

Organizational ENHANCEMENT

TOOLKIT™

Municipal Edition — for Counties

Personnel Handbook

Effective November 12, 2015

Personnel Policies

Motion # RC15-436

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PERSONNEL HANDBOOK

1 Introduction

1.1 Personnel Policy

Policies govern the work that we do and define the parameters in which we must work. The Organizational Enhancement Toolkit™ includes two policy manuals. The first manual, Governance and Operational Policies, pertains to the policies required to govern and operate our County. This second manual, the Personnel Handbook, includes personnel policies.


The intent and objective of personnel policy is to:

- Establish conditions of employment to be observed by the Employer and employees
- Ensure the Employer and employees cooperatively and efficiently provide County services
- Promote positive and harmonious relations between the Employer and employees

The Chief Administrative Officer (CAO) is accountable for developing, implementing and maintaining personnel policy, with the input of management and endorsement of Council. Adherence to personnel policy is a shared accountability.

Benefits, insurance and other employee entitlements may change from time to time as directed by the CAO and Council. In response to changes in legislative requirements and the needs of the community in which we serve, it will be necessary to re-evaluate, adapt and add policies on an ongoing basis. Questions pertaining to personnel policy should be directed to Human Resources personnel, your Director or the CAO.

The Provincial Employment Standards Code and any other laws or code of practice governing personnel matters shall take precedence should discrepancy arise or in the absence of applicable policy.


Reeve


Chief Administrative Officer


Date

1.2 Interpretations and Definitions

“**Employer**” shall mean Birch Hills County.

“**The Council**” shall mean the body of elected representatives to govern the County.

“**County**” shall mean the municipal corporation (organization).

“**Chief Administrative Officer**” shall mean the individual hired by Council with the administrative and managerial authority to carry out the day-to-day operation of the organization on Council’s behalf.

“**Direct supervisor**” shall mean the Chief Administrative Officer (CAO) or Director to whom an employee directly reports.

“**Employee**” shall mean an individual employed by the organization that has received, or is entitled to, wages.

“**Employment Standards**” shall mean the Employment Standards Code, R.S.A. 2000, C. E-9 and Regulations therein.

“**Personnel**” shall mean the workforce, whether paid a wage or serving as contracted service providers.

“**Permanent Full-time employee**” shall mean an individual who is scheduled to work 30 hours or more per week and has successfully completed the probationary period.

“**Permanent Part-time employee**” shall mean an individual who is scheduled to work less than 30 hours per week and has successfully completed the probationary period.

“**Other employees**” include casual, temporary and probationary workers:

- “**Casual employee**” shall mean an individual hired to fill in for an absent employee.
- “**Temporary employee**” shall mean an individual hired for a specific job or project for a specified period of time (e.g. seasonal personnel).
- “**Probationary employee**” shall mean an individual fulfilling a position for an initial period of probation time at the beginning of employment.

PERSONNEL HANDBOOK**1.3 Management's Rights****1.3.1 The Council**

The Council entrusts the management of day-to-day operations, including the management of personnel matters, to its Chief Administrative Officer (CAO), whom serves as Council's only employee.

With regards to personnel, the Council has the authority and responsibility for:

- Recruiting, selecting, developing, evaluating, retaining or terminating the employment of the Chief Administrative Officer (CAO)
- Handling personnel matters relating to the CAO
- Entering into any employment, service or labour contract with the CAO
- Making a final and binding ruling on a grievance brought before Council as per policy outlined herein
- Endorsing salary/wage and compensation Budget allocations
- Reviewing and endorsing personnel policy

1.3.2 Chief Administrative Officer

The Chief Administrative Officer (CAO) directly reports to the Council and oversees Directors. The CAO ensures all human resource functions are carried out as per legislative requirements and direction set by Council. CAO human resource management responsibilities include:

- Overseeing implementation and maintenance of the Organizational Enhancement Toolkit™
- Managing/administrating this Personnel Handbook including the development of personnel policy for Council review and endorsement
- Developing and implementing a Human Resource Strategy to attract, develop and retain the optimum workforce
- Conducting ongoing market analysis to ensure competitive compensation
- Directing, supporting and evaluating Directors and central office administration under his/her direction
- Handling personnel grievances and complaints as per policy outlined herein
- Any other related duties as designated by Council and in accordance with Section 207 of the Municipal Government Act

1.3.3 Human Resources

In collaboration with the Chief Administrative Officer (CAO), the Human Resources Manager is accountable for the development and implementation of human resources functions throughout the organization. Human resource management responsibilities include:

- Managing/administrating this Personnel Handbook including the development of personnel policy for CAO review and endorsement
- Advertising position vacancies, evaluating applications, and making appointments to positions
- Maintaining salary/wage grids and compensation programs
- Reclassifying, transferring, promoting, and approving salary increases and decreases of employees
- Setting pay rates for casual and temporary employees
- Granting carry-over of vacations to next year (must be used by April 30)
- Developing work schedules
- Granting leaves of absence, overtime and time off in lieu (Administration)
- Supervising, training, establishing/updating job descriptions and conducting performance evaluations (Administration)
- Handling personnel grievances and complaints
- Recommending disciplinary action
- Terminating employment of personnel
- Liaising with government departments
- Preparing reports and documents for government
- Any other duties as designated by the CAO

PERSONNEL HANDBOOK**1.3.4 Department Directors**

Directors directly report to the Chief Administrative Officer (CAO) and oversee the daily operations of their assigned department. Directors manage department personnel in accordance to organizational policy as outlined herein.

Director human resource management responsibilities include:

- Assisting in the establishment of department position descriptions
- Assisting in recruitment and selection processes of department personnel
- Directing, supporting and evaluating department employees
- Recommending reclassifications, transfers, promotions, and salary increases and decreases of department personnel
- Ensuring department employee training requirements are met
- Developing department work schedules
- Recommending disciplinary action, including possible termination of employment (in consultation with CAO/Human Resources)
- Any other duties as designated by the CAO

The CAO, Human Resources personnel and Directors work together to ensure that our organization attracts, develops and retains our optimal workforce.

2 Employment Practices

2.1 Job Postings

Subject to any emergencies or shortages of labour, the following practices shall apply to the hiring of employees.

Position requirements are assessed annually during Budget deliberations. The Chief Administrative Officer (CAO) must approve any new position prior to job posting.

Vacant or new positions are posted internally and advertised in newspapers, at employment centers, on employment websites, via the organization's social media tools, and other available mediums for a time period of no less than two weeks.

Job postings may be drafted by the hiring department and must be forwarded to the Director of Corporate Services/Human Resources personnel for approval prior to being advertised.

The recruitment and selection of Department Directors is managed by the CAO, in consultation with Council. The recruitment and selection of the CAO is managed by the Council.

2.2 Job Applications

2.2.1 Internal Applicants

Our organization supports internal job promotions and transfers, when an employee's experience and qualifications meet or exceed posted position requirements. Although qualifications and seniority are considered for job appointments and promotions, a duly held recruitment and selection process will be conducted and final hire decisions shall rest with the Chief Administrative Officer (CAO)/Director.

Internal applicants must apply for posted positions, in writing, to the CAO/Director following the requirements outlined in the applicable job posting.

2.2.2 Applicant Requirements

Applicants, internal or external, are required to provide a cover letter, current résumé and references, as per requirements specified in the job posting.

All applicants must be at least eighteen years of age, with the exception of those applying for student positions. Applicants for student positions, seasonal or otherwise, must comply with the minimum age of employment requirements set by Employment Standards. Applicants over the age of eighteen are strongly recommended/required to have a high school diploma or high school equivalency diploma (General Educational Development (GED)).

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All applicants applying for a position that requires the operation of a County vehicle must hold, at minimum, a valid Class 5 driver's license and provide a current driver's abstract. Those applying for a position that entails working in close proximity to children (i.e. Swimming/Recreation Centre) are required to provide a child welfare background check. All new hires are required to provide a current criminal record check. Upon tentative job offer, successful candidates must provide the applicable documentation to demonstrate that such requirements have been met (e.g. driver's licence, driver's abstract, child welfare background check, criminal record check).

2.3 Probationary Periods

2.3.1 New Employees

New employees are required to serve a probationary period of three months. This period allows a new employee and his or her direct supervisor time to determine job suitability. During probation employees can resign or be released without notice, as per Employment Standards.

2.3.2 Existing Employees

Our organization supports succession planning initiatives. As such, existing employees who change positions within the organization may be required to, or request to, serve a trial period in the new position. This predetermined period, not to exceed three months, allows an existing employee and his or her direct supervisor time to determine position suitability. During this timeframe, if either party is unsatisfied with the position change, the employee will be asked, or can request, to return to his or her previous position if the position has not been filled.

Trial period agreements, outlining the terms of such arrangements, must be completed and signed by the employee and the direct supervisor prior to the commencement of the new position. Trial periods exceeding three months may, or may not, include terms allowing an employee to return to a previous position.

2.4 Temporary Positions

Temporary positions within our organization may become available when:

- An existing employee is absent from his or her position for an extended period
- A special project must be completed
- Filling a temporary role when an existing employee leaves his/her position to engage in a trial position elsewhere within the organization

Job posting and application protocols for temporary and permanent positions are the same.

With the direct supervisor's prior written approval, an existing employee filling a temporary position may return to his or her original position when the temporary position ends.

Should a position's status change from temporary to permanent, the standard recruitment and selection process will be followed. The employee currently holding the temporary position may apply as an internal applicant.

2.5 Employment of Relatives

Employees of the organization are responsible for identifying, and refraining from participation in, any decision whereby a real or perceived conflict of interest exists. For this reason, immediate family members of our employees cannot work in positions that directly impact each other. Immediate family members of the Chief Administrative Officer or Council members are not eligible for hire. (Note: This policy does not apply to seasonal/summer positions.)

For the purposes of this policy, immediate family includes the following relations:

- Spouse (including common-law)
- Children (including step and foster)
- Parent (including step, in-law and guardians)
- Siblings (including step, foster and in-law)

A current employee's employment will not be affected if his or her family member is elected to Council.

2.6 Employment Agreements and Forms

Employment agreements address terms of employment specific to each employee and position. Agreements include, but are not limited to, compensation, vacation, benefits, hours of work, overtime, on-call agreements, and any other position-specific terms.

Employment agreement terms are to remain confidential between the employee and Employer.

Our organization adheres to personal information protection and privacy legislative requirements pertaining to the collection, use and disclosure of employee information.

Employment agreements and forms clearly identify how information collected will be used and to whom information will be disclosed. Agreements and forms must be signed and dated by the employee, serving as a record of agreement to the terms specified within each form.

All applicable employment forms must be completed on the first day of employment. Such forms may include:

- Letter of Acceptance for employment or change of position

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- TD1 Forms (income tax deductions)
- Earning and Deduction Authorization and Waiver Forms
- Banking Information Forms (including void cheque for automatic deposit)
- Emergency Contact Form
- Code of Conduct
- Oath of Confidentiality
- Internet and Computer Use Form
- Corporate Credit Card Agreement
- Equipment Assignment and Use Form (Employer-owned equipment assigned to an employee (e.g. cell phones, other communication devices, laptop))
- Vehicle Assignment and Use Form (including copy of driver's license and abstract)
- Key Agreement Form (record of all keys assigned to an employee (e.g. office building, other Employer-owned property and equipment keys))

All employees must produce valid photo identification. Employment agreement, forms and photo copy of identification are filed in each employee's personnel file.

2.7 Orientations

New personnel must attend a workplace orientation session, arranged by their direct supervisor. Employees are provided with an Accountability-Centered Position Description™. An orientation checklist is used to ensure new employees are set up for success and given the required information to fulfill positional requirements. The checklist must be completed, signed and dated by both the employee and the direct supervisor.

Employees are responsible for understanding:

- The structure of the organization and reporting relationships
- Birch Hills County Strategic Plan (vision, mission, core values, goals, etc.)
- Positional, departmental and organizational shared areas of accountability
- Safe work procedures and practices
- Health and safety practices
- Security systems and emergency response protocol
- Policy pertaining to all employees
- Policy pertaining to their position and department
- Performance planning, monitoring and evaluation process
- Training and development requirements

2.8 Managers and Staff Meetings

Managers and staff meetings are held from time to time, often following Council meetings. These meetings are important. Employees should attend when at all possible.

Staff meetings provide a forum to:

- Gain knowledge about the workplace (i.e. current and future direction of organization and departments)
- Discuss job duties
- Be informed regarding Occupational Health and Safety updates
- Learn about new/updated policies
- Voice and address concerns
- Build strong teams and foster good working relationships

If a staff meeting is attended during hours other than one's regularly scheduled shift, employees will be compensated as per Less Than Three Consecutive Hours of Work policy. If employees incur overtime as a result of attendance, overtime must be pre-approved and will be paid/banked as per overtime policy.

If a staff meeting is not attended, absent employees must read and initial the action log to confirm their knowledge of what was discussed.

2.9 Personnel Files

A personnel file is kept for each employee in adherence to employment and personal information protection and privacy legislative requirements. A personnel file may contain:

- Original application (or résumé)
- Employment agreements and forms
- Training certificates
- Copies of payroll documentation (e.g. timesheets, overtime, vacation dates, sick days taken, and end and start dates of leaves)
- Any information related to performance
- Retirement, resignation, lay-off or termination notices

An employee may arrange (with his or her direct supervisor) to view his or her file at any time.

3 Performance Management

Performance is managed at all levels throughout our organization. Performance management includes a four step process, which is to be completed by the employee and direct supervisor. The four steps of performance management are: performance planning, training and development, performance monitoring, and performance evaluation.

3.1 Performance Planning

Direct supervisors are responsible for collaborating with each of their employees to develop individualized performance plans. Directors develop performance plans with department personnel. Director performance plans are developed with the Chief Administrative Officer (CAO) and the performance plan of the CAO is managed by the Council.

Performance planning involves setting goals and developing action plans to develop, enhance or sustain skills required to fulfill positional areas of accountability. Performance plans must outline actions to address any identified performance deficiencies (as per an employee's performance evaluation).

Performance plans must be completed at the commencement of an employee's probationary period and following each annual performance evaluation thereafter.

Plans must be signed and dated by the employee and his or her direct supervisor. A copy of the performance plan must be provided to the employee for his or her personal records. A copy is provided to the direct supervisor to guide continuous performance monitoring and coaching efforts and the original plan is filed in the employee's personnel file.

3.2 Training and Development

Over the course of employment, in order to meet prerequisite skill requirements, maintain or further develop required skills, employees will be required to participate in training opportunities specific to position requirements and skill development needs.

3.2.1 Prerequisite Training

Prior to the commencement of work, and as per any conditions of a job offer, new hires may be required to obtain training or certification. Training fees incurred as a condition of hire may or may not be covered by the Employer. Trainees will not be paid for training hours or reimbursed for travel costs.

3.2.2 Compulsory and Employer-Directed Training

Throughout the course of employment, employees must maintain mandatory certifications. Compulsory training requirements, including selection of attendees, are determined by the Chief Administrative Officer or Department Director.

Employees are required to hold valid certificates as identified in position descriptions. Employees must also participate in training outlined in the Health and Safety Program (e.g. fire drills, emergency response, and infection control).

In addition to compulsory training, employees may be asked to expand upon current knowledge and skills, as related to the fulfillment of positional, departmental and/or organizational accountability. Employer-directed training may include seminars, courses, conferences, job-shadowing/mentoring opportunities, succession planning and other staff and organizational development programs and initiatives. Such training opportunities may be provided on- or off-site.

Employees will be compensated at their regular wage while attending compulsory training or employer-directed training. Employees are remunerated for travel time to and from such events. Employee scheduled hours of work may be adjusted to ensure overtime is not incurred for such travel. Prior written approval must be in place pertaining to any projected overtime requirements. All other expenses regarding travel will be handled as per expense claim policy.

3.2.3 Employee-Initiated Training and Professional Development

Our organization's Budget allocates discretionary funding for employee-initiated training and development, including attendance at professional association meetings, regional meetings and conventions. Employees may submit requests for training and professional development opportunities. Requests must be made in writing, including details of the opportunity and expected benefits for the employee and organization.

Direct supervisors assess employee-initiated training and development requests against established criteria, determine funding availability and make final decisions. Approval may, or may not, include a cost-sharing proposal for employee consideration (e.g. training or resource fees, wage, travel time, and expenses). Approval may, or may not, include a tuition payback/forgivable agreement whereby the employee may be required to reimburse the Employer tuition fees should the employee terminate employment within a specified time period. Employee-Initiated Training and Development Agreements must be dated and signed by the employee and direct supervisor.

3.2.4 Training and Development Reporting

Employees attending training opportunities are required to uphold the standards of decorum and professionalism adopted by our organization (e.g. arriving on time, participating fully, and staying for the duration specified in training agenda/schedule).

Upon completion of training, employees are required to provide proof of attendance. Original certificates of completion/attendance must be produced to update personnel files and training records.

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As per training agreements, when applicable, an employee will be required to report back learnings (by way of a written summary or by meeting with his or her direct supervisor).

3.3 Performance Monitoring

In their respective roles as mentors, the Chief Administrative Officer and Directors provide employees with ongoing positive and corrective performance feedback. Direct supervisors monitor employee performance to ensure positional, departmental and organizational accountability is fulfilled. On-the-job learning and development strategies will be determined to further develop skill sets and to strengthen performance. Employees unsure of the feedback received regarding their performance are responsible to ask questions for clarification.

3.4 Performance Evaluation

Direct supervisors are responsible for conducting performance evaluations for each of their employees. Directors conduct performance evaluations for department personnel. Director performance evaluations are conducted by the Chief Administrative Officer (CAO) and the performance of the CAO is managed by the Council.

Formal employee performance evaluations are based on how well the employee achieved the goals contained in his or her performance plan. Performance evaluations are to be conducted prior to the end of probationary periods and prior to December 1 thereafter.

Evaluations must be signed and dated by the employee and his or her direct supervisor. An employee's signature verifies review of the document with his or her supervisor and is not deemed evidence of his or her agreement with the content.

Concerns, disagreements or questions of clarification regarding an evaluation must be presented to the direct supervisor, in writing, within three work days. Only the supervisor can revise evaluations. See grievance policy for unresolved disagreements.

A copy of the performance evaluation must be provided to the employee for his or her personal records. The original evaluation is filed in the employee's personnel file to guide continuous performance monitoring and coaching efforts.

Following the performance evaluation, the direct supervisor and employee review and update the employee's performance plan for the next performance review cycle.

4 Compensation

4.1 Pay Periods and Timesheets

Employees are paid monthly with mid-month advance. If a Statutory Holiday falls on the payday, employees are paid on the last working day preceding the holiday.

Employees are provided a timesheet for each pay period and are required to record dates worked, including start and end times for all regular hours worked, overtime hours worked, as well as sick days, time-in-lieu days and/or vacation days taken. Employees must submit any supporting documentation with timesheet (e.g. overtime approval form). Timesheets and forms must be signed by the employee as well as his or her direct supervisor indicating approval. Direct supervisors must submit approved timesheets and forms to payroll personnel by the 21st of each month.

Employees will not be paid until timesheets are received by payroll personnel. Employees are paid only for the hours indicated on their approved timesheet.

Employees receive a statement of earnings outlining deductions as per employee agreements and forms. To ensure prompt verification and correction, employees must report any errors in pay to his or her direct supervisor within five days of the payday in question.

4.1.1 Personal Information Changes

Up-to-date information is required to provide employees with accurate pay and benefits in a timely manner. Employees are responsible for providing changes in personal information (i.e. banking information, name change, mailing address, and information pertaining to benefits).

Information protection and privacy legislative requirements pertaining to the collection, use and disclosure of employee information must be adhered to.

4.2 Wage and Salary Increases

Employees shall be entitled to the wages or salary for work done or services rendered at the rate(s) specified by the Employer.

Our organization conducts ongoing market analyses to ensure that wages and salaries remain competitive with similar organizations. The Council determines the total Budget allocation for wages and salaries on an annual basis as part of the budgeting process. The paygrid is reviewed annually and revised, at the discretion of the Council, using the National Consumer Price Index (CPI) as a guideline. At a minimum, the annual cost of living allowance (COLA) is provided to all employees

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Increases in an employee's current wage or salary must adhere to the approved paygrid. Increases are determined by the direct supervisor, based on the employee's annual performance evaluation (i.e. how well duties are performed). Chief Administrative Officer salary increases are determined by the Council.

The approved paygrid applies to all temporary and permanent employees of Birch Hills County, except those with employment contracts approved by Council or the Chief Administrative Officer. The paygrid is based on an entry position (10% below Step 2), Step 2 for a fully qualified individual, and Steps 3 to 6 (3% even steps) for performance recognition. At Step 6, an annual performance recognition of 3% will recognize "Satisfactory" or better performance. (The 3% is not compounded)

For all employees, merit adjustments are based on approved performance assessments, conducted and documented by the employee and the direct supervisor. Performance assessed as "Satisfactory" or better shall be recognized by increasing the annual salary or hourly wage rate of the employee to the next Step in the paygrid range, except where the employee is at Step 1. Subject to direct supervisor recommendation and Chief Administrative Officer approval, a special merit adjustment (for exceptional performance on job duties or a special project) may be given to a maximum of two additional steps in the range, or the equivalent as a performance recognition payment.

In the first year of full time employment, merit adjustments will be applied on the anniversary date; thereafter, merit adjustments shall be applied on the first day of each year. However, for seasonal employees, merit adjustments shall apply from the first day of rehiring within a subsequent year. Furthermore, a seasonal employee previously at Step 6 in the paygrid will not receive any increment in the hourly wage rate and remain at Step 6 upon rehire.

4.2.1 Acting Pay

Acting Pay means that an employee fulfills the duties of another employee absent from his or her job for an extended period of time, other than scheduled vacations and absence due to time off in lieu agreements.

To be eligible for acting pay, an employee must perform the principal duties of the higher-level position for more than five consecutive workdays. An eligible employee is paid the starting rate of pay (Step 1) for the higher-level position (or a step that is not less than 6.0% above the eligible employee's current annual salary or hourly wage rate) for the duration of the temporary position.

4.2.2 Promotion or Transfer to Another Position

Where an employee is promoted or transferred to a different position, he/she will be paid at either Step 1 or Step 2 of the range for the different position (based on his/her current qualifications and those required by the different position).

If the existing annual salary or hourly wage rate for the employee exceeds Step 2 of the range for the different position, the employee shall be placed at the step of the range for the different position that equals or exceeds his/her existing annual salary or hourly wage rate. If the exiting annual salary or hourly wage rate exceeds Step 6 for the different position, the employee's exiting annual salary or hourly wage rate shall be maintained, without change, until Step 6 of the different position exceeds his/her exiting annual salary or hourly wage rate.

Subject to direct supervisor recommendation and Chief Administrative Officer approval, an employee may receive an additional increase when promoted or transferred to a different position. However, such additional increases cannot result in an annual salary or hourly wage rate exceeding Step 6 of the range for the different position.

4.3 Shift Schedules and Hours of Work

Employment agreements specify the terms regarding the days and hours to be worked by each employee. Agreement terms are based on positional requirements and may include terms specific to the needs and preferences of an employee.

As specified in employment agreements, positions may involve a set shift schedule detailing the days, hours and times of work. Other employees, holding positions where days and hours of work vary, must refer to their department-specific shift schedule. Department-specific shift schedules will be posted two weeks in advance.

For all employees, hours of work shall not exceed 12 hours within a 24-hour period, except in cases of emergency or otherwise permitted by Employment Standards.

4.3.1 Employer Changes to Shift Schedules

Every effort will be made to uphold department-specific shift schedules once posted. However, the Employer retains the right to change shift schedules to ensure adequate coverage is in place to conduct its business. Employees impacted by changes in the schedule, will be provided a minimum of 24-hour written notice. Changes in shift schedules will ensure that a minimum of eight hours of rest is provided, as per Employment Standards.

4.3.2 Exchanging Shift Schedules

Employees are not permitted to exchange shifts without first obtaining the written permission of their direct supervisor. The decision to approve requests rests with the direct supervisor who will determine suitability of switch and consider any projected overtime hours that may be incurred as a result.

If approved, a shift change form must be signed by the supervisor and all employees involved. Shift change forms are provided to payroll personnel to ensure appropriate payments are processed. Shift change forms are copied and filed in all applicable personnel payroll files.

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Once a shift change has been accepted by all involved employees and approved by the direct supervisor, replacement employees are obligated to work the accepted shift. Replacement employees will be paid at their regular rate of pay (unless acting pay policy applies). Any approved overtime incurred will be compensated as per overtime policy.

4.3.3 Less Than Three Consecutive Hours of Work

Employees required to work three consecutive hours or less will be compensated for three hours at minimum wage or the employee's regular rate of pay multiplied by the hours actually worked, whichever total is greater.

This policy does not apply when three hours or less is worked based upon an employee's request to leave.

4.4 Breaks/Rest Periods

Employees scheduled to work five or more consecutive hours per shift are provided, at a minimum, a total of 30 minutes of rest.

Rest periods are determined based on the needs of the department, positional requirements and the terms agreed to in each employee's employment agreement. Employment agreements specify the terms regarding the length of paid and/or unpaid rest periods. In some cases, agreements may require employees to remain at the workplace during paid breaks.

Employees are to rotate break times to ensure that at least two employees are in the work area at all times.

Breaks cannot be banked. The purpose of breaks is to provide employees with a rest during their shift. Breaks are not an opportunity to leave early or arrive late unless approved by employee's supervisor.

Breaks/Rest Periods are as follows:

- 7.25 Hourly Staff – Two 15 minute paid breaks and one hour unpaid at 12:00 p.m. (noon)
- 8 Hour Staff – Two 15 minute paid breaks and 30 minutes unpaid at 12:00 p.m. (noon)
- 10 Hour Staff – Two 15 minute paid breaks and 30 minutes unpaid at 12:00 p.m. (noon)

4.4.1 Employer Changes to Scheduled Breaks

As per Employment Standards, the Employer retains the right to determine the necessity of unplanned changes to scheduled breaks during the course of a shift to address emergencies or when urgent work is required. Such decisions rest with an employee's direct supervisor.

4.5 Overtime

Employees are not permitted to work overtime (more than eight hours per day or 40 hours per week) without the direct supervisor's prior approval. Overtime is only paid or banked when pre-approved, except in an emergency. Records must be kept of all authorized and unauthorized overtime.

4.5.1 Overtime Pay

Employees, with the exception of those holding management positions as defined in Employment Standards, shall be entitled to overtime pay in the absence of an overtime agreement between an employee and the Employer. Pre-approved overtime will be paid when an employee exceeds eight hours of work per day or 40 hours per week, whichever is greater. For both hourly-paid employees and salaried employees, overtime rates are determined by multiplying the employee's regular hourly rate of pay by 1.5.

Overtime is recorded in 15-minute intervals. Employees should round their overtime to the nearest 15 minutes when completing their timesheets.

Casual employees cannot bank time, thus any overtime hours worked will likewise be paid at time-and-a-half.

4.5.2 Paid Time Off In Lieu and Overtime Agreements

An employee may take paid time off in lieu of receiving overtime pay if an overtime agreement is in place between the employee and the Employer. Prior to receiving paid time off in lieu of overtime hours worked, overtime agreements must be signed and dated by the employee and his or her direct supervisor. A copy of the overtime agreement will be provided to the employee for his or her personal records. Additional copies will be kept in the appropriate personnel file and provided to payroll personnel to ensure appropriate payments are processed.

One hour of banked overtime is equal to one hour of time off with pay. Paid time off is to be taken at a time when the employee would normally have been scheduled to work. The employee will be paid at his or her regular rate for each hour of banked time off.

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Banked overtime is to be taken within three months from the date in which overtime was incurred, as per Employment Standards. If not taken prior to this time, overtime hours will be paid out, at the appropriate overtime rate, on the next pay day. The appropriate overtime rate can be calculated by multiplying an employee's regular hourly rate of pay, on the day the three months expired, by 1.5.

When an employee routinely incurs an excessive amount of overtime, the direct supervisor and employee are to develop and implement a plan aimed at decreasing the total number of overtime hours accumulated.

4.6 On-Call and Call-Out Pay

Employees in some positions are required to be on-call. On-call duty shall mean any period, outside of regular shift schedule, during which an employee is scheduled to be available.

During his or her on-call period, an employee must carry a designated work cell phone and respond immediately to all calls. An on-call employee must be able to reach the work site within the timeframe specified in his or her on-call agreement. An employee who fails to respond to a call will not receive compensation for the on-call period.

On-call agreements will specify on-call requirements and agreed to compensation rate. All agreements must be dated and signed by the employee and direct supervisor. A copy of the on-call agreement must be provided to the employee for his or her personal records. Additional copies will be kept in the appropriate personnel file and provided to payroll personnel to ensure appropriate payments are processed for on-call work performed.

Any on-call employee compensated at an hourly wage rate will receive, at minimum, stand-by pay (i.e. ½ hours pay at the regular rate of each four hours on standby or any portion thereof). Additionally, an on-call employee is will receive call-out pay, at his or her regular rate of pay, for any hours spent in response to a call. When called-out, he or she will receive at least three hours at regular wage (as per less than three consecutive hours of work policy). If an employee incurs overtime as a result of on-call work performed, overtime will be paid/banked as per overtime policy. If on-call work is conducted on a statutory holiday, the employee will be compensated as per statutory holiday policy.

Any salaried employee required to be on-call will receive compensation as specified in his/her on-call agreement.

All on-call employees must record time worked, along with specific tasks performed. On-call records must be attached to an employee's regular timesheet and submitted to the direct supervisor for review, approval and signature.

In the case of an emergency, a called-out employee will be expected to remain on duty until the emergency is over or until he or she is relieved. If recalled during an emergency, a recalled employee is expected to return to work promptly (within the timeframe specified in his or her on-call agreement).

On the condition that other qualified staff are available, every effort will be made to ensure an employee is not required to be on-call for two consecutive weekends or two consecutive statutory holidays.

4.7 Travel and Employee Out-of-Pocket Expense Reimbursement

Where employees are required to travel on County related business (including attendance at conventions, seminars, workshops, education sessions, and meetings) reasonable expenses incurred by the employee will be reimbursed or paid directly by the Employer.

Employee's must ensure that written and signed preauthorization, from his or her direct supervisor, is in place prior to incurring personal expenses requiring reimbursement from the Employer.

4.7.1 Expense Claims

An expense claim may only be submitted, for reimbursement of preauthorized expenses, using the current Expense Claim form. Expense claims should be submitted regularly in order to facilitate timely reimbursement. The Employer will not reimburse incomplete, ineligible or unapproved expense claims.

Additional documentation, beyond original receipts, may be required to support expenses incurred. Additional documentation may include proof of attendance as described in training and development policy.

Prior to submitting Expense Claim forms to payroll personnel for processing:

- Director expense claims must be approved and signed by the Chief Administrative Officer
- Department personnel expense claims must be approved and signed by the applicable Director

Expense claims will be processed as any other invoice.

4.7.2 Eligible Expenses

The following expenses are deemed eligible for reimbursement:

- Seminar, workshop, course, conference or resource fees associated with employer-directed training and development
- Transportation Fares (e.g. air, train, taxi, bus, and other public transportation fares)

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- Mileage
- Parking Expenses and Tolls
- Accommodation
- Employee meals
- \$10.00/day miscellaneous expenses (per 24 hour period)

Seminar, workshop, course, conference or resource fees, associated with pre-approved employee-initiated training and development are also eligible for reimbursement. Additional expenses, incurred as a result of attending an employee-initiated training and development opportunity (e.g. transportation, mileage, parking, accommodation, and/or meals), may or may not be reimbursed.

4.7.3 Ineligible Expenses

In addition to hotel room incidentals (e.g. in-room movies, use of hotel gym, massage services, sauna facilities, laundry service, valet parking), other expenses not eligible for reimbursement include:

- Mini bar items
- Alcohol
- Credit card interest charges
- Entertainment fees (e.g. golf fees not part of conference registration, theatre admissions, books, magazines, airline headphones)
- Accommodation incidentals (e.g. in-room movies, spa services, laundry service)
- Meals which are provided to the employee that are already included in air fares or as part of a training courses or conferences
- Personal communication device charges incurred in the process of performing job duties
- Personal travel taken during business trip
- Traffic citations (parking tickets or fines)
- Travel companion expenses

This is not an all-inclusive list. Approving authorities may decline approval for any expense that does not appear reasonable under the circumstances.

4.7.4 Meals and Accommodation

Meal and accommodation expenses will be reimbursed as per the current Council approved Expense Claim form. Receipts are required for expenses unless indicated otherwise on the approved Expense Claim form.

Increases to meal or accommodation allowances must be preapproved and receipts must be submitted with expense claim. Employees must stay at designated hotels that are negotiated at preferred rates by conference/event organizers when costs exceed the accommodation allowance. Employees shall not submit expense claims for meals included in the conference/event fees. Liquor charges will not be reimbursed or otherwise paid for by the Employer. Accommodation incidentals (e.g. in-room movies, spa services, laundry service) will not be reimbursed or otherwise paid for by the Employer. Any exceptions to incidental expenses must be preapproved.

4.7.5 Mileage, Insurance and Rental

Employees are encouraged to travel in Birch Hills County vehicles at all times whenever possible. Employees required to use their personal vehicle for business purposes, will be reimbursed at the rate per kilometre specified on the current Council approved Expense Claim form. Mileage reimbursement has been established to cover insurance, wear and tear, gas and oil. Employees are required to submit mileage expense claims monthly, a week prior to the next scheduled pay period. Expense claims must specify the date, destination, purpose of trip, and the total number of kilometres for each trip. If applicable, expense claims may also include the receipts of any tolls or parking expenses incurred.

If a staff member chooses not to use a County vehicle when available, 50% of the total business mileage will be reimbursed.

Employees, required to use personal vehicles for business purposes, must obtain any necessary insurance coverage at their own expense and provide proof of (at least) \$2,000,000 liability insurance coverage. Proof of coverage must be included in personnel files.

Employees renting a car while traveling on approved out-of-County trips are required to:

- Rent economy models unless more than two persons are traveling together. A single upgrade is allowed if more than two persons are traveling. Higher upgrades are allowed if transporting materials and cargo space is a factor, or if three or more persons are traveling together.
- Arrange for appropriate insurance coverage
- Return rental cars to the original rental location in order to avoid costly drop-off charges
- Refill rental cars with gas to avoid costly gas charges upon return

Rental car upgrades not authorized by this policy are not reimbursable.

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4.7.6 Air Travel

Air travel will be economy class only. Travel plans should be made as far in advance as possible in order to take advantage of early purchase discounts. Airfares are reimbursed as per receipts submitted in expense claims.

Taxi, rental car, bus and other public transport fares incurred to and from the airport, or in the course of performing out-of-County job duties, will be reimbursed as per receipts submitted with expense claims.

Employees should evaluate their individual circumstances and select the safest, most economical alternative when traveling to and from all destinations. All related expenses must be accompanied by a receipt.

4.7.7 Corporate Credit Card

Employees in positions that entail extensive travel may be provided a corporate credit card to cover associated expenses. Employees are required to sign and adhere to the Corporate Credit Card Agreement between the employee and Employer. Such agreements between the employee and Employer outline the terms of use, including allowable expenses associated with the employee's position.

5 Employee Benefits

5.1 Benefits Program

Permanent full-time and part-time employees are eligible for benefits upon completion of their probationary period or as per Employment Agreement. Temporary employees are not eligible for benefits. Enrolment in the Benefits Program is mandatory (only extended health care and dental coverage may be waived for employees covered by another plan). Late enrolment subjects employees to Late Entrant (medical evidence of insurability) requirements.

All employees receive a benefits information package outlining available benefits, associated premium costs to the employee and the Employer. Qualified insurance companies handle all insurance, accidental death and dismemberment on behalf of the employer.

Benefits may include:

- Extended Health Care Benefits
- Vision Care
- Dental Care
- Basic Group Life Insurance
- Weekly Indemnity or Short-Term Disability
- Dependent Life Insurance
- Accidental Death and Dismemberment
- Long-Term Disability
- Employee Assistance Program
- Optional Life
- Optional Life –Spouse
- Optional Critical Illness
- Optional Critical Illness – Spouse
- Health Care Spending Account

A waiver may be signed to terminate benefits coverage, although coverage must resume upon job reinstatement.

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Benefits are terminated when employees:

- Opt to not pay for benefits during leaves
- Cease work for the organization
- Retire
- Turn 65 years of age long-term disability discontinues

If employees become disabled, Life Insurance is continued without premium payments to a maximum age of 65.

5.2 Pension Plan

The Employer shall contribute to all permanent full-time and part-time employees Local Authorities Pension Plan (after a one year waiting period), at the percentages specified by the pension plan provider. Temporary employees are not eligible for the Pension Plan. If an employee intends to retire, the employee should provide three months' written notice to the Employer. Providing retirement notice ensures the necessary documentation is submitted to the pension plan provider and no break in earnings befalls the employee at the time of retirement. The LAPP terms and conditions are governed by that plan and subject to change.

All leave without salary will be costed as per LAPP requirements.

6 Time Off Work

6.1 Request for Days Off

To make a request for days off from a regularly set or posted shift schedule, an employee must provide written notice to his or her direct supervisor at least 2-days prior to the requested day or days off. Decisions pertaining to the granting of days off are at the discretion of the employee's direct supervisor. Requests pertaining to vacation or leaves must follow the applicable policy.

6.2 Vacation

Vacation entitlements are accrued from the employee's start date. Vacations are not cumulative and must be taken in the year in which they are entitled, as per the employee's anniversary date of employment, unless authorized by their immediate supervisor.

6.2.1 Vacation Entitlements

Vacation length is determined by an employee's completed years of service and as per terms set within his or her employment agreement. At a minimum, vacation length is determined by the following schedule:

- 1 – 4 years of service At least two weeks (10 days)
- 5 – 8 years of service At least three weeks (15 days)
- 9 – 16 years of service At least four weeks (20 days)
- 17 + years of service At least five weeks (25 days)

As per Employment Standards, employees are entitled to two consecutive unbroken weeks of vacation time following the employee's first completed full year of employment. Employees must submit requests for available vacation time accrued, in writing, to his or her direct supervisor.

Vacation time must be scheduled at a mutually agreed-upon time, subject to positional requirements outlined in employment agreements, workloads, and availability of replacement personnel. The Employer retains the right to designate when vacations will be taken. In the unlikely event that a mutual agreement cannot be reached, the Employer will provide the employee with two weeks' notice, in writing, of scheduled vacation time. The employee is required to take vacation during that designated time.

Upon employee written request, shorter vacation periods will be considered. An agreement between the employee and the Employer granting mutually agreed upon vacation periods less than two weeks must be signed by both the employee and his or her direct supervisor and filed in the employee's payroll file.

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Any vacation time in excess of three consecutive weeks must be approved by the Chief Administrative Officer or designate.

Vacation entitlements may be subject to prolonged absences, such as maternity/parental leave. Reductions will be calculated as per Employment Standards.

6.2.2 Vacation Pay

Following the first completed year of employment, employees receive their current rate of pay based on their regular work schedule, while on vacation. Vacation pay is determined by an employee's wages, years of completed service and the terms specified in his or her employment agreement.

Vacation pay is added to each regular pay period throughout the year for all employees, based on the following schedule:

- 1 – 4 years of service 4% of gross earnings
- 5 – 8 years of service 6% of gross earnings
- 9 – 16 years of service 8% of gross earnings
- 17+ years of service 10% of gross earnings

Wages earned will be calculated by including previously paid vacation pay but excluding overtime (unless an employee's overtime agreement specifies banked overtime to be paid at straight time off), general holiday pay, termination pay, and unearned bonuses.

6.3 Statutory/General Holidays

As per Employment Standards, our organization recognizes the following general holidays:

- New Year's Day
- Provincial Family Day
- Good Friday
- Easter Monday
- Victoria Day
- Canada Day
- Heritage Day (First Monday in August)
- Labour Day
- Thanksgiving Day

- Remembrance Day
- Christmas Day
- Boxing Day

6.3.1 Statutory/General Holiday Eligibility

To be deemed eligible for statutory/general holidays, an employee must have worked:

- For the Employer for a minimum of 30 working days during the last 12 months
- His or her last scheduled shift before the holiday and his or her first scheduled shift after the holiday, except where an absence is permitted by the Employer.

6.3.2 Statutory/General Holiday Pay

If the holiday falls on the employee's regularly scheduled workday and his or her duties are not required, he or she must take the day off. The Chief Administrative Officer (CAO), in consultation with Directors, determines what employee services are required on that given day. If an employee does not work a shift deemed required, on a general or statutory holiday, he or she is not eligible to receive holiday pay.

For employees who work set shift schedules, holiday pay is provided as follows:

- If the employee does not work a holiday that falls on a regularly scheduled workday, he or she will be paid his or her regular rate for the number of hours regularly worked.
- If the employee does work a holiday that falls on a regularly scheduled workday, he or she will be paid his or her average daily wage, along with at least 1.5 times his or her regular rate for any authorized hours worked.

For employees who do not work set shift schedules the five-out-of-nine rule will be used to determine statutory holiday qualification. Payroll personnel will review an employee's work history over the nine weeks leading up to the holiday in question. Payroll personnel will count the number of times the employee worked on the day of the week (Monday-Sunday) the given holiday is to fall. An employee who has worked five or more of these days will be paid his or her average daily wage, along with at least 1.5 times his or her regular rate for any authorized hours worked.

Hours worked on a holiday are not used to calculate weekly accrued overtime.

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If a statutory holiday falls during an employee's vacation period (and he or she would have otherwise been eligible to receive the holiday), he or she will be given a day off in lieu with holiday pay at least equivalent to his or her average daily wage. The day off in lieu may be added to the employee's current vacation time or taken at a future, mutually agreeable, date. This date must be prior to the employee's next vacation and scheduled on, what would normally be considered, an employee's regularly scheduled workday.

If a holiday falls during a leave without salary or lay-off, that is longer than two weeks, employees will not receive holiday pay or a day off in lieu.

Christmas Floaters provide employees 3 days off that must be used prior to January 1 (December 20 – December 31). If an employee worked on a day given by council as days off they should be paid regular hourly wages for time worked plus their regular hours for that day if it falls on their regular scheduled day of work.

The council days (Christmas Floaters) and the stat hours are not included in regular pay base hours which must total 40 hours per week before overtime is calculated.

6.4 Sick Leave

All non-probationary employees are provided job protection when absent from work due to illness or injury for a period of time not exceeding 12 days (e.g. employees will not be dismissed, laid-off, suspended, demoted or otherwise disciplined because of absence).

Paid sick leave is granted with the sole intent to protect employees against loss of income when ill. Paid sick leave is 12 days for permanent full-time employees, in a payroll year to a maximum bank of 20 days and prorated if the employee starts employment after the first pay period of the year.

6.4.1 General Illness

The first seven calendar days of sickness is called general illness. Employees require a medical note from their physician if sick leave is three consecutive days or more. Notwithstanding the foregoing, the supervisor or CAO reserves the right to request a medical note for sick leave of less than three days.

If ill and unable to work, employees must telephone or leave a message for the direct supervisor before their shift starts or no more than two hours after the shift commences. Employees must call in each day they are ill, unless a doctor's note indicates the date of returning to work. The direct supervisor will not assume employees are still sick when they fail to work a shift.

Employees granted general illness sick leaves are paid at their regular rate, with the paid number of days deducted from the yearly credits at the time sick leave commenced.

Before returning to work, employees may be asked to undergo a medical examination and for a doctor's note affirming their health. Expenses for medical certificates are the employee's responsibility.

Sick leave is only paid when Workers' Compensation or weekly indemnity does not cover the total amount of sick pay entitled to the employee. An employee, with no further available annual sick leave, may apply banked statutory holidays, banked overtime or accrued vacation time to extend time off requirements.

6.4.2 Weekly Indemnity – Short-Term Disability

Permanent full-time and part-time employees eligible for benefits pay into a weekly indemnity plan that covers short-term leave to a maximum of 17 weeks.

After the first seven calendar days of sickness (general illness), employees still sick on the eighth calendar day go on weekly indemnity and are required to submit a Medical Assessment Form completed by their doctor. (Weekly indemnity forms are available from Administration or directly from the group benefit provider website.)

Expenses for medical form completion are the employee's responsibility. Payment details are outlined in the Group Benefits Plan information package.

Employees do not earn sick and vacation credits while on short-term disability.

All benefits continue if employees pay their portion of the premium monthly. Benefits are discontinued if payment is not received within 30 days.

6.4.3 Long-Term Disability

Long-term disability is intended to provide income replacement if prolonged serious illness or injury prevents employees from working. Long-term disability provides two years coverage and commences when weekly indemnity – short-term disability expires.

Expenses for medical form completion are the employee's responsibility.

Refer to the Group Benefits Plan booklet for payment details.

All benefits continue if employees pay the entire premium monthly. Benefits are discontinued if payment is not received within 30 days.

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The Employer will be deemed to have met its duty to accommodate to the point of undue hardship by holding positions open for employees on long-term disability as follows:

- Under 5 years of service Held open for six months
- 5 and over years of service Held open for one year

6.5 Bereavement Leave

Time off work to grieve the death of an immediate family member is called bereavement leave. Bereavement leave is available to all employees.

For the purposes of this policy, immediate family includes the following relations:

- Spouse (including common-law)
- Children (including step and foster)
- Parent (including step, in-law and guardians)
- ~~• Sibling~~
- ~~• Grandparent~~
- ~~• Grandchildren~~
- Any relative who permanently shares the same residence as the employee

The maximum amount of time off for bereavement leave is:

- Up to three days with pay and up to two additional days without pay, immediately following the day the death of an immediate family member occurred

Bereavement leave is not provided in addition to regularly scheduled days off, thus an employee on a leave of absence is ineligible.

Non-probationary employees are entitled to bereavement leave with pay. Paid time off for bereavement pertains solely to regularly scheduled work days that fall immediately following the day the death occurred.

When possible, our organization aims to support employees grieving the loss of non-immediate family members. A bereaved employee may be provided time off, without pay, to mourn the loss of a non-immediate family member (e.g. to attend a funeral, wake, or other memorial service) at the discretion of his or her direct supervisor.

The direct supervisor may also grant other bereavement leave for employees to handle urgent domestic contingencies (e.g. fire, flood, other disaster).

It is acknowledged that bereaved employees may require more time-off than made available by this policy. In such cases, bereaved employees are encouraged to discuss their options with a direct supervisor (e.g. use banked statutory holidays, banked overtime, accrued vacation time, or available sick leave to extend time off requirements).

All bereaved employees are encouraged to seek the support of family and friends, as well as bereavement counselling services. Our organization strives to acknowledge the needs of bereaved employees. At the direct supervisor's discretion, modified work schedules and other attempts to assist bereaved employees may be made upon employee request.

6.6 Compassionate Care Leave

Our organization recognizes that an employee may need to care and support a gravely ill family member. As per legislative requirements, employees are entitled to eight weeks of compassionate care leave with protection against termination of employment, demotion or discipline. Employees must make requests for leave in writing to his or her direct supervisor and provide a certificate from a qualified medical practitioner indicating that the family member has a significant risk of death within 26 weeks.

6.7 Maternity Leave

To be eligible for maternity leave, an expectant employee must be employed by the Employer for a minimum of 52 continuous weeks.

Expectant employees are entitled to be absent from work, without pay, for up to 52 consecutive weeks, commencing at any time during the 12 weeks preceding the estimated date of birth or at a later date per the employee's request. This overall leave is comprised of 15 weeks of maternity leave and 37 weeks of parental leave, which must be taken consecutively if both are desired.

Maternity leave includes at least six weeks following the actual date of delivery (defined as the date the child is born or the pregnancy terminates), unless the employee and Employer agree to an earlier return to work. Employees must provide a medical certificate stating that the shortened recovery period will not endanger their health.

Employees must provide written notice to the Employer at least six weeks before the maternity leave's intended start date. If unable to provide standard notice, employees must provide notice at least 2 weeks before the maternity leave's intended start date and supply a medical certificate confirming the pregnancy and estimated date of delivery. Employees must also convey whether or not they intend to take parental leave at this time.

If a pregnancy interferes with job performance during the 12 weeks preceding an employee's estimated date of delivery, the Employer may give the employee written notice to commence maternity leave.

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Banked lieu time, vacation time or any other earned time may be used by a pregnant employee prior to the commencement of maternity leave, so long as doing so does not cause undue hardship for the organization.

Employees on maternity leave must provide written notice to the Employer at least four weeks before the intended return to work or to change the return date. The Employer is not required to reinstate an employee until four weeks after receiving this notice. If employees fail to provide this notice or fail to report to work on the return date, the Employer is not obligated to reinstate the employee unless the failure results from unforeseen or unpreventable circumstances.

Employees who choose not to return to work after maternity leave, must provide the Employer with four weeks written notice of this intent.

An employee's position and salary are reinstated upon a return to work. All benefits continue during leave if employee pays the entire premium monthly. Benefits are discontinued if payment is not received within 30 days.

6.7.1 Additional Considerations Related to Pregnancy

Regardless of the duration of employment, an effort will be made (to the point of undue hardship) to accommodate expecting employees. Accommodations may include:

- Modifying job duties (i.e. exchange physically demanding job requirements for less demanding ones)
- Accommodating time off for health-related appointments related to pregnancy
- Acknowledging health-related complications related to pregnancy as valid reasons for absenteeism and will regard such events as per sick leave policy

6.8 Parental Leave

To be eligible for parental leave, an employee must be employed by the Employer for a minimum of 52 continuous weeks. Employees must advise the Chief Administrative Officer of the expected delivery or adoption date. Employees must provide written notice to the Employer at least six weeks prior to parental leave start date (unless parental leave is a continuation of maternity leave). The employee must provide written notice as soon as possible if they were unable to provide standard notice for medical complications or circumstances associated with the adoption.

Employees whose partners are expecting are granted one day off work with pay to attend the birth of their child. Employees are granted one day off work with pay to attend the adoption of their child.

New parents (biological or adoptive) are entitled to 37 consecutive weeks of unpaid parental leave. Employees may start parental leave anytime, unless following a maternity leave, in which case it must be taken consecutively. Parental leave must be completed within 52 weeks of birth or adoption date.

Whether taken by one parent or shared between parents the total combined leave cannot exceed 37 weeks. Employees must inform the Employer of any intent to share parental leave. If both parents are employed by the Employer, they may not be granted leave at the same time.

Employees on parental leave must provide written notice to the Employer at least four weeks before the intended return to work or to change the return date. The Employer is not required to reinstate an employee until four weeks after receiving this notice. If employees fail to provide this notice or to report to work on the return date, the Employer is not obligated to reinstate the employee (unless the failure results from unforeseen/unpreventable circumstances).

Employees who choose not to return to work after parental leave, must provide the Employer with four weeks written notice of this intent.

An employee's position and salary are reinstated upon a return to work. All benefits continue during leave if employees pay the entire premium monthly. Benefits are discontinued if payment is not received within 30 days.

6.9 Civic Obligations

Time off with pay is granted to fulfill such civic obligations as jury duty or voting.

The Employer reimburses employees with the difference between any fees or moneys received for civic obligations and the regular wage earned.

Employees who regrettably become a victim of crime will be granted the necessary time to attend court if subpoenaed as a witness.

Employees will not be paid for court attendance time to defend an offence.

6.10 Reservist Leave

To be eligible for reservist leave, an employee must be employed by the Employer for a minimum of 26 consecutive weeks.

Reservist employees are entitled to be absent from work, without pay, for the duration required by the specific deployment (either to provide assistance during a domestic emergency or international operation). Likewise, the frequency of reservist leaves is not restricted. Reservist employees are also entitled to a maximum of 20 days, taken consecutively or otherwise, each calendar year for annual training.

PERSONNEL HANDBOOK

Employees must provide written notice at least four weeks before the reservist leave's start date, along with the estimated date of return. If unable to provide standard notice (due to urgent conditions of deployment), employees must provide written notice as soon as possible.

When it comes to annual reservist training, employees must provide written notice at least four weeks before the session start date, along with the actual date of return. In addition to written notice, reservist employees may be required to provide confirmation from a Reserves official to verify a given leave, including the start date and the estimated/actual end date.

Employees on reservist leave for more than four weeks must provide written notice at least four weeks before the intended return to work. The Employer is not required to reinstate an employee until four weeks after receiving this notice. Employees on reservist leave for less than four weeks must provide written notice prior to the intended return to work date; however, this notice can be provided less than four weeks in advance and the Employer cannot postpone the start date.

Employees who choose not to return to work following reservist leave, must provide four weeks written notice of this intent.

An employee's position and salary are reinstated upon a return to work. All benefits continue during leave if employees pay the entire premium monthly. Benefits are discontinued if payment is not received within 30 days.

6.11 Personal Leave Without Salary

A leave without salary is a written authorization, approved in advance by the Chief Administrative Officer (CAO), for any employee to be absent from work without pay for a definite period. In the event the CAO requires or requests a leave without salary, the Council will follow the same policy and procedure. All leave requests shall be made in writing, at least one month before the employee's intended leave date. In unforeseen or emergency situations, employees should request leave as soon as the need is noted.

Employees must use all their available paid days (e.g. banked time, vacation) before a leave without salary.

Employees who cannot return to work on the agreed-upon date and require more time off (or who want to return earlier) must obtain CAO approval. Employees who fail to return to work on the agreed-upon date shall be deemed to have abandoned their position.

All benefits continue during leave if employees pay the entire premium monthly. Benefits are discontinued if payment is not received within 30 days.

7 Employee Rights

7.1 Equal Opportunity

It is our policy to provide equal opportunity for all employees and applicants regardless of age, sex, race or national origin, religion, sexual orientation, marital/family status, pregnancy or disability.

Our organization will not discriminate (and will not allow our employees to discriminate) against any employee or job applicant.

7.2 Harassment

Our organization will not (and employees should not) accept harassment (e.g. bullying, malicious gossip, inappropriate/offensive behaviour) from Councillors, management or employees.

7.2.1 Sexual Harassment

Sexual harassment is deliberate, unsolicited and can occur in many different forms, including:

- Suggestive remarks
- Touching
- Unwanted physical contact (including but not limited to: hugging, pinching, patting or rubbing)
- Leering
- Displaying sexually suggestive pictures
- Verbal sexual abuse
- Sexual assault

Sexual harassment may also involve favours/advantages in return for submitting to sexual advances or the threat of revenge for refusing them. Sexual harassment can occur on a one-time basis or continuously.

Employees who become aware of harassment should notify their Director, Chief Administrative Officer or Council as appropriate.

PERSONNEL HANDBOOK**7.3 Harassment and Discrimination Complaint Procedure**

Employees who feel harassed or discriminated against should:

- Make it known to the offender that they want the situation to stop.
- Prepare a written record of the event(s), including the date, time, location, possible witnesses and their response. Although not required to file a complaint, the record aids memory over time.
- Tell someone. Report the behaviour to the direct supervisor.

All complaints are to be handled immediately. Party identities and complaint details will be kept confidential. Employees have the right to file a complaint of harassment with the Provincial Human Rights Commission at any time before, during or after registering a complaint with the Employer.

When employees file a discrimination or harassment complaint, the following procedures are adhered to:

- If employees have spoken to the offending person but the situation remains uncorrected, employees are encouraged to file a complaint with their direct supervisor (Chief Administrative Officer or Director).
- If employees are uncomfortable confiding in their direct supervisor or dissatisfied with their supervisor's response, employees should contact their supervisor's supervisor (e.g. Chief Administrative Officer or Council).
- The complaint and all courses of action will be discussed and agreed upon by the employee and applicable supervisor (Director/ Chief Administrative Officer/Council). If employees choose, the complaint will also be discussed with the individual alleged of harassment and any other individuals who can provide relevant information.
- If evidence of discrimination or harassment is found, proper action will be taken. If no evidence is found to support the complaint, all complaint information will be removed from the employee files of those involved.
- Victims of criminal harassment are encouraged to contact the local authorities for resolution.

7.4 Employee Relations

7.4.1 Open-Door Policy

Our organization believes in an open-door policy and encourages employees to talk directly with their colleagues, Director, and Chief Administrative Officer. Try to resolve problems, when possible, with those person(s) directly involved. If necessary, employees should discuss problems with their supervisor or, if uncomfortable speaking with their Director or dissatisfied with the response, the Chief Administrative Officer. Discuss issues in private, away from other employees. All opinions will be respected, and dialogue will remain confidential.

Employees are encouraged to discuss with their supervisor observations/recommendations related to with health and safety standards, proper working conditions, performance issues, discipline, etc., without fear of reprisal.

Our organization encourages employee comments and ideas. Every effort is made to inform employees about changes to policies and the organization in general through weekly communication meetings, regular staff meetings, newsletters and posted memos. Employees who do not understand specific changes should ask their direct supervisor for clarification.

8 Employee Conduct

8.1 Ethics

Appropriate and professional employee attitude and work conduct is required by all employees. Ethics and proper conduct include common sense, mutual respect and a general caring/regard for fellow employees and the community in which we serve. Our organization endeavours to maintain a supportive, fair and equitable work environment for all personnel. Personnel are independently and collectively responsible for adhering to organizational shared areas of accountability and to demonstrate the skills and behaviours included in the shared areas of accountability skill profile.

8.2 Confidentiality

All employees, council, board, volunteers and committees are required to sign the Oath of Confidentiality at the commencement of employment with Employer. By signing the Oath of Confidentiality, employees agree not to divulge any information or records concerning County business and County personnel without the proper authorization, in accordance with the Freedom of Information and Protection of Privacy Act (FOIP). The unauthorized release of confidential information is just cause for disciplinary action, including dismissal. Signed Oath of Confidentiality forms are filed in personnel files.

8.3 Discrimination

Discrimination means any action (or lack of action) based on the grounds of age, sex, race or national origin, religion, sexual orientation, marital/family status, pregnancy or disability, which is used to treat employees differently, put an employee at a disadvantage or withhold an advantage from an employee.

Neither the Council nor its employees shall exercise discrimination, restriction or coercion against any employee.

8.4 Borrowing Employer-Owned Equipment

No employer-owned equipment, vehicles or large equipment may be borrowed for personal use.

8.5 Theft/Criminal Offences

It is a condition of employment that employees obey and observe the laws of federal, provincial and local governments. Conviction of a criminal offence contravenes a condition of employment and will result in disciplinary action up to and including termination of employment for just cause.

All theft will be considered a criminal matter and will be forwarded to the local authorities for resolution.

8.6 Gifts and Money From/To County Residents

Money or gifts may not exchange hands between a County resident and employees for any reason except the normal hospitality associated with doing business, protocol, or exchange of gifts and mementoes at public ceremonies. County employees must be careful to avoid any appearance that their goodwill is being or has been purchased through gifts. If a person is insistent, provide their offering to the Chief Administrative Officer, who will handle the situation. Failure to comply with these terms may result in termination of employment.

Employees may not conduct County business resulting in the possibility of personal or family financial gain.

8.7 Keys

The Employer recognizes that keys are provided to employees, contract workers, volunteers, vendors and any other person(s) that have been given the authorization to hold Employer issued keys. All keys are the property of the Employer and must be accounted for at all times.

Keys are assigned to employees requiring ongoing access to Employer-owned properties, buildings, equipment, etc., must sign and adhere to key agreements between employee and the Employer. Employees not requiring ongoing access are responsible for signing the key out/in record and adhere to key security protocol to avoid loss or theft.

The primary responsibility for authorizing issuance of keys to individual employees, contractors, vendors and other persons lies with Directors, front desk administrators or the Chief Administrative Officer (CAO) at their discretion.

Key management is an integral part of our organization's health and safety program. Employees must ensure that every effort is taken to protect occupants and Employer-owned assets. Employees are responsible for the safe handling and storage of keys. Missing keys must be reported to supervisor immediately and recorded on the Lost Key Form.

Any person found to be in possession of an unauthorized key(s) shall be liable for its use and subject to disciplinary or legal action. Unauthorized keys shall be returned to the front desk administrator for records management.

Duplication of keys or re-keying locks, by anyone other than the CAO or an authorized Director/Manager is strictly prohibited.

All keys must be returned immediately to Employer upon termination of employment. Employees leaving employment for longer than six months shall turn in keys to the front desk administrator and may have them re-issued upon return. A new authorization card approved by the appropriate administrator will be required at that time.

PERSONNEL HANDBOOK**8.7.1 Security of Buildings**

Employees who require access to buildings and rooms must request keys through their Director. Individuals granted special access to rooms and buildings must assume personal responsibility for facilities and equipment during the time they are using these facilities and equipment.

Should a staff member require access to a particular building or room after normal working hours, presentation of identification cards may be necessary. Failure to present proper identification is grounds to deny the request for access to the building.

It is the responsibility of each employee assigned to a particular building to ensure that all doors are locked at the conclusion of each workday. Further, it is the responsibility of the last person working to check that each door is secure and the lights are turned off unless otherwise posted. In areas where a contractor is hired, an employee must ensure all doors are secured at the end of the working day. An on-call employee may be dispatched.

8.8 Personal Business

While at work, employees shall concentrate on performing their job duties. Employees shall not conduct personal business during their scheduled work time (e.g. personal phone calls/meetings, cell phone use including text messaging and emails, electronic gaming, conducting personal enterprise, political partisanship and advocacy, social networking).

8.8.1 Personal Telephone Calls

Employees should only place or receive personal phone calls (using County equipment) during scheduled rest periods or in emergency situations. Personal long distance calls are prohibited using County equipment.

8.8.2 Dental/Medical/Personal Appointments

Dental/medical/personal appointments should be scheduled outside of work hours whenever possible. Employees are required to obtain prior written approval from their direct supervisor for any planned short-term absences during the workday. Employees are required to submit signed approval form for each incidence, along with current timesheet indicating hours worked.

8.9 Personal Communication Devices

Any and all use of personal communication devices (PCDs) to conduct personal business (e.g. making phone calls, sending text messages, or accessing the internet) is restricted during work hours. PCDs can only be used during scheduled rest periods in a designated area. Under special circumstances (e.g. family emergencies), employees may request authorization from the direct supervisor to use PCDs during the work day. Authorization is at the sole discretion of the direct supervisor.

Use of PCDs is restricted while operating County vehicles, as per driver distraction laws.

8.10 Employer-Owned Communication Devices

The Chief Administrative Officer (CAO), in collaboration with Directors, will determine what positions require the use of an employer-owned communication device. The employee and his or her direct supervisor must date and sign an Equipment Assignment and Use Agreement.

Employer-owned communication devices must remain charged and turned on at all times during scheduled work hours, or as per the employee's Equipment Assignment and Use Agreement.

Employees are responsible to ensure assigned device and associated accessories are maintained in top working condition. Whenever an employer-owned communication device is damaged, lost, or stolen, such incidents must be reported immediately to the direct supervisor. It will be the user's responsibility for reimbursing the County for any repair or replacement costs incurred at the discretion of their immediate supervisor.

Immediately upon termination of employment, employees must return assigned devices to their direct supervisor. The employee and his or her direct supervisor must date and sign the Equipment Assignment and Use Agreement indicating return of equipment.

8.11 Computer and Internet Usage

The County reserves the right to conduct random audits of employee's computer usage and the right to monitor and record all Internet usage. Employees are required to adhere to Computer and Internet Use Agreements.

Inappropriate Internet usage includes:

- Non-authorized copying, destroying, or otherwise altering of County data
- Dealing with content that may be deemed unprofessional, obscene, discriminatory or otherwise inappropriate (e.g. pornography, inappropriate jokes)
- Engaging in any activity that could compromise the security of County host servers or computers. Passwords will be provided to all authorized users and must not be disclosed to, or shared with, other users.

Internet usage (e.g. emails) shall comply with all Federal and Provincial laws, including Freedom of Information and Protection of Privacy Act (FOIP). Usage shall not conflict with the County's vision, mission, and core values.

PERSONNEL HANDBOOK**8.12 Social Networking Policy**

Personal use of social networking tools is prohibited during work hours. Even outside work hours, confidentiality policy must be strictly adhered to when using social networking tools. Employees may never directly or indirectly reference the organization, its business, clients, fellow personnel, or members of Council.

Only those employees authorized to use social media tools on behalf of the organization are permitted to do so. Use of social networking on behalf of the organization, by authorized employees, must adhere to the directives set by Council and all Federal and Provincial laws, including Freedom of Information and Protection of Privacy Act (FOIP).

Failure to comply with these terms may result in termination of employment for just cause.

8.13 Personal Belongings

Every effort to protect the property of employees will be made. However, the Employer cannot assume responsibility for personal belongings lost at our premises or when employees respond to off-site calls.

Employees are urged to bring to work only the money or personal property required to work their shift. Avoid leaving purses/wallets out in the open. Employees are encouraged to use lockers or lockable filing cabinets to store personal items. The Employer cannot be responsible for any loss, monetary or otherwise.

8.14 Smoking

Employees are prohibited from smoking within or near any County facility, vehicle or equipment. Employees can only smoke in designated outdoor locations, as per municipal bylaws and provincial laws.

8.15 Alcohol and Drugs Rescinded RC19-038 February 14, 2019
See Policy 12-01-19

~~Employees must not drink alcohol or take illegal drugs when working or when on-call. Impairment caused by using alcohol or illegal drugs can affect the health and safety of others and will not be tolerated. Failure to comply with these terms may result in termination of employment for just cause. Employees are required to use the Employee Assistance Program.~~

~~Employees should alert their supervisor if taking prescription or over-the-counter medication whose side effects (e.g. drowsiness, etc.) could affect work performance.~~

8.16 Employer-Owned Vehicle Accidents

Employees assigned the use of an employer-owned vehicle must sign a Vehicle Assignment and Use Agreement outlining the terms of use. Personal use of County owned or leased vehicles, is not permitted.

All traffic laws must be obeyed while operating a County owned or leased vehicle. Any traffic fines will be the sole responsibility of the employee driving. Additionally, photo radar will be paid by the responsible employee/Councillor.

Accidents involving County owned or leased vehicles must be reported to Director, Chief Administrative Officer and Safety Officer. Interviews with all employees witnessing an accident will be conducted to determine what actions, if any, could have prevented the accident. Disciplinary action will not be taken if an accident is deemed no fault of a County employee. Disciplinary action will be taken if an accident is deemed the fault of a County employee. Disciplinary action will generally be as follows:

- Employee's first occurrence – written warning
- Employee's second occurrence – one (1) day suspension without pay
- Employee's third occurrence – three (3) day suspension without pay (meeting with Chief Administrative Officer/Director)

Notwithstanding the foregoing disciplinary action may be more severe in any given case based on the specific circumstances, including without limitation the presence of any other past or present misconduct by the employee.

After every occurrence, file will be reviewed by Chief Administrative Officer/Directors and disciplinary action will be reviewed at that time

Driving offenses will be noted on drivers abstract which will be obtained annually. Full and part time permanent employees must submit receipts for reimbursement.

8.17 Dress Code/Safe Attire

A standard dress code has been adopted to portray a professional image. While performing office duty, employees must:

- Wear professional attire (business casual)
- Wear clothes that are neat, clean and pressed

Public Works and Agricultural Services employees are required to wear safe attire as defined in safe work practices, including all Personal Protective Equipment listed in the applicable procedure(s).

Use of fragrance is discouraged.

PERSONNEL HANDBOOK**8.18 Grievance Procedure**

Employees involved in conflict shall make every effort to resolve concerns on their own. Direct supervisors will serve as mediators regarding situations that employees are not able to handle on their own. Direct supervisors will follow mediation best practices to assist employees in settling disputes.

A grievance between employees including between an employee and a member of management shall follow all applicable steps of the grievance process.

The following steps shall be followed to resolve grievances:

- Step 1: Employee grievances shall first be taken up between the employee and their Director within 3 days of the occurrence.
- Step 2: Failing settlement of Step 1 and within 7 days, the grievance may be reduced to writing* and presented at a meeting between the employee, Director and Chief Administrative Officer. Within 3 days of the meeting, the Chief Administrator Officer must provide a written response to the employee and the Director outlining resolution agreed to by the involved parties.
- Step 3: Failing settlement of Step 2 and within 10 days of the Chief Administrative Officer's written response, the grievance may be taken to a meeting of the Council. Council's decision is final and will be forwarded to the aggrieved party within 3 days of review.

*The grievance letter should include the date, nature of the grievance, the remedy requested to resolve the grievance from the employee bringing forward the grievance, along with the signature of the griever.

Grievances between Administration personnel and their direct supervisor, the Chief Administrator Officer, will follow steps 2 and 3.

9 Health and Safety

9.1 Health and Safety Policy

Our organization is committed to a Health and Safety Program that provides a safe, injury-free environment for all employees.

The goal of this program is to determine and eliminate workplace hazards and educate employees on safe work practices. All employees, every day and in every job, are expected to practice a high level of safety and encourage others to do the same. Hazards or unsafe practices should be immediately reported for prompt correction and to avoid accidents.

Training in safe work procedures is to be provided to all employees. Management welcomes all safety suggestions.

9.2 Health and Safety Committee

The Health and Safety Committee is comprised of employees from each department.

The purpose of the Health and Safety Committee is to:

- Respond to the health and safety concerns of employees
- Identify and promote health and safety issues
- Train employees on safe work procedures
- Provide input on health and safety policies

Employees are to bring health and safety concerns/problems to the committee's attention. The committee decides how to most expediently solve the problem.

9.3 Health and Safety Concerns

Employees shall use the Health and Safety Identification Forms (available from Safety Officer) to record and report any health and safety concerns. Provide the completed forms to a Health and Safety Committee member or to the Safety Officer. Alert the committee to serious problems for immediate correction. Employees can remain anonymous by not including their name on the suggestion form.

PERSONNEL HANDBOOK**9.4 Safety Training**

Employees must attend the following annual safety training sessions on:

- Fire extinguisher use and other office safety measures
- PPE (Personal Protective Equipment)
- Building Evacuation/Exit Plan
- Birch Hills County Emergency Response Plan

The direct supervisor will inform employees of the date, time and location of training sessions.

The Employer will pay for all mandatory safety training as per Compulsory and Employer-Directed Training policy. Employees are responsible for ensuring that they recertify their First Aid, CPR, and department specific courses (e.g. confined spaces) as needed.

9.5 Safety Clothing and Protective Equipment

Employees are responsible for doing their part to protect their own health and safety. Employees must wear the proper clothing for the job.

Public Works employees are required to wear safe attire. Safe attire includes:

- CSA approved steel-toed work boots (the cost of which will be reimbursed up to maximum of \$150 per year, receipts provided)
- Outerwear with reflective strips (the cost of which will be reimbursed up to maximum of \$150 per year, receipts provided)
- Gloves (the cost of which will be reimbursed up to maximum of \$40 per year, receipts provided)
- Clothing that permits ease of movement and protects body from potential hazards (e.g. long pants must be worn when deploying such equipment as a weed-whacker or lawn mower)

Please note the following safe work practices:

- Clothing appropriate for the weather (Be prepared for all conditions be it rain, snow, mud or rough terrain)
- Ear muffs/plugs, safety goggles, and work gloves must be worn at all times when deploying such equipment as a weed-whacker or lawn mower
- Minimal jewelry, if worn (Jewelry can cause a potential safety hazard)

Employees must ensure they are equipped with the proper, fully functional communication devices when working alone. Employees are required to have a stocked first-aid kit in their possession (vehicle) including protective gloves (PPE) to be used for self-protection as required.

9.6 Right to Refuse Unsafe Work

Employees have the right to refuse unsafe work. Unsafe work can be defined as:

- Any task that an employee believes, with reasonable cause, presents a danger to him or herself or a fellow co-worker

Employees must immediately advise their direct supervisor of their reasons to refuse work. The supervisor will investigate the situation to resolve the issue.

9.7 Injured at Work

If injured at work, employees should adhere to the following procedure:

- Notify a co-worker immediately of any injury.
- Depending on the nature of the injury, immediately obtain first aid and/or arrange for transportation either by ambulance or other transportation to the nearest hospital or medical centre as soon as possible. An injured employee is prohibited from self-transporting to seek medical assistance.
- All workplace injuries must be reported as per Workers' Compensation Board (WCB) regulations. Employees must complete the Worker's Report of Accident Form (included in the Employee Injury Information Package), and send to the WCB within 72 hours of the injury. (Employees must complete this form even if no time off is required for their injury.)
- Employees are required to immediately report all injuries to their supervisor before leaving the workplace. If no supervisor is working the shift, employees must document their injury in the Health and Safety Incident Logbook and call their supervisor the next day the supervisor works. The supervisor will discuss the accident/injury with the employee and complete the WCB Employer's Report of Injury form for the Employer. As well, the employee's direct supervisor will conduct an investigation by speaking with fellow employees and any witnesses.
- Record and report all injuries, even those that may not seem serious at the time (e.g. a cut finger that quickly stops bleeding may become infected a week later), which could affect WCB benefit eligibility.

9.7.1 How are employees paid when injured at work?

The Employer pays employees for the day of the accident. The employee's timesheet should indicate the actual Time In and Time Out. Total Hours are the employee's normal shift hours. Record the Day of WCB Accident in the Comment section.

Employees who miss work beyond the day of the accident are either paid sick leave (if the injury is not work-related) or their regular wage (if the WCB claim is accepted) and benefits are assigned to the Employer.

PERSONNEL HANDBOOK

Compensation for injured employees, with approved WCB claims, will be paid directly to the employee.

9.8 Modified Work

Our organization wants to assist employees in returning to work as soon as it is safe for them to do so. If employees are unable to perform their normal job duties, we will allocate modified duties when possible, depending on the nature of the injury. This modified work program is suggested by the WCB and must be approved by the employee's doctor.

Employees who accept modified duties are provided with a job description (a copy is also sent to the WCB). Employees who refuse the offer of modified duties must state their reasons. We will notify the WCB that modified duties were offered and refused. The refusal of modified work may result in WCB not paying an employee's claim.

9.9 Return to Work

Before returning to regular duties/commencing modified duties, employees must obtain written approval from their doctor. These medical forms detail what duties employees are capable of and when employees are expected to return to modified and regular work.

Once a doctor gives permission for employees to return to their regular duties, we will notify the WCB. The employee's direct supervisor monitors the employee's progress to ensure he or she can perform duties.

10 Termination of Employment

10.1 Resignation

Either the employee or Employer may terminate employment by giving the other party notice in writing in accordance with this policy. Employees who plan to leave their job should provide their direct supervisor with written notice as follows:

- 3 months – 2 years of service Two weeks
- Over 2 years of service Four weeks
- Unless otherwise stated in employment agreements
- If an employee intends to retire the employee should provide three months written notice to the employer

10.2 Termination

10.2.1 Termination Notice

The County may terminate an employee by giving him/her notice in writing as follows:

- 3 months – 2 years of service One week
- 2 – 4 years of service Two weeks
- 4 – 6 years of service Four weeks
- 6 – 8 years of service Five weeks
- 8 – 10 years of service Six weeks
- Over 10 years of service Eight weeks
- Unless otherwise stated in employment agreements.

A probationary employee may be dismissed at any time without notice.

The notice to be provided by the County pursuant to this section shall constitute all of the employees entitlements to notice of termination pursuant to the Employment Standards Code (as amended) and to reasonable notice at common law. Upon the County providing such notice, or pay in lieu of notice, or a combination of both, the County shall be released from any liability or obligation to the employee resulting from termination.

PERSONNEL HANDBOOK**10.2.2 Termination Pay**

In lieu of notice, the terminated employee may receive termination pay or a combination of notice and termination pay. Termination pay is based on the employee's regular rate of pay for the number of hours that would have otherwise been worked over the termination period.

10.2.3 Just Cause for Termination (Without Notice)

The Employer may terminate employment without notice for just cause, including:

- Misrepresentation of qualifications
- Willful violation of policy
- Breach of confidentiality
- Conflict of interest
- Theft or Fraud
- Deliberate insolence or insubordination
- Excessive absenteeism or lateness
- Serious incompetence
- Sexual harassment
- Alcohol consumption on the job (or working under the influence) and employee does not enter into an Employee Assistance Program.
- Drug abuse on the job (or working under the influence) and employee does not enter into an Employee Assistance Program.

10.2.4 Warnings/Opportunities for Improvement

Employees may receive a warning from their direct supervisor regarding their work performance for many reasons including, but not limited to:

- Unsatisfactory task completion
- Unprofessional conduct
- Absenteeism (i.e. failure to report to work, without notification and a reasonable explanation (as determined by the direct supervisor), within 24 hours of the scheduled start time)
- Tardiness
- Failure to comply with Employer policies or procedures

Unless such constitutes just cause, employees may be provided with a verbal warning and an opportunity to work towards improvement. However, if the behaviour continues the employee will receive a written warning indicating that suspension or termination for just cause will result if the situation continues. A time frame for remediation will be given in the letter.

Garnishment proceedings taken against an employee are not grounds for dismissal, termination, lay-off or suspension actions.

Dismissals will comply with Employment Standards.

10.3 Retirement

To ensure a smooth transition for both parties, employees need to discuss their proposed date of retirement with their direct supervisor. All employees are encouraged to participate in succession planning initiatives.

10.4 Exit Interview

The employee's exit interview involves discussing their reasons for leaving the organization. Employees should express their feelings about the job to help our organization identify both positive experiences and problem areas. Our hope is to reduce employee turnover and improve the work environment for existing and future employees.

10.5 Final Pay

An employee's final pay includes all wages, overtime, outstanding expense claims, general holiday pay and vacation pay owed. Final pay will be made available within three consecutive days following the last day of employment, if the employee has provided the required written notice and has worked the entire notice period. Final pay will also be made available within three consecutive days, if the Employer has provided the required written notice, termination pay, or combination of written notice and termination pay; and the employee has worked the entire notice period, as applicable.

If neither the employee nor Employer are required to provide written termination notice (e.g. probationary period is still in effect, just cause for termination has be established), the employee will receive final pay within 10 consecutive days after the last day of employment.

Employees, who fail to provide adequate written termination notice, will receive final pay within 10 consecutive days after the day in which notice would have expired if it had been provided as required.

If the Employer chooses to provide an employee with termination pay in lieu of notice of termination, the Employer shall pay the sum to the employee within three days upon termination of employment. If not available at that time, the record of employment and relevant benefits information will be mailed to employees.

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