirteen (13) weeks of employment before the expected date of birth is entitled to and shall be granted leave of absence without pay, not exceeding seventeen (17) weeks in duration provided she:
- (i) submits a written request for Pregnancy Leave at least two (2) weeks before the date on which the leave is to commence; and
  - ii) if requested, provides a certificate from a legally qualified medical practitioner stating the expected birth date.
- (b) In the case of an employee who stops working because of complications caused by her pregnancy or because of a birth, still-birth or miscarriage that happens earlier than the employee was expected to give birth, the employee must, within two (2) weeks of stopping work, provide:
- (i) written notice of the date pregnancy leave began or is to begin; and
  - (ii) a certificate from a legally qualified medical practitioner that:
    - (a) in the case of an employee who stops working because of complications caused by her pregnancy, states the employee is unable to perform her duties because of complications caused by her pregnancy and states the expected birth date; or
    - (b) in any other case, states the date of birth, stillbirth or miscarriage and the date the employee was expected to give birth.
- 1.02 Unless Paragraph 1.01 (b) applies, pregnancy leave may commence no earlier than seventeen (17) weeks before the expected birth date. Such leave shall be for a continuous period and not intermittent.



# HUMAN RESOURCES POLICY AND PROCEDURES MANUAL

Section:	<b>BENEFITS</b>	Policy No:	<b>HR 4.05</b>
Subject:	<b>PREGNANCY LEAVE</b>	Issued:	<b>Dec 27/07</b>
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## **2 PURPOSE**

- 2.01 The purpose of this Statement of Policy and Procedure is to ensure employees are aware of their rights related to pregnancy leave.

## **3 SCOPE**

- 3.01 This Statement of Policy and Procedure applies to all employees.

## **4 RESPONSIBILITY**

- 4.01 Employees are responsible for providing the appropriate written notices and medical certificates required by this Statement of Policy and Procedure.

## **5 DEFINITIONS**

None

## **6 REFERENCES AND RELOATED POLICIES AND PROCEDURES**

Ontario *Employment Standards Act, 2000* and Regulations

HR 4.02 – Vacation and Vacation Pay

HR4.03 – Holidays

HR 4.06 – Parental and//or Adoption Leave

HR5.04 – Workplace Accommodation of the Basis of Handicap

# HUMAN RESOURCES POLICY AND PROCEDURES MANUAL

Section:	<b>BENEFITS</b>	Policy No:	<b>HR 4.05</b>
Subject:	<b>PREGNANCY LEAVE</b>	Issued:	<b>Dec 27/07</b>
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## 7 PROCEDURE

- 7.01 During Pregnancy Leave, an employee who is eligible to participate in pension plans, life insurance plans, accidental death plans, extended health plans, and/or dental plans, may continue to participate in those plans, unless the employee elects in writing not to do so or the employee provides written notice that she does not intend to pay the required contributions, if any, to the plan(s). If employee contributions are required, the employee is responsible for paying those contributions unless, prior to taking leave or within two (2) weeks thereafter, the employee notifies the Township, in writing, of her intention to discontinue contributions during the leave period. Benefits do not accrue during the leave, if required employee contributions are not paid. An employee wishing to continue benefits during the leave will be required to provide either post-dated cheques or make other suitable arrangements regarding payment of the employee's portion for benefit coverage.
- 7.02 Except for determining whether an employee has completed a Probationary Period, the period of Pregnancy leave is included in calculating an employee's length of employment, service or seniority.
- 7.03 On expiry of a Pregnancy Leave, an employee who returns to work shall be reinstated in the position occupied by her at commencement of the leave, or if that position is not available, in a comparable position with not less than the same wages and benefits.
- 7.04 An employee who is entitled to Parental Leave in addition to Pregnancy Leave must commence that leave upon the expiry of Pregnancy Leave, unless the child has not yet come into the care and control of the employee.
- 7.05 An employee may terminate a Pregnancy Leave earlier than planned provided she gives at least four (4) weeks written notice to the Chief Administrative Officer of the date on which she wishes to return to work.

## HUMAN RESOURCES POLICY AND PROCEDURES MANUAL

Section:	<b>BENEFITS</b>	Policy No:	<b>HR 4.05</b>
Subject:	<b>PREGNANCY LEAVE</b>	Issued:	<b>Dec 27/07</b>
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- 7.06 (a) An employee who does not intend to return to work after the leave ends is required to provide at least four (4) weeks notice of termination.
- (b) An employee who fails to return to work upon expiry of her Pregnancy Leave and fails to provide a written notice of termination as required in paragraph (a) is deemed to have voluntarily resigned her employment, effective with the expiry date of the leave.

### 8 REVISION CONTROL

<b>Date</b>	<b>Revision</b>	<b>Effective Date</b>

# HUMAN RESOURCES POLICY AND PROCEDURES MANUAL

Section:	<b>BENEFITS</b>	Policy No:	<b>HR 4.06</b>
Subject:	<b>PARENTAL/ADOPTION LEAVE</b>	Issued:	<b>Dec 27/07</b>
Issue to:	All Manual Holders	Effective:	<b>Dec 27/07</b>
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## **1 POLICY**

1.01 An employee who has completed at least thirteen (13) weeks of employment and who is the parent of a child is entitled to Parental/Adoption Leave without pay, up to a maximum of thirty-five (35) consecutive weeks if the employee also took Pregnancy Leave or thirty-seven (37) weeks, otherwise, following;

- (a) the birth of the child; or
- (b) when the child comes into the custody, care and control of a parent for the first time.

## **2 PURPOSE**

2.01 The purpose of this Statement of Policy and Procedure is to establish effective procedures to be used by employees who become parents and wish to provide for the care and custody of a new-born or newly adopted child.

## **3 SCOPE**

3.01 This Statement of Policy and Procedure applies to all employees.

## **4 RESPONSIBILITY**

4.01 Employees are responsible for providing at least two (2) weeks written notice when requesting Parental/Adoption Leave.

## **5 DEFINITIONS**

5.01 **“Child”** means a new-born child of the parent and, in the case of an adopted child, a child who has not reached the age of compulsory school attendance.

# HUMAN RESOURCES POLICY AND PROCEDURES MANUAL

Section:	<b>BENEFITS</b>	Policy No:	<b>HR 4.06</b>
Subject:	<b>PARENTAL/ADOPTION LEAVE</b>	Issued:	<b>Dec 27/07</b>
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5.02 **“Parent”** means the father or mother of a new-born child and includes a person with whom a child is placed for adoption and a person who is in a relationship of some permanence with a parent or child and who intends to treat the child as his or her own.

## 6 REFERENCES AND RELATED POLICIES AND PROCEDURES

Ontario *Employment Standards Act*, 2000 and Regulations

HR 4.02 – Vacation and Vacation Pay

HR 4.03 – Holidays

HR 405 – Pregnancy Leave

## 7 PROCEDURE

- 7.01 (a) An eligible employee, upon giving their immediate manager a minimum of two (2) weeks written notice of their intention to take a Parental/Adoption leave, shall be granted the requested leave for a maximum period of up to thirty-five (35) consecutive weeks for an employee who also takes Pregnancy Leave or thirty-seven (37) consecutive weeks for an employee who does not take Pregnancy Leave.
- (b) If an employee stops working because a child comes into the employee’s custody, care and control for the first time earlier than expected,
- (i) the employee’s Parental/Adoption Leave begins on the day he or she stops working; and
  - (ii) the employee must, within two (2) weeks after stopping work, give written notice that he or she is taking Parental/Adoption Leave.

## HUMAN RESOURCES POLICY AND PROCEDURES MANUAL

Section:	<b>BENEFITS</b>	Policy No:	<b>HR 4.06</b>
Subject:	<b>PARENTAL/ADOPTION LEAVE</b>	Issued:	<b>Dec 27/07</b>
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- 7.02 An employee who takes Pregnancy Leave and wishes to take Parental Leave must commence the Parental Leave immediately upon expiry of the Pregnancy Leave, without a return to work, unless agreed to otherwise by the Township and the employee
- 7.03 On expiry of a Parental/Adoption Leave, an employee who returns to work shall be reinstated in the position occupied by that employee at commencement of the leave, or if that position is no longer available, in a comparable position. The employee shall receive a pay rate that is equal to the greater of ,
- (a) the rate the employee most recently earned; and
  - (b) the rate the employee would be earning had he or she worked throughout the leave.
- 7.04 During Parental/Adoption Leave, an employee who is eligible to participate in pension plans, life insurance plans, accidental death plans, extended health plans, and/or dental plans, may continue to participate in those plans, unless the employee elects in writing not to do so or the employee provides written notice that she does not intend to pay the required contributions, if any, to the plan(s). If employee contributions are required, the employee is responsible for paying those contributions unless, prior to taking leave or within two (2) weeks thereafter, the employee notifies the Township, in writing, of her intention to discontinue contributions during the leave period. Benefits do not accrue during the leave, if required employee contributions are not paid. An employee wishing to continue benefits during the leave will be required to provide either post-dated cheques or make other suitable arrangements regarding payment of the employee's portion for benefit coverage.
- 7.05 Except for determining whether an employee has completed a Probationary Period, the period of Parental/Adoption leave is included in calculating an employee's length of employment, service or seniority.

## HUMAN RESOURCES POLICY AND PROCEDURES MANUAL

Section:	<b>BENEFITS</b>	Policy No:	<b>HR 4.06</b>
Subject:	<b>PARENTAL/ADOPTION LEAVE</b>	Issued:	<b>Dec 27/07</b>
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- 7.06 An employee may end a Parental/Adoption Leave earlier than planned by providing at least four (4) weeks written notice of the date on which the leave is to end.
- 7.07 (a) An employee who does not intend to return to work after the leave ends is required to provide at least four (4) weeks notice of termination.
- (b) An employee who fails to return to work upon expiry of the Parental/Adoption Leave and fails to provide a written notice of termination as required in paragraph (a) is deemed to have voluntarily resigned his/her employment, effective with the expiry date of the leave.
- 7.08 No employee who has completed the Probationary Period shall be terminated or laid off solely because the employee has applied for leave in accordance with this policy.

### 8 REVISION CONTROL

Date	Revision	Effective Date

# HUMAN RESOURCES POLICY AND PROCEDURES MANUAL

Section:	<b>BENEFITS</b>	Policy No:	<b>HR 4.07</b>
Subject:	<b>BEREAVEMENT LEAVE</b>	Issued:	<b>Dec 27/07</b>
Issue to:	All Manual Holders	Effective:	<b>Dec 27/07</b>
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## **I POLICY**

- 1.01 In the event of a death of a member of an employee's Immediate Family, an employee is entitled to and shall be granted a Bereavement Leave of up to three (3) consecutive working days for the purpose of arranging or attending the funeral.
- 1.02 In the event of a death of Other Relatives, employees may request a Bereavement Leave, and a leave of one (1) working day with pay will be granted to attend the funeral. If attendance at the funeral requires extensive travel, unpaid leave of up to two (2) further days will be granted.

## **2 PURPOSE**

- 2.01 The purpose of this Statement of Policy and Procedure is to establish an employee's entitlement to a Bereavement Leave in the event of a death of a member of the employee's Immediate Family or Other Relatives.

## **3 SCOPE**

- 3.01 This Statement of Policy and Procedure applies to all employees. Bereavement Leave provisions for union employees are governed by the terms of the applicable Collective Agreement.

## **4 RESPONSIBILITY**

- 4.01 Employees are responsible for notifying their manager of their need for a Bereavement Leave as soon as is practicable.



# HUMAN RESOURCES POLICY AND PROCEDURES MANUAL

Section:	<b>BENEFITS</b>	Policy No:	<b>HR 4.07</b>
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4.02

Managers are responsible for taking the necessary actions regarding payroll for any employee who takes a Bereavement Leave and for ensuring the payroll record properly reflects the employee's pay entitlement.

## 5 DEFINITIONS

5.01 "**Immediate family**" means a parent, spouse, child, brother, sister, mother-in-law, father-in-law,

5.02 "**Other relatives**" means a sister-in-law, brother-in-law, grandchild, daughter-in-law, son-in-law, grandmother or grandfather, aunt or uncle.

5.03 "**Working day**" means a day on which the employee is regularly scheduled to work.

## 6 REFERENCES AND RELATED POLICIES AND PROCEDURES

Ontario *Employment Standards Act*, 2000 and Regulations

HR 4.04 – Personal Leave of Absence

## 7 PROCEDURE

Employees who wish to take a Bereavement Leave shall provide written notice to their Manager as soon as practicable after learning of the death that qualifies for this type of leave. The notice of leave shall be filed in the employee's Personnel file.

# HUMAN RESOURCES POLICY AND PROCEDURES MANUAL

Section:	<b>BENEFITS</b>	Policy No:	<b>HR 4.07</b>
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## 8 REVISION CONTROL

<b>Date</b>	<b>Revision</b>	<b>Effective Date</b>

# HUMAN RESOURCES POLICY AND PROCEDURES MANUAL

Section:	<b>BENEFITS</b>	Policy No:	<b>HR 4.08</b>
Subject:	<b>EDUCATION ASSISTANCE PROGRAM</b>	Issued:	<b>Dec 27/07</b>
Issue to:	All Manual Holders	Effective:	<b>Dec 27/07</b>
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## 1 POLICY

1.01 The Township of East Ferris provides an Education Assistance Program which offers reimbursement of tuition fees to encourage eligible employees to upgrade their education and/or skills by enrolling in part-time studies at recognized colleges or universities.

### 1.02 Eligibility

- (a) Full-time employees who have completed their Probationary Period are eligible to apply for Education Assistance Program benefits prior to their enrolment in a course of study.
- (b) Employees must remain actively employed by the Township throughout the duration of the course of study.

### 1.03 Basis of Education Assistance

- (a) Education Assistance benefits for qualified Full-time employees are limited to the cost of tuition, specific examination fees, and one (1) required text book, if any. No reimbursement will be made for the cost of supplies, transportation or other such costs related to the course(s).
- (b) The Education Assistance Program applies to studies that are:
  - twenty (20) hours, or more in duration;
  - offered by a recognized educational institution or professional organization;
  - related to the specific job which the employee performs; or
  - are intended to enlarge and/or broaden an employee's knowledge and/or develop potential to assume greater responsibility within the organization.

# HUMAN RESOURCES POLICY AND PROCEDURES MANUAL

Section:	<b>BENEFITS</b>	Policy No:	<b>HR 4.08</b>
Subject:	<b>EDUCATION ASSISTANCE PROGRAM</b>	Issued:	<b>Dec 27/07</b>
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## 2 PURPOSE

- 2.01 The Township wishes to encourage employees to continually upgrade and develop their skills and knowledge through attendance at colleges and universities in part-time studies. This mutually beneficial Education Program is provided for this purpose.

## 3 SCOPE

- 3.01 This statement of Policy and Procedure applies to all Full-time active employees who have completed their Probationary Period.

## 4 RESPONSIBILITY

- 4.01 Employees wishing to apply for the Education Assistance Program are responsible for doing so **prior** to enrolling in the course of study.
- 4.02 The Chief Administrative Officer will arrange for the issuance of any reimbursement to the employee within two (2) weeks of receiving evidence of successful completion of the course(s) of study.

## 5 DEFINITIONS

None

## 6 REFERENCES AND RELATED POLICIES AND PROCEDURES

None

# HUMAN RESOURCES POLICY AND PROCEDURES MANUAL

Section:	<b>BENEFITS</b>	Policy No:	<b>HR 4.08</b>
Subject:	<b>EDUCATION ASSISTANCE PROGRAM</b>	Issued:	<b>Dec 27/07</b>
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## 7 PROCEDURE

- 7.01 An employee wishing to apply for Education Assistance is required to submit a written request to the Chief Administrative Officer **prior** to enrolling in the course(s) of study. The letter of request must include an outline of the proposed course(s) of study and briefly state the benefit of the course(s) to the employee and the organization.
- 7.02 The Chief Administrative Officer will consider the request and respond to the employee within five (5) working days.
- 7.03 If the employee's request is approved and the employee successfully completes the course(s) of study, he or she may apply to the Chief Administrative Officer for reimbursement by submitting evidence of successful completion together with receipts.

### 7.04 Exclusions

The following types of programs are not eligible for Education Assistance refund unless taken at the specific request of the Township.

- Vocational correspondence course, or hobby courses
- Correspondence or immersion courses offered by organizations other than recognized schools, colleges, universities and professional organizations.

- 7.05 Evidence of successful completion of the course of study shall be filed in the employee's Personnel file.

# HUMAN RESOURCES POLICY AND PROCEDURES MANUAL

Section:	<b>BENEFITS</b>	Policy No:	<b>HR 4.08</b>
Subject:	<b>EDUCATION ASSISTANCE PROGRAM</b>	Issued:	<b>Dec 27/07</b>
Issue to:	All Manual Holders	Effective:	<b>Dec 27/07</b>
Issued by:	<b>Raymond Champagne</b>	Page:	<b>4 of 4</b>

## 8 REVISION CONTROL

Date	Revision	Effective Date

# HUMAN RESOURCES POLICY AND PROCEDURES MANUAL

Section:	<b>BENEFITS</b>	Policy No:	<b>HR 4.09</b>
Subject:	<b>SEMINARS &amp; CONFERENCES</b>	Issued:	<b>Dec 27/07</b>
Issue to:	All Manual Holders	Effective:	<b>Dec 27/07</b>
Issued by:	<b>Raymond Champagne</b>	Page:	<b>1 of 2</b>

## 1 POLICY

- 1.01 The Township of East Ferris will pay for employee attendance at approved seminars and conferences.

## 2 PURPOSE

The Township encourages employees to increase their knowledge, maintain currency in their profession, and to continually upgrade their skills. Such improvement is often best accomplished through attendance at seminars or conferences.

## 3 SCOPE

- 3.01 This statement of Policy and Procedure applies to all employees.

## 4 RESPONSIBILITY

- 4.01 Managers are responsible for obtaining the approval of the Chief Administrative Officer and for arranging an employee's registration and attendance at an approved seminar or conference.

## 5 DEFINITIONS

None

## 6 REFERENCES AND RELATED POLICIES AND PROCEDURES

None

# HUMAN RESOURCES POLICY AND PROCEDURES MANUAL

Section:	<b>BENEFITS</b>	Policy No:	<b>HR 4.09</b>
Subject:	<b>SEMINARS AND CONFERENCES</b>	Issued:	<b>Dec 27/07</b>
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## 7 PROCEDURE

- 7.01 Employees are required to obtain the prior approval of their manager to attend a seminar or conference. If the request is approved, the manager shall arrange for the enrolment or registration of the employee and, if necessary, arrange for appropriate return travel and accommodation during the seminar or conference.

## 8 REVISION CONTROL

Date	Revision	Effective Date



# HUMAN RESOURCES POLICY AND PROCEDURES MANUAL

Section:	<b>BENEFITS</b>	Policy No:	<b>HR 4.10</b>
Subject:	<b>PROFESSIONAL ASSOCIATION MEMBERSHIP</b>	Issued:	<b>Dec 27/07</b>
Issue to:	All Manual Holders	Effective:	<b>Dec 27/07</b>
Issued by:	<b>Raymond Champagne</b>	Page:	<b>1 OF 2</b>

## **1 POLICY**

- 1.01 The Township of East Ferris reimburses employees for periodic professional fees or dues required to maintain professional status or membership in professional associations. The Council has sole discretion to determine whether professional status/membership is a necessary qualification for the employee.

## **2 PURPOSE**

- 2.01 Maintaining a professional status or designation or membership in a professional association is important and is often related to an employee's current job duties. This statement of Policy and Procedure outlines the procedures to be followed for reimbursement of professional association fees.

## **3 SCOPE**

- 3.01 This statement of Policy and Procedure applies to all employees who are required to maintain professional status as a job requirement.

## **4 RESPONSIBILITY**

- 4.01 Managers are responsible for including professional fees and expense reimbursements in their annual budget estimates, for consideration by Council.

## **5 DEFINITIONS**

- 5.01 "Professional association" means an organization which is self-regulating and may accredit members to practice in the profession and to use the appropriate professional designation.

## HUMAN RESOURCES POLICY AND PROCEDURES MANUAL

Section:	<b>BENEFITS</b>	Policy No:	<b>HR 4.10</b>
Subject:	<b>PROFESSIONAL ASSOCIATION MEMBERSHIP</b>	Issued:	<b>Dec 27/07</b>
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### 6 REFERENCES AND RELATED POLICIES AND PROCEDURES

None

### 7 PROCEDURE

- 7.01 Employees are responsible for providing their manager with a copy of the invoice received from a professional association relating to membership dues or fees.
- 7.02 Managers are responsible for including professional fees and expense reimbursements in their annual budget estimates, for consideration by Council.

### 8 REVISION CONTROL

Date	Revision	Effective Date

# HUMAN RESOURCES POLICY AND PROCEDURES MANUAL

Section:	<b>BENEFITS</b>	Policy No:	<b>HR 4.11</b>
Subject:	<b>SICK LEAVE PLAN</b>	Issued:	<b>Dec 27/07</b>
Issue to:	All Manual Holders	Effective:	<b>Dec 27/07</b>
Issued by:	<b>Raymond Champagne</b>	Page:	<b>1 OF 4</b>

## 1 POLICY

- 1.01 (a) An employee who has completed his/her Probationary Period shall be entitled to receive sick leave credits of one and one-quarter days for each calendar month during which he is employed by the Township and works a minimum of twenty regular working days. Such credits shall be accumulated to a maximum of fifteen (15) days.
- (b) Sick Leave credit entitlement shall cease once an employee has been absent from work for a period of seventeen (17) consecutive weeks due to injury or illness.
- (c) The Chief Administrative Officer shall maintain a record of all sick leave credits and debits for employees in accordance with the terms and conditions of the plan and such information shall be provided to an employee, upon request.
- (d) A manager may require an employee who has been absent from work to file with him or her a medical certificate certifying that such employee's absence was due to illness or injury.
- (e) An employee who is absent from work for more than three (3) consecutive work days shall be required to provide his or her manager with verification from a licensed physician that his or her absence from work was due to illness or injury.
- (f) An employee shall not be eligible for payment of sick leave if the illness/injury :
- is covered by the Workplace Safety Insurance Board (WSIB);
  - results from commission of a criminal offence;
  - occurs during a leave of absence or on paid vacation.

# HUMAN RESOURCES POLICY AND PROCEDURES MANUAL

Section:	<b>BENEFITS</b>	Policy No:	<b>HR 4.11</b>
Subject:	<b>SICK LEAVE PLAN</b>	Issued:	<b>Dec 27/07</b>
Issue to:	All Manual Holders	Effective:	<b>Dec 27/07</b>
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- (g) An employee who exhausts his/her sick leave credits and is not able to return to regular duties due to illness or injury will be placed on leave-of-absence during which he/she will not receive pay, vacation credits, holiday pay or sick leave credits but such employee shall continue to accumulate seniority, if applicable.
- (h) An employee shall not be entitled to receive payment for any used sick leave credits standing to his/her account at retirement. The estate of an employee shall not be entitled to receive payment for any used sick leave credits standing to an employee's account at the date of death.

## **2 PURPOSE**

- 2.01 The purpose of this statement of Policy and Procedure is to establish the terms and conditions of the Township of East Ferris' Sick Leave Plan.

## **3 SCOPE**

- 3.01 This statement of Policy and Procedure applies to Full-time non-union employees. Sick Leave benefits for union employees are governed by the terms of the applicable Collective Agreement.

## **4 RESPONSIBILITY**

- 4.01 Employees are responsible for notifying their manager during the first day of absence from work due to illness or injury. Additionally, employees are responsible for providing the required medical certificate to their manager, when requested to do so.

# HUMAN RESOURCES POLICY AND PROCEDURES MANUAL

Section:	<b>BENEFITS</b>	Policy No:	<b>HR 4.11</b>
Subject:	<b>SICK LEAVE PLAN</b>	Issued:	<b>Dec 27/07</b>
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- 4.02 Managers are responsible for verifying the reason for the absence of any employee and requesting medical verification of illness or injury, as required.
- 4.03 The Chief Administrative Officer shall maintain a record of all sick leave credits and debits for employees in accordance with the terms and conditions of the plan and such information shall be provided to an employee, upon request

## **5 DEFINITIONS**

None

## **6 REFERENCES AND RELATED POLICIES AND PROCEDURES**

*Ontario Workplace Safety and Insurance Act*

## **7 PROCEDURE**

- 7.01 In order to be eligible for benefits under the Sick Leave Plan, employees will report their illness or injury during the first day of absence from work and, if requested, provide verification from a licensed physician that their absence is due to illness or injury.
- 7.02 Managers shall obtain medical verification of the reasons for an employee's absence, as required, and arrange for the payment of sick leave benefits where applicable. Managers shall not process payment for sick leave benefits in instances where the employee has not contacted the manager to report an absence due to illness or injury or where an employee is requested but fails to provide medical authorization for sick leave.

# HUMAN RESOURCES POLICY AND PROCEDURES MANUAL

Section:	<b>BENEFITS</b>	Policy No:	<b>HR 4.11</b>
Subject:	<b>SICK LEAVE PLAN</b>	Issued:	<b>Dec 27/07</b>
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7.03 Sick Leave credits used shall be deducted from the employee's sick leave account in an amount equivalent to the time not worked by the employee due to the illness or injury, to a maximum of fifteen (15) days in any calendar year.

## 8 REVISION CONTROL

Date	Revision	Effective Date

# HUMAN RESOURCES POLICY AND PROCEDURES MANUAL

Section:	<b>EMPLOYEE RELATIONS</b>	Policy No:	<b>HR 5.01</b>
Subject:	<b>EMPLOYEE RELATIONS POLICY</b>	Issued:	<b>Dec 27/07</b>
Issue to:	All Manual Holders	Effective:	<b>Dec 27/07</b>
Issued by:	<b>Raymond Champagne</b>	Page:	<b>1 of 3</b>

## 1 POLICY

1.01 The Township of East Ferris believes that only through the fulfillment of individual needs for personal and professional growth can it achieve its' goal of being a successful enterprise. Because our success depends upon the quality and commitment of our employees, our objectives are to employ the best possible people available and to maintain a high quality working relationship with all our employees, based upon mutual trust, respect, courtesy and tolerance. To this end we strive to :

- provide a work environment, which is free of discrimination and/or harassment.
- provide a work environment that encourages self-motivation and initiative.
- provide fair rewards for sustained job performance.
- encourage open and frank dialogue about work and/or business issues.
- offer equal opportunity for personal development, career growth and advancement based on individual ability and demonstrated job performance.
- provide healthy and safe working conditions for all.

1.02 The Township believes that issues which may arise periodically between employees and management can best be resolved through open and frank discussions directly between the two parties.

# HUMAN RESOURCES POLICY AND PROCEDURES MANUAL

Section:	<b>EMPLOYEE RELATIONS</b>	Policy No:	<b>HR 5.01</b>
Subject:	<b>EMPLOYEE RELATIONS POLICY</b>	Issued:	<b>Dec 27/07</b>
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## **2 PURPOSE**

- 2.01 The purpose of this statement of Policy and Procedure is to focus attention on human resources as the prime and vital component in successfully achieving the Township's mission.

## **3 SCOPE**

- 3.01 The Statement of Policy and Procedure applies to all employees.

## **4 RESPONSIBILITY**

The Chief Administrative Officer is responsible for creating a work environment in which employees can learn and/or develop a work ethic consistent with the principles outlined in paragraph 1.01.

- 4.02 Employees are primarily responsible for actions related to their personal development, conduct and behaviour.

## **5 DEFINITIONS**

None

## **6 REFERENCES AND RELATED POLICIES AND PROCEDURES**

HR 2.01 – Employment Principles  
HR 3.01 - Pay Principles  
HR 4.01 – Benefits Principles



# HUMAN RESOURCES POLICY AND PROCEDURES MANUAL

Section:	<b>EMPLOYEE RELATIONS</b>	Policy No:	<b>HR 5.01</b>
Subject:	<b>EMPLOYEE RELATIONS POLICY</b>	Issued:	<b>Dec 27/07</b>
Issue to:	All Manual Holders	Effective:	<b>Dec 27/07</b>
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## 7 PROCEDURE

None

## 8 REVISION CONTROL

Date	Revision	Effective Date

# HUMAN RESOURCES POLICY AND PROCEDURES MANUAL

Section:	<b>EMPLOYEE RELATIONS</b>	Policy No:	<b>HR 5.02</b>
Subject:	<b>DISPUTE RESOLUTION</b>	Issued:	<b>Dec 27/07</b>
Issue to:	All Manual Holders	Effective:	<b>Dec 27/07</b>
Issued by:	<b>Raymond Champagne</b>	Page:	<b>1 of 3</b>

## **1 POLICY**

- 1.01 The Township of East Ferris believes in resolving employee concerns and disputes, related to their employment relationship, in a prompt and equitable manner.
- 1.02 Employees who express any concerns, or lodge a formal complaint under this policy, or who provide information regarding a complaint under this policy may do so without fear of retaliation or reprisal.

## **2 PURPOSE**

- 2.01 The purpose of this statement of Policy and Procedure is to provide an effective problem-solving and dispute resolution process which every employee can utilize without concern for reprisal or recrimination. It is a mechanism by which employees may lodge complaints or express concerns to management about their employment relation with the Township or on other issues.

## **3 SCOPE**

- 3.01 This statement of Policy and Procedure applies to all non-union employees. Dispute Resolution procedures for union employees are governed by the terms of the applicable Collective Agreement.

## **4 RESPONSIBILITY**

- 4.01 The Chief Administrative Officer is responsible for investigating and responding to employees in a timely manner regarding issues of concerns, or complaints, raised through this procedure.
- 4.02 Employees who believe they have legitimate complaints or concerns are encouraged to use these procedures – without fear of reprisal or recrimination.

# HUMAN RESOURCES POLICY AND PROCEDURES MANUAL

Section:	<b>EMPLOYEE RELATIONS</b>	Policy No:	<b>HR 5.02</b>
Subject:	<b>DISPUTE RESOLUTION</b>	Issued:	<b>Dec 27/07</b>
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## 5 DEFINITIONS

None

## 6 REFERENCES AND RELATED POLICIES AND PROCEDURES

HR 5.01 – Employee Relations Principles

## 7 PROCEDURE

### 7.01 Informal Problem Solving Process

Employees who believe they have legitimate concerns about any aspect of their employment relationship with the township should first discuss those concerns with their manager and attempt to resolve them satisfactorily. Managers are required to discuss and/or investigate any concern raised and respond in an appropriate manner, within two (2) working days of learning of the concern or dispute. If the issue is not resolved in a manner that is satisfactory to the employee, a formal complaint may be filed by the employee with the Chief Administrative Officer.

### 7.02 Formal Problem Solving Process

- (a) If an employee's concern is not resolved in a satisfactory manner through the informal problem-solving process, a formal complaint may be lodged, with five (5) working days of the facts becoming known that give rise to the concern or dispute.
- (b) A formal complaint is to be submitted in writing to the Chief Administrative Officer, with a copy to the employee's manager.
- (c) Within two (2) days of receiving the formal complaint, or at a time mutually agreed upon, the Chief Administrative Officer and the manager concerned shall meet with the employee to discuss and investigate the complaint. The Chief Administrative Officer shall respond to the employee's complaint within five (5) days of the meeting between the parties.

## HUMAN RESOURCES POLICY AND PROCEDURES MANUAL

Section:	<b>EMPLOYEE RELATIONS</b>	Policy No:	<b>HR 5.02</b>
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- (d) If the employee's complaint is still not resolved the employee may request that the matter be referred to Council. Within ten (10) working days, the Chief Administrative Officer shall convene a meeting of Council and the employee to discuss the matter. Council shall render its decision within five (5) working days. The decision of the Council shall be binding on all parties.

### 8 REVISION CONTROL

<b>Date</b>	<b>Revision</b>	<b>Effective Date</b>

# HUMAN RESOURCES POLICY AND PROCEDURES MANUAL

Section:	<b>EMPLOYEE RELATIONS</b>	Policy No:	<b>HR 5.03</b>
Subject:	<b>WORKPLACE HARASSMENT</b>	Issued:	<b>Dec 27/07</b>
Issue to:	All Manual Holders	Effective:	<b>Dec 27/07</b>
Issued by:	<b>Raymond Champagne</b>	Page:	<b>1 of 5</b>

## **1 POLICY**

1.01 The Township of East Ferris believes:

- (a) in providing and maintaining a work environment in which all employees are free from workplace harassment, sexual harassment and discrimination. Such actions are not tolerated and, where possible, are to be redressed.
- (b) All employees have the right to fair and equitable work conditions without harassment on the grounds of race or colour, ancestry, place of origin, ethnic origin, citizenship, religion, sex, sexual orientation, age, marital status, family status, actual or perceived disability.

1.02 Retaliation or reprisals are prohibited against any employee who has complained under this Policy and Procedure, or has provided information regarding a complaint. Any retaliation or reprisals are subject to immediate corrective action, up to and including termination. Alleged retaliation or reprisals are subject to the same complaint procedures and penalties as complaints of discrimination and harassment.

1.03 The Township recognizes that individuals may find it difficult to come forward with a complaint under this Statement of Policy and Procedure because of concerns of confidentiality. Therefore, all complaints concerning workplace or sexual harassment or discrimination, as well as the names of parties involved, shall be treated as confidential. The Township's obligation to conduct an investigation into the alleged complaint may require limited disclosure. If there is a finding of improper conduct that results in disciplinary action, it will be included in the file of the person who engaged in such conduct, in the same manner as any other disciplinary action.

# HUMAN RESOURCES POLICY AND PROCEDURES MANUAL

Section:	<b>EMPLOYEE RELATIONS</b>	Policy No:	<b>HR 5.03</b>
Subject:	<b>WORKPLACE HARASSMENT</b>	Issued:	<b>Dec 27/07</b>
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## 2 PURPOSE

- 2.01 This statement of Policy and Procedure outlines the procedures to be followed regarding workplace and sexual harassment and discrimination so that employees reporting alleged incidents will know the matter will be treated confidentially and may be reported without fear of retaliation or reprisal.

## 3 SCOPE

- 3.01 This Statement of Policy and Procedure applies to all employees. It also applies not only during working time, but also to any activities on or off company premises, which could reasonably be associated with the workplace (e.g. social events).

## 4 RESPONSIBILITY

- 4.01 All employees are responsible for ensuring discrimination and harassment is not tolerated and, where possible, is redressed.
- 4.02 Employees are requested to report promptly when they become aware of, or hear of, alleged actions or complaints of discrimination or harassment.
- 4.03 Managers are responsible for providing a work environment that is free from discrimination and harassment. This responsibility includes actively promoting a positive, harassment-free work environment and intervening when problems occur. Additionally, managers are responsible for dealing with inappropriate actions of others that come to their attention.

## 5 DEFINITIONS

- 5.01 "**Workplace**" means any place where business or work-related activities are conducted. (cont'd)

# HUMAN RESOURCES POLICY AND PROCEDURES MANUAL

Section:	<b>EMPLOYEE RELATIONS</b>	Policy No:	<b>HR 5.03</b>
Subject:	<b>WORKPLACE HARASSMENT</b>	Issued:	<b>Dec 27/07</b>
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5.01 It includes, but is not limited to, the physical work premises (offices or plants), work-related social functions (parties, golf games, etc.), work assignments outside the Township's offices or plants, work-related travel, and work-related conferences or training sessions.

5.02 **"Harassment"** means engaging in a course of vexatious comment or conduct that is known, or ought reasonably to be known, to be unwelcome. It may include unwelcome, unwanted, offensive, or objectionable conduct that may have the effect of creating an intimidating, hostile or offensive work environment; interfering with an individual's work performance; adversely affecting an individual's employment relationship; and/or denying an individual dignity and respect. Harassment may result from one incident or a series of incidents. It may be directed at specific individuals or groups.

5.03 **"Sexual harassment"** is any unsolicited conduct, comment, or physical contact of a sexual nature that is unwelcome by the recipient. It includes, but is not limited to, any unwelcome sexual advances (oral, written or physical), requests for sexual favours, sexual and sexist jokes, racial, homophobic, sexist or ethnic slurs; written or verbal abuse or threats; unwelcome remarks, jokes, taunts, or suggestions about a person's body, a person's physical or mental disabilities, attire, or on other prohibited grounds of discrimination; unnecessary physical contact such as patting, touching, pinching or hitting; patronizing or condescending behaviour; displays of degrading, offensive or derogatory material such as graffiti or pictures; physical or sexual assault.

## 6 REFERENCES AND RELATED POLICIES AND PROCEDURES

### *Ontario Human Rights Code*

HR 2.01 – Employment Principles

HR 5.01 – Employee Relations Principles

HR 5.02 – Dispute Resolution

# HUMAN RESOURCES POLICY AND PROCEDURES MANUAL

Section:	<b>EMPLOYEE RELATIONS</b>	Policy No:	<b>HR 5.03</b>
Subject:	<b>WORKPLACE HARASSMENT</b>	Issued:	<b>Dec 27/07</b>
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## 7 PROCEDURE

### 7.01 (a) **Step I - Self-help**

Employees are encouraged to attempt to resolve their concerns by direct communication with the person(s) engaging in the unwelcome conduct. Where employees feel confident or comfortable in doing so, communicate disapproval in clear terms to the person(s) whose conduct or comments are offensive. Keep a written record of the date, time, details of the conduct, and witnesses, if any.

### (b) **Step 2 - Management Support and Intervention**

Employees who are not confident or comfortable with Step 1 and who believe they are victims of discrimination or harassment, or become aware of situations where such conduct may be occurring, are encouraged to report these matters to either the employee's manager or the Chief Administrative Officer.

### (c) **Step 3 - Formal Complaint**

If informal attempts at resolving the issue are not appropriate, or proving to be ineffective, a formal complaint may be filed. To file a formal complaint:

A letter of complaint is to be filed with Chief Administrative Officer providing a brief account of the offensive incident (i.e. when it occurred, the persons involved, names of witnesses, if any). The letter shall also include the remedy sought and be signed and dated by the person complaining.

7.02 An employee who becomes aware of situations where discrimination or harassment may be occurring is requested to notify their manager or the Chief Administrative Officer immediately.



# HUMAN RESOURCES POLICY AND PROCEDURES MANUAL

Section:	<b>EMPLOYEE RELATIONS</b>	Policy No:	<b>HR 5.03</b>
Subject:	<b>WORKPLACE HARASSMENT</b>	Issued:	<b>Dec 27/07</b>
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- 7.03 Formal complaints shall be investigated. The investigation process shall involve interviews of the complainant, the respondent and any witnesses named by either. Within fourteen (14) working days of the incident or notice thereof, the manager shall investigate the incident and prepare a written report of the investigation findings. The report shall be provided along with recommendations, if any, to the Chief Administrative Officer for action.
  
- 7.04 All complaints shall be handled in a confidential manner. Information concerning a complaint, or action taken as a result of the investigation, will not be released to anyone who is not involved with the investigation.
  
- 7.05 Disciplinary action for violations of this Statement of Policy and Procedure will take into consideration the nature and impact of the violations, and may include a verbal or written reprimand, suspension, without pay or termination (with or without notice). Similarly, deliberate false accusations are of equally serious nature and will also result in disciplinary action up to and including termination without notice for just cause. Note, however, that an unproven allegation does not mean that harassment did not occur or that there was a deliberate false allegation. It simply means that there is insufficient evidentiary basis to proceed or that while the complainant may have genuinely had reason to believe that there was harassment, investigation has not borne out the complaint.

## 8 REVISION CONTROL

Date	Revision	Effective Date

# HUMAN RESOURCES POLICY AND PROCEDURES MANUAL

Section:	<b>EMPLOYEE RELATIONS</b>	Policy No:	<b>HR 5.04</b>
Subject:	<b>WORKPLACE ACCOMMODATION on the BASIS OF HANDICAP</b>	Issued:	<b>Dec 27/07</b>
Issue to:	All Manual Holders	Effective:	<b>Dec 27/07</b>
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## 1 POLICY

- 1.01 The Township of East Ferris will strive to accommodate a person with a disability who is able to perform the essential duties of their own job or other available work and requests accommodation in order to do so.

## 2 PURPOSE

- 2.01 The purpose of this statement of Policy and Procedure is to establish a process by which persons with a disability may request accommodation.

## 3 SCOPE

- 3.01 This policy applies to all employees.

## 4 RESPONSIBILITY

- 4.01 Each manager is responsible for ensuring the principles outlined in this statement of Policy and Procedure is adhered to throughout all business activities.

## 5 DEFINITIONS

- 5.01 "**Disability**" means for the reason that the person has or has had, or is believed to have or have had:

(cont'd)

# HUMAN RESOURCES POLICY AND PROCEDURES MANUAL

Section:	<b>EMPLOYEE RELATIONS</b>	Policy No:	<b>HR 5.04</b>
Subject:	<b>WORKPLACE ACCOMMODATION on the BASIS OF HANDICAP</b>	Issued:	<b>Dec 27/07</b>
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- 5.01 (a) any degree of physical disability, infirmity, malformation or disfigurement that is caused by bodily injury, birth defect or illness and, without limiting the generality of the foregoing, including diabetes mellitus, epilepsy, any degree of paralysis, amputation, lack of physical co-ordination, blindness or visual impediment, deafness or hearing impediment, muteness or speech impediment, or physical reliance on a guide dog or on a wheel chair or other remedial appliance or device;
- (b) a condition of mental retardation or impairment;
- (c) a learning disability, or a dysfunction in one or more processes involved in understanding or using symbols or spoken language;
- (d) a mental disorder; or
- (e) an injury or disability for which benefits were claimed or received through the Workplace Safety and Insurance Board.

## 6 REFERENCES AND RELATED POLICIES AND PROCEDURES

*Ontario Human Rights Code*  
HR 2.01 – Employment Principles

## 7 PROCEDURE

- 7.01 Employees who wish to raise a potential accommodation issue shall do so by submitting a written request for accommodation to their immediate manager. The request shall:
- describe the condition or circumstances giving rise to the accommodation request; and
  - describe, in detail, the accommodation sought to address the need.

# HUMAN RESOURCES POLICY AND PROCEDURES MANUAL

Section:	<b>EMPLOYEE RELATIONS</b>	Policy No:	<b>HR 5.04</b>
Subject:	<b>WORKPLACE ACCOMMODATION on the BASIS OF HANDICAP</b>	Issued:	<b>Dec 27/07</b>
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- 7.02      When necessary to facilitate the assessment and determination of the accommodation, the employee may be required to provide relevant medical information to the Chief Administrative Officer. Employees seeking accommodation are expected to provide their fullest cooperation in providing any information or medical assessments relevant to determination of the accommodation request.
  
- 7.03      The manager and Chief Administrative Officer will jointly assess the accommodation issue in light of the information provided. During the assessment phase, the Township reserves the right to require further information, including relevant medical information or opinions. The Township further reserves the right to require the employee to participate in a formal needs assessment by a qualified medical practitioner or other trained professional in order to assist in determining what accommodation is needed, how much it will cost, and how it can be provided.
  
- 7.04      The manager and Chief Administrative Officer will jointly finalize a decision regarding the accommodation issue. The manager shall communicate the decision to the employee.
  
- 7.05      If the employee is not satisfied with the written decision regarding the request for accommodation, the employee may appeal the decision, in writing, to the Council for further review. The decision of the Council shall be final and binding upon the parties.

## 8      REVISION CONTROL

Date	Revision	Effective Date

# HUMAN RESOURCES POLICY AND PROCEDURES MANUAL

Section:	<b>EMPLOYEE RELATIONS</b>	Policy No:	<b>HR 5.05</b>
Subject:	<b>CONDUCT AND BEHAVIOUR</b>	Issued:	<b>Dec 27/07</b>
Issue to:	All Manual Holders	Effective:	<b>Dec 27/07</b>
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## **1 POLICY**

- 1.01 Regulations for the acceptable conduct and behaviour of employees are necessary for the orderly operation of any business, for the benefit and protection of the rights and safety of employees and the protection of the Township's assets. Employees are expected to govern their conduct and behaviour in a manner consistent with the guidelines set out herein.

## **2 PURPOSE**

- 2.01 The Township of East Ferris is committed to maintaining a work environment that is free of illegal drugs, alcohol, firearms, explosives, or other improper materials. The possession, transfer, sale, or use of such materials on company premises or during the conduct of the Township's business is prohibited. A breach of this policy will result in discipline up to and including discharge.

## **3 SCOPE**

- 3.01 The statement of Policy and Procedure applies to all employees.

## **4 RESPONSIBILITY**

- 4.01 Each employee is responsible for observing rules of conduct that are normally accepted as standard in a business enterprise.
- 4.02 Managers are responsible for counseling employees promptly when their conduct or behaviour is inconsistent with the intent of this Policy and Procedure.

## **5 DEFINITIONS**

None

# HUMAN RESOURCES POLICY AND PROCEDURES MANUAL

Section:	<b>EMPLOYEE RELATIONS</b>	Policy No:	<b>HR 5.05</b>
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## 6 REFERENCES AND RELATED POLICIES AND PROCEDURES

HR 2.01 – Employment Principles  
HR 5.01 – Employee Relation Principles  
HR 5.03 – Workplace Harassment

## 7 PROCEDURE

### 7.01 Appropriate Conduct and Behaviour

- Adherence to published policies, practices and procedures;
- Competent performance of all assigned job duties;
- Prompt and regular attendance at work;
- Courtesy to and respect for co-workers, customers, suppliers or any other persons with whom the Township has contact in the conducting of its business;
- Wearing proper attire and footwear during working hours, appropriate to the job being performed.

### 7.02 Inappropriate Conduct and Behaviour

- Loitering or loafing on the job;
- Leaving work early without permission of the employee's immediate non-union supervisor;
- Using obscene, abusive language;
- Spreading malicious gossip or rumours;
- Horseplay;

## HUMAN RESOURCES POLICY AND PROCEDURES MANUAL

Section:	<b>EMPLOYEE RELATIONS</b>	Policy No:	<b>HR 5.05</b>
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### 7.02 (cont'd)

- Excessive personal use of telephone, photocopiers, computer equipment etc.;

Inappropriate conduct or behaviour will result in progressive discipline.

### 7.03 **Unacceptable Conduct and Behaviour** includes but is not limited to:

- Possession of guns, weapons or explosives on company property;
- Insubordination;
- Possession consumption or use of alcoholic beverages or illegal substances while on company premises;
- Solicitation of other employees, for any reason, during working hours, unless approved in advance by the Chief Administrative Officer;
- Willful violation of safety rule and procedures;
- Willful neglect and/or mishandling equipment and/or machinery;
- Unsafe driving of company vehicles;
- Theft and/or falsification of company records;
- Indecency;
- Fighting;
- Poor or careless work;
- Harassing, threatening, intimidating, coercing any person at any time;
- Sleeping while on duty;

# HUMAN RESOURCES POLICY AND PROCEDURES MANUAL

Section:	<b>EMPLOYEE RELATIONS</b>	Policy No:	<b>HR 5.05</b>
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7.03 (cont'd)

- Accepting gifts, devours or gratuities with a dollar value in excess of \$100 from firms, organizations, agents, employees, or other individuals who may or do conduct business with the Township.

Unacceptable conduct will result in disciplinary action up to and including discharge.

## 8 REVISION CONTROL

<b>Date</b>	<b>Revision</b>	<b>Effective Date</b>



# HUMAN RESOURCES POLICY AND PROCEDURES MANUAL

Section:	<b>EMPLOYEE RELATIONS</b>	Policy No:	<b>HR 5.06</b>
Subject:	<b>PROGRESSIVE DISCIPLINE</b>	Issued:	<b>Dec 27/07</b>
Issue to:	All Manual Holders	Effective:	<b>Dec 27/07</b>
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## **1 POLICY**

- 1.01 It is the policy of the Township of East Ferris to be fair and tolerant in the administration of its employees, and to encourage employees to exercise self-discipline at all times in their conduct and job performance. However, repeated, willful or inexcusable breaches of policies, standard operating procedures or normal business ethics are not acceptable and shall be dealt with in accordance with the provision of this statement of Policy and Procedure.
- 1.02 Depending on the severity of the concern and the number of past occurrences, disciplinary action may call for any of five corrective steps – informal counseling, oral warning, written warning, suspension without pay, or termination of employment. Except for termination of employment, any step of the disciplinary procedure may be repeated more than once, if necessary.

## **2 PURPOSE**

- 2.01 The purpose of this policy is to encourage consistent self-discipline and corrective action in the event of undesirable or unacceptable conduct, behaviour, or violations of policies, procedures or standard practices.

## **3 SCOPE**

- 3.01 This policy applies to all employees.

## **4 RESPONSIBILITY**

- 4.01 Employees are responsible for performing their work in a competent manner and displaying conduct and behaviour that is consistent with the Township's policies and practices, as well as those practices that are generally regarded as standard to a business enterprise.
- 4.02 Managers are responsible for training, counseling, and coaching employees to understand the Township's expectations and the improvements needed to achieve the desired level of performance and/or behaviour.

# HUMAN RESOURCES POLICY AND PROCEDURES MANUAL

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- 4.03 Each manager is responsible for ensuring employees are treated fairly, with dignity and respect, and for ensuring that employees have been provided with appropriate coaching and assistance throughout the discipline process.
- 4.04 The Chief Administrative Officer is responsible for ensuring this policy is applied objectively, promptly, and consistently to all employees and throughout all operations; and for providing advice and assistance to management throughout the discipline process and in the application of the procedures outlined herein.

## 5 DEFINITIONS

None

## 6 REFERENCES AND RELATED POLICIES AND PROCEDURES

HR 2.09 – Termination of Employment  
HR 5.01 – Employee Relation Principles  
HR 5.05 – Conduct and Behaviour

## 7 PROCEDURE

- 7.01 Discipline may be administered at any time when an incident or developing pattern of behaviour creates a concern for the manager. Discipline may be administered in the form of informal counseling or formal discipline. Any informal counseling or formal discipline shall be administered as soon as practicable after the facts giving rise to the matter become known to the manager.

### 7.02 Informal Counselling

When an incident occurs that warrants informal counseling under this policy, the employee's manager shall bring the matter to the employee's attention, as soon as the facts giving rise to the incident become known. The manager and the employee should discuss the concerns and agree on a plan of corrective action, if desired changes or results are not achieved after a reasonable period of time, then a formal discipline step may be implemented.

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### 7.03 Formal Discipline

#### (a) Oral Warning

- (i) This formal step usually occurs when informal counseling has not produced the desired results; or a situation has become progressively worse with respect to the same concern or another unrelated, but cumulative situation.
- (ii) Employee actions giving rise to an oral warning must be investigated and documented by the manager and then brought to the attention of the employee. The documented facts are useful in preventing misinterpretation and are used in establishing the standard of performance and/or behaviour that is expected.
- (iii) Managers are required to keep a record of all oral warnings issued.

#### (b) Written Warning

- (i) Written warnings are considered a severe disciplinary action and are usually issued after oral warnings have failed to correct a concern; or, the situation warrants discipline that is more severe than informal counseling or an oral warning.
- (ii) Prior to issuing a written warning, the manager shall document all pertinent facts relating to the incident. A written warning shall contain a full description of the facts giving rise to the warning and include the date, time and location of the incident(s). It should also outline the improvement(s) required and the time frame within which the improvements are to be achieved. A follow-up meeting should be scheduled no later than thirty (30) days following the date the written warning was issued.
- (iii) Written warnings and related documentation are required to be filed in the employee's Personnel file.

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### (c) **Disciplinary Suspension**

- (i) Suspension without pay may occur only after the written warning discipline step has failed to correct the situation and the employee has been properly advised that a suspension may also occur if shortcomings are not corrected. Disciplinary suspensions may also occur, without prior warnings, if the suspension is administered because of unacceptable conduct or behaviour. A suspension requires the approval of the Chief Administrative Officer before being issued.
- (ii) Immediate suspension without the approval of the Chief Administrative Officer is an option available to a manager **only in the event** that the specific incident demands immediate serious remedial action to correct gross insubordination or to protect the health/safety of employees or to protect the Township's assets. In those rare and exceptional circumstances where this action is required, the suspension will be of **indefinite duration**, pending an investigation of the events leading to the suspension. The Chief Administrative Officer must be notified as soon as possible of any suspensions of this nature. The investigation of an immediate suspension must be concluded within forty-eight (48) hours, whenever possible. The suspended employee shall be notified of the results of the investigation within twenty-four (24) hours of the investigation being concluded.

### (d) **Discharge**

- (i) Discharge may occur only after the formal discipline steps have been exhausted or the investigation of an immediate suspension is deemed to warrant such action. The decision to discharge an employee is a serious step that can have repercussions for both the discharged employee and the Township.
- (ii) A discharge, for any reason, must be properly documented and approved in advance by the Chief Administrative Officer.

# HUMAN RESOURCES POLICY AND PROCEDURES MANUAL

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## 7.04 NOTE: Disciplinary action involving union employees

A union employee has the right to representation at any step in the **Formal Discipline** process and should be advised, in advance, of his/her right to have such representation attend at any meeting with the employer that might result in disciplinary action against the employee. As well, the Union should receive a copy of any disciplinary correspondence between the Township and the employee.

## 8 REVISION CONTROL

<b>Date</b>	<b>Revision</b>	<b>Effective Date</b>

# HUMAN RESOURCES POLICY AND PROCEDURES MANUAL

Section:	<b>EMPLOYEE RELATIONS</b>	Policy No:	<b>HR 5.07</b>
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## **1 POLICY**

- 1.01 The Township of East Ferris is committed to protecting the privacy of its employees, clients/customers and confidential business information.
- 1.02 Employees are obligated to ensure that personal information to which they may have access remains confidential, is used only for the purposes for which it was collected, is not disclosed without authorization or used for personal gain.
- 1.03 Employees are required to follow all procedures regarding collection, use, and disclosure of personal information as set out in this policy.
- 1.04 Employees who disclose personal information, contrary to this policy will be subject to disciplinary measures, up to and including discharge for cause.
- 1.05 The Chief Administrative Officer is accountable for the implementation of this policy. Any issues or questions regarding this policy should be directed to the Chief Administrative Officer.

## **2 PURPOSE**

- 2.01 All employees at one time or another may receive personal, privileged and/or confidential information which may concern other employees, company operations or clients/customers. The purpose of this policy is to preserve the privacy of employees, clients and the township by outlining employee obligations and procedures for dealing with personal, privileged and/or confidential information.

## **3 SCOPE**

- 3.01 This policy applies to all employees who are granted access to personal, privileged and/or confidential information.

# HUMAN RESOURCES POLICY AND PROCEDURES MANUAL

Section:	<b>EMPLOYEE RELATIONS</b>	Policy No:	<b>HR 5 .07</b>
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## 4 RESPONSIBILITY

### 4.01 Employees are responsible for:

- Keeping their employee files current regarding name, address, phone number, marital status, dependents, etc.;
- being familiar with and following policies and procedures regarding personal information;
- obtaining the proper consents and authorizations prior to disclosure of personal privileged and/or confidential information;
- immediately reporting any breaches of confidentiality to the Chief Administrative Officer;
- not divulging private passwords and access to personal, privileged and/or confidential data;
- explaining this policy to clients/customers and referring them to the Chief Administrative Officer, if necessary;
- relinquishing any personal, privileged, confidential or client information prior to their termination of employment.

### 4.02 Managers are responsible for:

- ensuring policies and procedures regarding collection, use and disclosure of personal information are consistently adhered to;
- responding to requests for disclosure after the proper release is obtained;
- cooperating with the Chief Administrative Officer to investigate complaints of breaches of this policy;
- obtaining any personal, privileged, confidential or client information in the possession of terminating employees, prior to their termination.

# HUMAN RESOURCES POLICY AND PROCEDURES MANUAL

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4.02 (cont'd)

The Chief Administrative Officer is responsible for:

- ensuring that the policies and procedures regarding the collection, use and disclosure of information of a personal nature are understood by all managers and consistently adhered to;
- maintaining systems and procedures to ensure employee records are kept private;
- obtaining the proper consents and authorizations prior to disclosure of information contained in employee records;
- responding to employees' requests for access to their files;
- ensuring proper disposal of unnecessary file/information.

## 5 DEFINITIONS

5.01 **“Personal information”** is any information about an identifiable individual and includes race, ethnic origin, colour, age, marital status, religion, education, medical history, criminal record, employment history, financial status, address, telephone number, and Social Insurance Number.

5.02 **“Third parties”** are individuals or organizations other than the subject of the records or representatives of the Township of East Ferris.

## 6 REFERENCES AND RELATED POLICIES AND PROCEDURES

HR 2.10 – Third Party Reference Requests



# HUMAN RESOURCES POLICY AND PROCEDURES MANUAL

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## 7 PROCEDURE

### 7.01 Employee Records

An employee's manager and the Chief Administrative Officer shall have access to employee records without the consent of the individual employee. Personal information required by law, court order or subpoena, or for legitimate business purposes including the administration of benefit plans, will be disclosed without specific consent.

- 7.02 (a) Employees may request to review their Personnel file by making arrangements with the Chief Administrative Officer. Employees shall provide at least twenty-four (24) hours notice to the Chief Administrative Officer. No material contained in an employee file may be removed from the file. The Chief Administrative Officer or a designate will be present during the viewing of the file.
- (b) An employee may provide a written notice of correction related to any data contained in the employee's file. The notice of correction shall be provided to the Chief Administrative Officer who shall be responsible for including the document with the employee's file.

7.03 Employee requests for disclosure of their personal information must be accompanied by a completed, signed and dated "Authorization to Release Information" form. Attachment A to this policy is to be used for this purpose.

### 7.04 Client Information

Personal, privileged and/or confidential information about taxpayers, township residents, and clients may only be collected, used, disclosed and retained for the purposes identified by the Township as necessary.

7.05 Employees must ensure that no personal, privileged and/or confidential information is disclosed unless security procedures are satisfied.

7.06 Personal information is to be accessed only by those employees with appropriate authorization.

# HUMAN RESOURCES POLICY AND PROCEDURES MANUAL

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## 8 REVISION CONTROL

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## ATTACHMENT A

### AUTHORIZATION TO RELEASE INFORMATION

I, \_\_\_\_\_ [Employee's Name], hereby authorize the Township East Ferris to release information regarding \_\_\_\_\_ [Subject of Request] to \_\_\_\_\_ [Third Party].

I agree to hold the Township of East Ferris harmless for the way in which the requesting entity uses such information.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

# HUMAN RESOURCES POLICY AND PROCEDURES MANUAL

Section:	<b>EMPLOYEE RELATIONS</b>	Policy No:	<b>HR 6.01</b>
Subject:	<b>HEALTH AND SAFETY PRINCIPLES</b>	Issued:	<b>Dec 27/07</b>
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## **1 POLICY**

- 1.01 The Township of East Ferris strives to create and maintain a safe workplace in order to minimize and/or prevent occupational injuries and illness. Consistent and continuous efforts by all employees shall be directed to preventing workplace accidents and maintaining workplace equipment in a safe condition.
- 1.02 At all times the Township and its employees are required to observe and comply with the requirements of the Ontario *Occupational Health and Safety Act*.

## **2 PURPOSE**

The purpose of this statement of Policy and Procedure is to establish minimum guidelines for providing and maintaining a safe work environment for all employees.

## **3 SCOPE**

- 3.01 This Policy and Procedure applies to all employees.

## **4 RESPONSIBILITY**

- 4.01 The Chief Administrative Officer, in consultation with the employee Health and Safety Representative, is responsible for ensuring that appropriate health and safety standards are developed, implemented and maintained in accordance with the provisions of the Ontario *Occupational Health and Safety Act*.
- 4.02 Managers are directly responsible for ensuring the health and safety of employees under their supervision and for ensuring:
- safe and healthy work conditions are maintained in their area of responsibility;

# HUMAN RESOURCES POLICY AND PROCEDURES MANUAL

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## 4.02 (cont'd)

- employees perform their work in compliance with accepted safe work practices and procedures;
- adequate training is provided to employees so that tasks assigned to employees can be performed safely;
- employees are notified of any potential hazards which may exist in and around the employee's work location.

4.03 Each employee is responsible for working safely in compliance with accepted work practices, procedures and legislated health and safety standards.

4.04 Contractors and their workers are responsible for meeting or exceeding the Township's health and safety requirements for its employees.

## 5 DEFINITIONS

None

## 6 REFERENCES AND RELATED POLICIES AND PROCEDURES

Ontario *Health and Safety Act* and Regulations

## 7 PROCEDURE

7.01 (a) The Chief Administrative Officer shall ensure that a Health and Safety Manual is developed, implemented and distributed to each employee. As a minimum standard, the contents of each manual shall contain information on the following topics:

## HUMAN RESOURCES POLICY AND PROCEDURES MANUAL

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- Accident reporting;
- Accident investigation procedures;
- Workplace Hazardous Material Information System (WHMIS);
- Safety orientation and training;
- Workplace Safety Inspections;
- First Aid arrangements and procedures;
- Equipment Lockout procedures;
- Emergency spill procedures;
- Health and Safety monitoring and reporting procedures; and
- Other information deemed advisable or necessary by management and/or the Health and Safety Representative, for the protection of employees.

- (c) The Chief Administrative Officer, in consultation with the Emergency Measures Coordinator develops and publishes a plan which outlines procedures to be followed in the event of an emergency arising from fire, break-in, bomb threats, power failure, or other natural disasters. Employee emergency response training, including fire training and drills, shall be conducted no less than annually.
- (d) Health and /Safety policies, plans, and practices are in compliance with the legislated requirements governing the Township.

7.03 Disciplinary action up to and including discharge for cause shall be taken against any employee who fails to observe this policy or who violates established workplace safety requirements.

# HUMAN RESOURCES POLICY AND PROCEDURES MANUAL

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## 8 REVISION CONTROL

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# HUMAN RESOURCES POLICY AND PROCEDURES MANUAL

Section:	<b>HEALTH &amp; SAFETY</b>	Policy No:	<b>HR 6.02</b>
Subject:	<b>ACCIDENT AND INJURY REPORTING</b>	Issued:	<b>Dec 27/07</b>
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## 1 POLICY

- 1.01 Any accident that results in a workplace injury (no matter how slight), or could cause an injury or property loss must be reported immediately to the employee's manager. At a minimum, and in all cases, accident and/or injury reporting shall comply with the requirements of the Ontario *Occupational Health and Safety Act* and the *Workplace Safety and Insurance Act*, 1997.

## 2 PURPOSE

- 2.01 The Township of East Ferris is required to comply with statutory regulation related to reporting of occupational injuries, illnesses and accidents. This statement of Policy and Procedure is intended to ensure consistency throughout all operations and compliance with the responsibility to report certain incidents and to notify the necessary authorities within prescribed time limits.

## 3 SCOPE

This statement of Policy and Procedure applies to all employees.

## 4 RESPONSIBILITY

- 4.01 Each employee is responsible for immediately reporting any workplace injury, accident, or illness to his or her manager.
- 4.02 Each manager is responsible for ensuring, as the first priority, that employees receive proper medical treatment when injured, and secondarily, for investigating an accident or workplace injury or illness for the purpose of implementing corrective action to minimize any opportunity for a recurrence of the accident or injury.



# HUMAN RESOURCES POLICY AND PROCEDURES MANUAL

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4.03 The Chief Administrative Officer is responsible for ensuring that accident and injury reports are properly prepared and issued in a timely manner to the appropriate authorities consistent with the reporting requirements specified in Ontario statutes; and for ensuring all employees are familiar with this policy and related forms.

## 5 DEFINITIONS

5.01 **“Critical Injury” means an injury of a serious nature that:**

- (a) places life in jeopardy;
- (b) produces unconsciousness;
- (c) results in substantial loss of blood;
- (d) involves the fracture of a leg or arm but not a finger or toe;
- (e) involves the amputation of a leg, arm, hand or foot but not a finger or toe;
- (f) consists of burns to a major portion of the body; or
- (g) causes the loss of sight in an eye.

## 6 REFERENCES AND RELATED POLICIES AND PROCEDURES

Ontario *Occupational Health and Safety Act* and Regulations  
*Workplace Safety and Insurance Act, 1997*  
HR 6.01 – Health and Safety Principles  
Hr 6.03 – Accident Investigation

# HUMAN RESOURCES POLICY AND PROCEDURES MANUAL

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## 7 PROCEDURE

- 7.01 Within three calendar (3) days of learning of an occupational injury or illness of an employee which results in that employee requiring health care or results in a loss of earnings for that employee, a report of the injury or illness must be submitted by the Chief Administrative Officer to the Workplace Safety and Insurance Board (WSIB) on the form prescribed by the WSIB. In certain cases, where the injury requires only first aid and no loss of earnings ensued because the employee worked on modified job duties, such report shall be submitted within seven (7) calendar days of learning of the occupational injury or illness. No WSIB report is required for minor injuries which require only first aid and cause no loss of time or earnings to the employee. Nonetheless, even when a report is not required by WSIB, a detailed report of any such event, specifying the name of the employee, location, date, time, nature of the event, and first aid treatment administered must be kept in the employee's file for future reference.
- 7.02 (a) In the event of a fatality or critical injury of an employee at the workplace, the accident scene shall be sealed off immediately and nothing within the scene shall be disturbed except for the purpose of saving life, relieving human suffering, or preventing unnecessary damage to equipment or other property.
- (b) In the event of a fatality or critical injury of an employee at the workplace, the Chief Administrative Officer is responsible for notifying the following within the time period indicated and in the manner set out opposite their title:
- Ministry of Labour Safety Inspector – immediately by telephone, or other direct means;
  - Health and Safety Representative – immediately by direct means;
  - Where appropriate, Union representative, by direct means;
  - Ministry of Labour Safety Inspector – within forty-eight (48) hours after the occurrence by written report in the manner set out in the *Ontario Occupational Health and Safety Act*.

## HUMAN RESOURCES POLICY AND PROCEDURES MANUAL

Section:	<b>HEALTH &amp; SAFETY</b>	Policy No:	<b>HR 6.02</b>
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7.03 In the event of an accident, explosion, or fire where a worker is disabled or requires medical attention, the Chief Administrative Officer shall notify the following within the time period indicated and in the manner set out opposite their title:

- Ministry of Labour Safety Inspector – within four (4) days of the occurrence; in writing, including such information and particulars as prescribed;
- Health and Safety Representative – within four (4) days of the occurrence; in writing, including such information and particulars as prescribed;
- Where appropriate, Union Representative – within four (4) days of the occurrence; in writing, including such information and particulars as prescribed;

7.04 If the Township is advised by or on behalf of an employee or former employee, that the employee or former employee has an occupational illness or injury or that a claim in respect of an occupational illness or injury has been filed with the WSIB by or on behalf of the employee or former employee, the following shall be notified within four (4) days of first learning of the claim for occupational injury or illness; in writing, including such information and particulars as are prescribed:

- Ministry of Labour Safety Inspector;
- Health and Safety Representative
- Where appropriate, Union Representative

7.05 Where a notice or report is not required by paragraphs 7.01, 7.02, 7.03, or 7.04 and an accident, premature or unexpected explosion, fire, flood or inrush of water, failure of any equipment, machine, device, article or thing, cave-in, subsidence, rock-burst, or other incident as prescribed by the OHSA occurs, notice, in writing shall be given to the Ministry of Labour, the Health and Safety Representative and the Union within two days of the occurrence. Such notice shall contain full details and information as prescribed under the Act (RSO 1990, c. 01, s.53).

# HUMAN RESOURCES POLICY AND PROCEDURES MANUAL

Section:	<b>HEALTH &amp; SAFETY</b>	Policy No:	<b>HR 6.02</b>
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## 7.06 First Aid Treatment

A First Aid Attendant who provides first aid treatment to an employee is required to record in a First Aid Log the following information:

- name of employee treated;
  - circumstances respecting the accident as described by the injured worker;
  - names of witnesses to the accident, if any;
  - date and time of the occurrence of the accident;
  - nature and exact location of the injuries or illness treated; and
  - nature of each first aid treatment administered.
- (c) The First Aid Log shall be maintained by the First Aid Attendant with the First Aid Kit.

## 8 REVISION CONTROL

Date	Revision	Effective Date

# HUMAN RESOURCES POLICY AND PROCEDURES MANUAL

Section:	<b>HEALTH &amp; SAFETY</b>	Policy No:	<b>HR 6.03</b>
Subject:	<b>ACCIDENT INVESTIGATION</b>	Issued:	<b>Dec 27/07</b>
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## **1 POLICY**

- 1.01 All workplace accidents that result in death, a critical injury or could have caused death or a critical injury (near misses) and any loss-time injury or illness reported by an employee must be investigated immediately.

## **2 PURPOSE**

- 2.01 The Township of East Ferris is required to comply with statutory regulations related to the reporting and investigation of occupational injuries, illnesses and accidents. This statement of Policy and Procedure is intended to bring consistency throughout all operations in complying with the Township's responsibility to thoroughly investigate serious workplace accidents in order to improve safety practices in the work environment.

## **3 SCOPE**

- 3.01 This statement of Policy and Procedure applies to all employees.

## **4 RESPONSIBILITY**

- 4.01 Each employee is responsible for immediately reporting any workplace injury, accident, or illness to his/her manager and for cooperating with management in the investigation of the incident.
- 4.02 Each manager is responsible for ensuring that employees receive prompt medical attention when injured, and that all such injuries are reported to the Chief Administrative Officer as soon after the occurrence as is practical.
- 4.03 The Chief Administrative Officer is responsible for ensuring that all managers understand this policy and their obligations under it. Additionally, the Chief Administrative Officer is responsible for ensuring that appropriate authorities are notified in a manner consistent with the reporting requirements specified in Ontario statutes.

# HUMAN RESOURCES POLICY AND PROCEDURES MANUAL

Section:	<b>HEALTH &amp; SAFETY</b>	Policy No:	<b>HR 6.03</b>
Subject:	<b>ACCIDENT INVESTIGATION</b>	Issued:	<b>Dec 27/07</b>
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- 4.04 The Chief Administrative Officer is responsible for implementing a proper investigation, with the involvement of the Health and Safety Representative and the Ministry of Labour, into all accidents resulting in death or a critical injury or “near misses.” The Chief Administrative Officer is also responsible, together with the appropriate manager, for conducting a proper investigation into any loss injury or illness sustained by an employee and for ensuring that corrective action is taken, whenever possible.

## 5 DEFINITIONS

“Near misses” are accidents that could have resulted in death, critical injury, or damage to property exceeding \$2,000.

## 6 REFERENCES AND RELATED POLICIES AND PROCEDURES

Ontario *Health and Safety Act* and regulations  
*Workplace Safety and Insurance Act*, 1997  
Hr 6.02 – Accident and Injury Reporting

## 7 PROCEDURE

- 7.01 (a) In the event of a personal injury accident, the first priority for any manager is to ensure the injured employee receives proper medical attention immediately.
- (b) The second priority in the event of a personal injury resulting in death or critical injury is to seal off the area in which the accident occurred, pending the Ministry of Labour investigation. The sealed off area can only be disturbed in order to save life or relieve human suffering, maintain an essential public utility or transportation system or prevent unnecessary damage to equipment or property. Otherwise, only a Ministry of Labour official can authorize re-entry into the accident site.

## HUMAN RESOURCES POLICY AND PROCEDURES MANUAL

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7.02 Investigations shall be conducted by the Chief Administrative Officer in the event of a fatality, critical injury or property damage estimated to be of \$2,000 or greater. The Chief Administrative Officer is responsible for selecting an investigation team to determine the cause of the accident and to assist in identifying any system and/or technical factors that may have contributed to the cause of the accident. The Health and Safety Representative shall be included on the investigation team. The investigation team shall convene within four (4) hours after the incident and prepare a written report within forty-eight (48) hours after the incident. Copies of the report are to be provided by the Chief Administrative Officer to Council and the Health and Safety Representative. Any investigation shall cooperate with the Ministry of Labour.

7.03 Accident investigations shall include, but are not limited to, the following:

- Interviewing those persons involved in the accident and any witnesses to the accident.
- Describing the full details of the occurrence.
- Identification of unsafe acts and/or conditions contributing to the accident.
- Describing the reason(s) for the identified unsafe acts or conditions.
- Recommending prevention/remedial measures that can be implemented to prevent recurrences of such incidents.
- Identifying recommendations already implemented and/or a timetable for implementing recommendations.
- Communicating to all other departments and staff identifying the circumstances surrounding the accident and the remedial measures implemented or planned for implementation.

## HUMAN RESOURCES POLICY AND PROCEDURES MANUAL

Section:	<b>HEALTH &amp; SAFETY</b>	Policy No:	<b>HR 6.03</b>
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- 7.04 The Chief Administrative Officer or the senior on-site manager shall ensure all appropriate authorities are notified consistent with the provisions of the OHSA, WSIA, and other policies related to accident and/or injury reporting.
- 7.05 The Chief Administrative Officer shall retain copies of all Accident Investigation Reports in the injured employee's Personnel file.
- 7.06 The senior on-site manager shall maintain a list of recommendations and respective completion dates from all Accident Investigations and follow-up, as necessary, to ensure the appropriate recommendations are implemented.

### 8 REVISION CONTROL

Date	Revision	Effective Date



# HUMAN RESOURCES POLICY AND PROCEDURES MANUAL

Section:	<b>HEALTH &amp; SAFETY</b>	Policy No:	<b>HR 6.04</b>
Subject:	<b>PERSONAL PROTECTIVE EQUIPMENT</b>	Issued:	<b>Dec 27/07</b>
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## **1 POLICY**

- 1.01 It is the policy of the Township of East Ferris to ensure that all employees wear proper personal protective equipment, as necessary, for their protection, in accordance with prescribed health and safety standards.

## **2 PURPOSE**

- 2.01 The purpose of this policy is to ensure personal protective devices are available and worn by employees, where necessary.

## **3 SCOPE**

This statement of Policy and Procedure applies to all employees.

## **4 RESPONSIBILITY**

- 4.01 Employees are responsible for wearing and maintaining any personal protective equipment that is required in their individual work area.
- 4.02 Managers are responsible for:
- Ensuring employees wear required personal protective devices and that such devices are available, cleaned, maintained and properly stored.
  - Ensuring protective devices are returned when employees transfer to another work area, or terminate their employment.
  - Disciplining employees in accordance with this policy where an employee fails or refuses to wear personal protective equipment.

# HUMAN RESOURCES POLICY AND PROCEDURES MANUAL

Section:	<b>HEALTH &amp; SAFETY</b>	Policy No:	<b>HR 6.04</b>
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## 5 DEFINITIONS

- 5.01 “Personal protective equipment” means safety-approved eye, hearing, foot, head, hand, skin and respiratory protection.

## 6 REFERENCES AND RELATED POLICIES AND PROCEDURES

Ontario *Occupational Health and Safety Act* and Regulations

Canada Labour Code Part 11 – Canada *Occupational Safety and Health Regulations*

## 7 PROCEDURE

- 7.01 (a) **Eye Protection** – Approved eye protection must be worn by any employee who regularly operates any machine or uses and tool that will fracture or reduce materials (e.g. presses, grinders, power saws, lathes, chisels etc.; ) welds; uses cutting torches; uses paint applicators; handles unsealed hazardous products that may cause eye damage or handles sharp materials in a manner that could cause an eye injury.
- (b) Employees who periodically perform the tasks listed above or have reason to observe these tasks at close range must wear eye protection.
- (c) Wearing of eye protection devices is not required in offices, washrooms, lunchrooms or warehouse areas, except when performing any of the tasks listed above.
- (d) Contractors must provide their own eye protection for tasks designated by the Township or as required by regulations governing their occupation.
- (e) The Township supplies approved safety glasses and/or goggles to employees who require them in the performance of their normal duties. Approved eye protection is available from each employee’s manager, where required.

# HUMAN RESOURCES POLICY AND PROCEDURES MANUAL

Section:	<b>HEALTH &amp; SAFETY</b>	Policy No:	<b>HR 6.04</b>
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## 7.02 **Foot Protection**

- (a) Employees who are required to regularly work at least 80% of their working day in areas where there is risk of foot danger from pallets, heavy objects, materials or machinery, or a risk from sharp objects shall wear approved safety footwear.
- (b) Employees who have completed their Probationary Period and are required to wear safety footwear shall receive a subsidy of \$50. per year, payable upon presentation of a proper receipt.

## 7.03 **Hand Protection**

- (a) Approved gloves must be worn for the handling of objects, tools, machinery and materials that may cause hand injury.
- (b) The Township supplies approved suitable gloves to employees who require them in the performance of their normal duties.

## 7.04 **Hearing Protection**

- (a) Approved hearing protection shall be worn by any employee when exposed to noise levels above 85db for three or more hours, or when exposed to noise levels of 90db or greater. Approved hearing protection includes either earplugs or muffs. Managers shall designate specific areas and/or tasks where hearing protection must be worn.
- (b) The Township provides hearing protection to those employees requiring such equipment. These approved devices are available through the Manager, where required.

## 7.05 **Head Protection**

- (a) Approved head protection (hard hat) is required for entry into any work area where there is a danger from falling objects or where head injury is possible such as in a confined space. Hard hats must be worn at all times within any designated construction site.

# HUMAN RESOURCES POLICY AND PROCEDURES MANUAL

Section:	<b>HEALTH &amp; SAFETY</b>	Policy No:	<b>HR 6.04</b>
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## 7.06 Respiratory Protection

Approved respiratory protection is available and shall be worn by all employees who handle hazardous products that are deemed a health risk if inhaled or where employees are required to work in specified confined spaces. Managers shall maintain a list of products or processes where respiratory protection is required. Employees will be properly fitted and trained in the use, wearing and cleaning of respiratory protective equipment.

7.07 The purchase or providing of subsidies for personal protective equipment, other than those outlined herein, require the approval of the Chief Administrative Officer.

7.08 Hazard areas requiring the use of personal protective devices shall be appropriately signed and posted at every entry point to such areas. Employees entering such areas are required to wear the appropriate protective equipment upon entry and while in the hazard area.

7.09 Violation of this policy will lead to disciplinary action up to and including discharge for cause.

## 8 REVISION CONTROL

Date	Revision	Effective Date

# HUMAN RESOURCES POLICY AND PROCEDURES MANUAL

Section:	<b>HEALTH &amp; SAFETY</b>	Policy No:	<b>HR 6.05</b>
Subject:	<b>HEALTH AND SAFETY REPRESENTATIVE</b>	Issued:	<b>Dec 27/07</b>
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## **1 POLICY**

- 1.01 The Township of East Ferris shall establish and maintain a Health and Safety Representative (HSR). The HSR shall be from among the workers who do not have managerial functions.
- 1.02 The Township fully supports the work of the HSR in making the workplace a safer place and will endeavour to cooperate with the HSR.
- 1.03 All managers and employees are expected to extend their full cooperation and support to the HSR.

## **2 PURPOSE**

- 2.01 The purpose of this policy is to ensure practices and procedures with the Township support a safe workplace by assisting the work of the HSR.

## **3 SCOPE**

- 3.01 This policy applies to all employees.

## **4 RESPONSIBILITY**

- 4.01 Managers are responsible for responding to employee's queries and complaints, regarding safety matters and for providing information and assistance requested by the HSR.
- 4.02 Employees are responsible for reporting any health and safety concerns to their manager. Failing resolution of a concern at this point, employees should consult with the HSR. Employees are expected to cooperate with HSR and provide any assistance requested.

# HUMAN RESOURCES POLICY AND PROCEDURES MANUAL

Section:	<b>HEALTH &amp; SAFETY</b>	Policy No:	<b>HR 6.05</b>
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## 5 DEFINITIONS

None

## 6 REFERENCES AND RELATED POLICIES AND PROCEDURES

Ontario *Occupational Health and Safety Act* and Regulations

F 6.01 – Health and Safety Principles

F 6.02 – Accident and Injury Reporting

F 6.03 – Accident Investigation

## 7 PROCEDURE

- 7.01 The Township will recognize one (1) Health and Safety Representative selected by the employees from among those workers not exercising managerial functions.
- 7.02 The Township will be responsible for the costs associated with the HSR achieving certification under the training program approved by the Workplace Safety and Insurance Board.
- 7.03 Employees are encouraged to discuss any health and safety concerns with their manager. Should further assistance be necessary, employees are encouraged to speak with the HSR to help resolve health and safety concerns. Employees will not be subject to discipline for exercising such rights.
- 7.04 The Township will endeavour to keep the HSR informed, and to consult with him or her, regarding any new equipment, processes, procedures, materials or substances which will be introduced onto the premises.

## HUMAN RESOURCES POLICY AND PROCEDURES MANUAL

Section:	<b>HEALTH &amp; SAFETY</b>	Policy No:	<b>HR 6.05</b>
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7.05 The HSR shall conduct a physical inspection of a part of the workplace each month, provided that the entire workplace is inspected each year.

### 8 REVISION CONTROL

<b>Date</b>	<b>Revision</b>	<b>Effective Date</b>

**Schedule “A” to By-law # 2217**  
**TOWNSHIP OF EAST FERRIS**



**HUMAN RESOURCES**  
**POLICY & PROCEDURES**  
**MANUAL**