

THE CORPORATION OF THE MUNICIPALITY OF POWASSAN

BYLAW 2024-04

A Bylaw to approve the Human Resource Policy Manual for the
Municipality of Powassan

BEING a Bylaw to adopt an updated Human Resource Policy for the Corporation of the Municipality of Powassan;

WHEREAS under Section 8.1 of the Municipal Act, 2001, S.O., 2001, c.25, as amended, the powers of a municipality under this or any other Act shall be interpreted broadly so as to confer broad authority on the Municipality to enable the Municipality to govern its affairs as it considers appropriate and to enhance the Municipality's ability to respond to municipal issues;

AND WHEREAS the Human Resource Policy was approved by Resolution 2024-9 at the Regular Meeting of Council on January 16, 2024;

NOW THEREFORE BE IT RESOLVED THAT the Municipal Council of The Corporation of the Municipality of Powassan hereby enacts as follows:

- 1. THAT** the Human Resource Policy in the form of Schedule "A" annexed hereto to this Bylaw be and it is hereby authorized, approved, and adopted.
- 2. THAT** pursuant to the provisions of Sections 23.1 to 23.5 inclusive of the Municipal Act, 2001, as amended, the Clerk of the Municipality of Powassan is hereby authorized to affect any minor modifications or corrections solely of an administrative, numerical, grammatical, semantical, or descriptive nature or kind to this Bylaw or its schedules as such may be determined to be necessary after the passage of this Bylaw.
- 3. THAT** if the provisions of this Bylaw conflict with any previous Bylaw or Policy of the Corporation heretofore passed, then the provision of this Bylaw shall prevail.
- 4. THAT** this Bylaw shall come into force and effect on the date of passing.

READ a **FIRST** and **SECOND** time and considered **READ** a **THIRD** and **FINAL** time and adopted as such in open Council meeting this the 16th day of January 2024, for the immediate wellbeing of the Municipality.



MAYOR



CLERK



**The Corporation
of the
Municipality of Powassan**

**HUMAN RESOURCE
POLICY MANUAL**

The Corporation of the Municipality of Powassan Human Resource Policy Manual

INDEX

Section 1

- 1.0 Introduction and Background
- 1.1 Background of the Community
- 1.2 The Role of Council
- 1.3 Guiding Principles

Section 2

- 2.0 Use and Administration of this Manual
- 2.1 Personnel Policy Effect
- 2.2 Disclaimer
- 2.3 Related Legislation
- 2.4 Revisions
- 2.5 Authorization
- 2.6 Confirmation of Understanding (Form 1)

Section 3

- 3.0 Terms and Conditions of Employment
- 3.1 Employment Classification
- 3.2 Period of Service
- 3.3 Break in the Period of Service
- 3.4 Hours of Work
- 3.5 Attendance, Lateness and Absenteeism
- 3.6 Flexible Work Arrangements
- 3.7 Code of Conduct
- 3.8 Conflict of Interest
- 3.9 Outside Employment
- 3.10 Political Activity
- 3.11 Confidentiality/Privacy of Information/Media Relations
- 3.12 Security of Property/Handling Equipment/Funds
- 3.13 Use of Vehicles and Equipment
- 3.14 Expense Allowance
- 3.15 Phone, Mail, Computer, Internet, and Email Usage
- 3.16 Internet
 - Form 2 – Disclosure of Interest

Section 4

- 4.0 Recruitment and Selection
- 4.1 Employment Equity
- 4.2 Job Description
- 4.3 Job Postings
- 4.4 Hiring of Relatives
- 4.5 Selection Panel
- 4.6 Screening and Interview of Applicants
- 4.7 Conducting Reference Checks
- 4.8 Bonding, Criminal Record, Driving Record and Security Checks
- 4.9 Orientation
- 4.10 Employee Records Management
- 4.11 Probation Period
- 4.12 Temporary Assignments (Acting Assignments, Transfers, Temporary Assignments)

Section 5

- 5.0 Salary Administration, Review and Merit Increases
- 5.1 Placement on the Salary Grid
- 5.2 Performance Management and Development
- 5.3 Acting Appointments
- 5.4 Call-Back Pay Guarantee
- 5.5 On-Call Provision
- 5.6 Overtime Defined
- 5.7 Time Off in Lieu of Overtime
- 5.8 Paid Holidays
- 5.9 Compensation for Work on Paid Holidays
- 5.10 Pay Days
- 5.11 Automobile Allowance
- 5.12 Professional Fees and Licenses
- 5.13 Training Courses
- 5.14 Gifts, Favours, and Entertainment
- 5.15 Cost of Living Adjustment

Section 6

- 6.0 Eligibility for Municipal Benefits Package
- 6.1 Group Insurance Benefits
- 6.2 Sick Leave
- 6.3 Long-Term Disability
- 6.4 WSIB Disability
- 6.5 Supplemental Unemployment Benefit (SUB)
- 6.6 Clothing/Boot Allowance
- 6.7 Benefits – 65 and Over
- 6.8 Pension Plan
- 6.9 Vacations

- 6.10 Bereavement Leave
- 6.11 Time Off for Elections
- 6.12 Paid Jury or Court Witness Duty Leave
- 6.13 Education Leave and Examinations
- 6.14 General Leave
- 6.15 Personal Leave
- 6.16 Proper Training
- 6.17 Health & Safety Clothing, Tools, Equipment and Protection
- 6.18 Injury Pay Provision
- 6.19 Transportation of Accident Victims

Section 7

- 7.0 Responsibility of Council and Management to Follow the Workplace
Discrimination and Harassment Prevention Policy
- 7.1 Responsibility of Paid Staff and Volunteer Staff
- 7.2 Conflict Resolution
- 7.3 Responsibility of Clients and Members of the Public
- 7.4 Discrimination Free, Harassment Free Workplace and Accommodation Programs
- 7.5 Possibility of Domestic Violence in the Workplace
- 7.6 Alcohol and Drug Abuse
- 7.7 Progressive Discipline

Section 8

- 8.0 Termination
- 8.1 Resignation
- 8.2 Retirement
- 8.3 Staff Reduction
- 8.4 Termination from Employment

Section 9

- 9.0 Health and Safety
- 9.1 Health and Safety Protocols
- 9.2 Emergency Management
- 9.3 Responsibilities

Section 1: Introduction	Policy Number: 1 – Sections 1 to 1.3
Effective Date:	Revision Date:
Municipality of Powassan	Page: 1 of 2

1.0 Introduction and Background

The purpose of this manual is to establish and maintain a harmonious and mutually beneficial relationship between the Municipality and its employees relating to pay, hours of work, benefits and working conditions and to ensure the effectiveness and efficiency of the operation and the quality of services provided.

All employees of the Municipality are a valued member of our team. We think working within our Municipality is a special opportunity. We hope that employees will find their employment a matter of pride and satisfaction. We strive to create a work environment that is marked by honesty and respectful interactions between employees and one that supports individual and group development. As a team, our aim is to support each other in achieving our individual and organization goals.

1.1 Background of the Community

Powassan is located in the [Almaguin Highlands](#) region of the [Parry Sound District](#), at its easternmost boundary with the [Nipissing District](#).

The current Municipality of Powassan came into being on January 1, 2001 as a result of the amalgamation of the Town of Powassan, Town of Trout Creek and the Township of South Himsworth. The two main urban communities in the Municipality are Powassan and Trout Creek. The Municipality of Powassan had a population of 3,346 in the 2021 Canadian Census.

1.2 The Role of Council is to:

- Represent the public and to consider the well-being and interests of the Municipality;
- Develop and evaluate the policies and programs of the Municipality, including these policies;
- Determine which services the Municipality provides;
- Ensure that administrative policies, practices and procedures and controllership policies, practices and procedures are in place to implement the decisions of Council;
- Ensure the accountability and transparency of the operations of the Municipality including the activities of the senior management of the Municipality;
- Maintain the financial integrity of the Municipality and;
- Carry out the duties of Council under the [Municipal Act](#) or any other applicable legislation

The Municipality provides a wide range of services through the following departments: Administration, Building, By-law Enforcement, Fire and Emergency Services, Treasury, Recreation, Roads and Public Works, Planning, Licensing, and Clerk's.

1.3 Guiding Principals

The Municipality of Powassan:

- a) Is an equal opportunity employer. The Municipality does not discriminate in recruiting, hiring, transfers, upgrading, promotions, compensation, benefits, training, layoffs, recalls from layoffs, discipline, or other employment practices.
- b) Wishes to maintain at all times, a fair and equitable rate of pay for services rendered.
- c) Supports opportunities for improving current work performance, continuous learning, preparing individuals to meet future organizational needs and improving organizational effectiveness.
- d) Intends to provide safe, healthy, discrimination free, harassment free, violence free and harmonious working conditions.
- e) Will provide consistency in the way incidents of discrimination/harassment or workplace violence are handled at the time of their occurrence.
- f) Encourages all employees to discuss freely with management any matter concerning their own work-related issues or those relating to the Municipality and its services.

Section 2: Use and Administration of this Manual	Policy Number: 2 – Sections 2.0 to 2.6
Effective Date:	Revision Date:
Municipality of Powassan	Page: 1 of 3

2.0 Use and Administration of this Manual

Throughout this manual, any reference to the word “*Municipality*” will refer to the Municipality of Powassan.

The Municipality’s Human Resource Policy (HRP) was developed to facilitate consistent and equitable employment and personnel practices for all employees of the Municipality. This policy manual outlines the policies and practices that guide employees in their daily work.

Please read this manual carefully. It sets out the terms and conditions of employment as well as key policies and procedures. If an employee requires any interpretation, clarification or have questions, these may be directed to their Supervisor or the head of the Administration (hereinafter, ‘*Administrator*’).

All employees are given a copy of these policies to read, have explained and understand within the first month of employment. Copies of these policies will be maintained at every program site and will be made available from the Supervisor or Administrator upon request. Where the technology is available, a copy of the policies and/or updates will be available for viewing electronically.

During orientation, employees will be provided with a Letter of Confirmation that they have read and understood these policies. Employees are required to return the signed letter to their Supervisor within the first thirty (30) days of the start of their employment with the Municipality.

2.1 Personnel Policy Effect

The policies in this document are in effect and supersede all other versions of employment related policies/contracts previously given either orally or in writing.

2.2 Disclaimer

All parts of this document are supplementary to applicable federal and provincial legislation. In the event of a conflict, such legislation shall prevail.

2.3 Related Legislation

The policies and procedures developed in this policy manual are based on current Provincial legislative requirements such as: [Labour Relations Act](#), [Municipal Freedom of Information and Protection of Privacy Act](#), [Employment Standards Act](#), [Workplace Safety and Insurance Act](#), [Occupational Health and Safety Act](#), [Human Rights Code](#), [Accessibility for Ontarians with Disabilities Act](#), [Pay Equity Act](#), etc. as they relate to employee practices and expectations.

2.4 Revisions

It is not possible to anticipate every situation that may arise in the day-to-day operation of the Municipality or to provide information that answers every possible question that may arise. Also, future circumstances may require changes in the policies, practices, and benefits described in the HRP manual. Accordingly, the Municipality reserves the right to modify, rescind, supplement, or revise any provision in this policy manual. A process to review these policies from time to time or respond to legislative or regulatory changes is being put into place.

The Municipality will make reasonable efforts to provide employees with advance notice of any modifications or revisions to this manual and will distribute or explain updated pages as revisions are made. Each revised policy will include a superseded (new) date when a revision has occurred. These revisions will be placed in the manuals at each program site as they are released and updated electronically for those able to access the technology.

2.5 Authorization

Our Human Resources policies are approved by Council. Procedures, implementation, training, orientation, monitoring, and reporting on these policies or any changes are the responsibility of the Administrator.

2.6 Confirmation of Understanding

All employees of the Municipality are required to read and/or have explained to them the Human Resources Policy Manual, following which they will sign the letter below confirming their understanding. Employees will be expected to return this signed letter to their Supervisor within thirty (30) days of receiving the information or policy manual. Any questions should be directed to the Supervisor or Administrator.



Form 1

Confirmation of Understanding of The Municipality of Powassan's Human Resource Policy Manual

I have received a copy of the Municipality's Human Resource Policy dated _____ and have read it or have had it explained to me. I confirm that I understand it and agree to abide by it, realizing that failure to do so may result in disciplinary action up to and including dismissal.

Employee's Signature _____ Date: _____

Employee's Name (print) _____

Supervisor's Signature _____ Date: _____

Note: This form must be returned by you to your immediate Supervisor, to be placed in your personnel file.

Section 3: Terms & Conditions of Employment	Policy Number: 3– Sections 3.0 to 3.16
Effective Date:	Revision Date:
Municipality of Powassan	Page: 1 of 10

3. Terms and Conditions of Employment

3.1 Employment Classification

For the purposes of human resources administration, all employees are assigned both a payroll category and employment category. Employees are advised of their appropriate category at the time of hire, and at any time their status change thereafter. Only employees who are classified as full-time indeterminate shall be eligible for enrollment in the benefits program.

3.1.1 Payroll Category

All employees are assigned to one of the following payroll categories:

3.1.1.1 Salaried: An employee who receives a weekly, bi-weekly, or annual fixed rate of pay.

3.1.1.2 Hourly: An employee who is paid an hourly wage for actual hours worked.

3.1.2 Employment Category

An individual's employment category is determined as a function of both their term of service and standard hours of work.

3.1.2.1 Terms of Service

Terms of service may be identified as follows:

- a) Indeterminate: an individual whose contract of employment extends for an indefinite period of time.
- b) Definite Term: an individual whose contract of employment specifies a date by which the employment arrangement will be terminated.
- c) Probationary: an individual who has been appointed to either an indeterminate or definite term position, but for whom the probationary period has not been completed.

3.1.2.2 Hours of Work

Standard hours of work may be identified as follows:

- a) Full-time: an individual normally scheduled to work for twenty-four (24) hours or more per week on a regular basis.
- b) Part-time: an individual normally scheduled to work for less than twenty-four (24) hours per week.
- c) Seasonal: an individual who works either full-time or part-time hours for a period of the calendar year not exceeding forty (40) weeks.
- d) Casual: an individual who works on an as-required basis, and for whom regular hours of work are not regularly anticipated.

3.1.3 Independent Contractor

Independent contract personnel are not considered employees of the Municipality and are usually paid by invoice. However, contract personnel are expected to observe the relevant policies and practices of the Municipality when working on its premises.

3.2 Period of Service

The Municipality is committed to giving recognition for experience through the length of service that an employee has with the Municipality, and to foster an environment that will encourage long service and stability.

Length of service will be defined as the period of continuous service with the Municipality from the last date of hire. For all indeterminate employees, as well as full-time, definite term employees, the period of service commences on the date of hire. For part-time, definite term employees, the length of service is calculated based on the proportion of full-time hours worked in their position. Casual and seasonal employees do not accumulate periods of service.

An employee's length of service determines benefit eligibility, vacation entitlement, and salary step increase dates, among others. The period of service may be reset following a break in service, as defined in Section 3.3.

3.3 Break in the Period of Service

An employee's period of service shall be reset in the event the employee:

- a) Quits.
- b) Has their employment terminated for a period not less than ninety (90) days.
- c) Fails to return to work after completion of a leave of absence.
- d) Is laid off for a period of twenty-four (24) months from last day at work.
- e) Uses a leave of absence for purposes other than those for which the leave of absence was granted.
- f) Is absent from work for three consecutive days or more without notifying the Municipality, or fails to provide a reason satisfactory to the Municipality for the employees' failure to notify.
- g) Engages in gainful employment while on any other leave of absence other than unpaid work.
- h) Is absent due to disability or illness for a period of twenty-four (24) calendar months.

3.4 Hours of Work – Administration/Emergency/Building

The regular full-time weekly hours of work shall consist of five (5) seven (7) hour days from Monday to Friday inclusive, for a total of thirty-five (35) hours of work per week. The regular hours of work shall be between 8:30 a.m. and 4:30 p.m., excluding a one (1) hour unpaid meal break.

Management staff may be salaried at forty (40) hours per week, and are expected to manage their work in order to respond to the flexibility that is required in the completion of their duties. This may result in a fluctuation of hours from week to week.

3.4.1 Hours of Work – Public Works

The regular full-time weekly hours of work shall consist of five (5) eight (8) hour days from Monday to Friday inclusive, for a total of forty (40) hours of work per week. The regular daily hours of work shall be between 7:00 a.m. and 3:30 p.m. inclusive of a one-half (½) hour unpaid meal break.

Starting on April 16th and ending on November 14th of each year, for each Paid Holiday, one employee will be scheduled to work. The employee will only be required to do the work scheduled for and will be compensated a minimum of three (3) hours at the employees' regular rate of pay.

In the case of an unexpected need for road maintenance, Public Works employees will be expected to perform the necessary work subject to applicable legislative requirements.

3.4.2 Winter Control Season (Public Works)

- a) During the period from November 15 to April 15, the Public Works employees' starting and finishing times may be adjusted so as to provide snowplowing and winter roads maintenance coverage as required.
- b) In the event the services of an employee are required prior to their scheduled 7:00 a.m. start time, the Municipality will make best efforts to notify such employee of the requirement to report to work no less than two hours prior to the amended start time.

3.4.3 Landfill

The regular hours of work shall consist of twenty-four (24) hours per week. Where possible, the daily hours of work shall be as to accommodate the public use of the landfill. Any hours worked in excess of forty (40) hours per week shall be compensated at the overtime rate.

3.4.4 Arena Personnel

- a) The regular full-time weekly hours shall consist of forty (40) hours per week. Hours of work in excess of forty (40) shall require the prior approval of the Municipality.
- b) Arena staff will be scheduled in order to accommodate the public use of the arena facilities, with shift length not to exceed one (1) hour before and one (1) hour after a scheduled event. The hours of work may be up to twelve (12) hours per shift, inclusive of any paid or unpaid breaks as required under the Employment Standards Act.
- c) Outside ice season, when work is required, the daily hours of work shall be 8:00 a.m. to 4:30 p.m. excluding a one-half (1/2) hour unpaid meal break.

3.5 Attendance, Lateness and Absenteeism

The effective operation of the Municipality depends on a sustained and productive effort from all employees. The commitment of every staff member to this effort is demonstrated, in part, by their attendance. If an employee is unable to report for work for any reason, they must notify their immediate Supervisor as soon as possible, within at least three (3) hours of their regularly scheduled starting time. In general, employees are expected to be responsible and demonstrate respect for fellow employees by establishing a record of punctuality and regular attendance.

3.6 Flexible Work Arrangements

The Municipality may consider flexible work arrangements in response to extenuating situations that can arise from time to time. To facilitate this, the Municipality may consider flexible work arrangements provided that:

- The Administrator and/or immediate Supervisor is supportive of the proposal;
- The employee can continue to completely fulfill the needs of their position and deliver high quality programs and services;
- The Municipality does not incur any extra costs; and
- Either the employee or the Municipality have the option of amending or cancelling the agreement after providing the other party with fourteen (14) days written notice.

Flexible work arrangements could include:

- **Flex time**, which is any variation of the standard work times or hours/days of work for a position or work group.
- **Telework**, which is work done away from the regular place of work in another workplace, such as home.

3.7 Code of Conduct

The Code of Conduct requires that an employee must:

- a) Behave honestly and with integrity in the course of employment with the Municipality.
- b) Act with care and diligence in the course of employment with the Municipality.
- c) When acting in the course of employment with the Municipality, treat everyone with respect and courtesy, and without harassment.
- d) When acting in the course of employment with the Municipality, comply with all applicable laws.
- e) No employee shall report to work or work while under the influence of alcohol or illegal drugs or while impaired through the misuse of prescribed or over-the-counter medication.
- f) Comply with any lawful and reasonable direction given by someone in the Municipality's employ and who has authority to give the direction.
- g) Maintain appropriate confidentiality about dealings that the employee has with any Municipal business.
- h) Disclose, and take reasonable steps to avoid, any conflict of interest (real or perceived) in connection with employment with the Municipality.
- i) Use Municipal resources in a proper manner.
- j) Not provide false or misleading information in response to a request for information that is made for official purposes in connection with the employee's employment with the Municipality.
- k) Not make improper use of inside information or the employee's duties, status, power, or authority in order to gain, or seek to gain, a benefit or advantage for the employee or for any other person.
- l) At all times behave in a manner which upholds the integrity and good reputation of the Municipality.
- m) As per Section 227 of the Municipal Act, 2001, it is the role of employees of the municipality to implement Council's decisions, establish administrative practices and procedures to carry out Council's decisions, to research and provide advice to Council

on the policies and programs of the municipality; and to carry out other duties required under this, or any Act and other duties assigned by the municipality.

Any violation of this Code of Conduct will be subject to disciplinary action as described in Section 7 of this Policy Manual.

3.8 Conflict of Interest

It is anticipated that employees of the Municipality may on occasion pursue personal and private business interests and participate in other decision-making organizations. The Municipality supports these outside interests provided an employee's activities do not conflict with the goals and objectives of the Municipality and the general rules of conduct are followed. It is the duty of each municipal employee to determine whether a conflict of interest or potential conflict of interest exists.

If a conflict of interest (potential or actual) exists because of an employee's personal interest or knowledge (or the interest of a relative of the employee) in a property matter, a business dealing with the Municipality, or similar circumstances, the Supervisor(s) or Administrator must be immediately advised in writing by all employees concerned. Employees are required to use **Form 2**, attached to this Policy, for purposes of advising the Municipality of the conflict of interest.

A conflict of interest (potential or actual) exists when an employee is in a position to influence a decision that may result in a personal gain or advantage for the employee, external organization they are with, or for a relative of the employee as a result of decisions or actions taken by the Municipality. For the purposes of this Policy, a relative is any person as defined in Section 4.4.

Once an employee has declared a conflict of interest, in accordance with this Policy, the employee will be relieved from any decision-making responsibilities in respect of the interest that has been disclosed.

Employees who fail to report a conflict of interest (potential or actual) to their Supervisor or Administrator in a timely manner will be subject to discipline, up to and including termination of employment.

3.9 Outside Employment

Employees may hold employment outside of their employment with the Municipality so long as that employment does not conflict with their responsibilities or work schedule, and they satisfactorily perform their municipal work responsibilities. Employment in the same profession or occupation as that in which an employee is employed by the Municipality requires written disclosure to, and approval by, the Administrator.

If the Administrator determines that an employee's outside work interferes with performance or the ability to meet the requirements of employment with the Municipality, the employee may be required to terminate the outside employment. If this does not occur, the employee may be subject to termination of employment.

3.10 Political Activity

Employees may be involved in provincial, federal, or other local Municipal campaigns so long as this involvement does not affect the objectivity and impartiality with which they must discharge their duties.

Employees who wish to run as candidates in a federal, provincial, or municipal election must take a leave of absence without pay commencing:

- The day after the writ for election is issued or on the day that their candidacy is publicly announced, whichever is later (federally, provincially).
- On the day their nomination is officially filed.

3.11 Confidentiality/Privacy of Information/Media Relations

All new employees will be required to complete and sign a Confidentiality Form as a condition of employment with the Municipality. Employees who improperly use or disclose confidential information will be subject to disciplinary action, up to and including termination of employment. Employees may also be subject to legal action in respect of the disclosure, even in the case they do not actually benefit from the disclosure of the confidential information.

Confidential information shall only be released in accordance with the [Municipal Freedom of Information and Protection of Privacy Act](#) (MFIPPA). All matters and information that come to be known by employees through the course of their employment must be treated as confidential by the employees and must not be released, disclosed, or discussed with any employee or third party without the express consent of the Municipality. A violation of this confidentiality policy will result in discipline, up to and including termination.

Examples are information regarding ratepayers, pending proposals and projects, personnel information, legal opinions and briefs, compensation data, collection roll, pending land purchases and sales, taxpayer and user accounts, financial information, labour relations strategies, and so forth.

All media contact (newspapers, magazines, radio, television, news agencies or other news services) will be handled by the Head of Council, Administrator, or designate.

3.12 Security of Property/Handling of Equipment/Funds

Every employee is responsible for making the workplace a safe and secure environment. Accordingly, all employees are required to comply with the following security requirements:

- a) Keys given to employees may not be duplicated or loaned to anyone. Lost keys must be reported to the Municipality immediately;
- b) Each employee is responsible for closing windows and turning off lights and equipment, such as fans, heaters, radios, and computers, in their individual office or workspace at the end of each workday;
- c) During work hours, purses and wallets should be placed in a secure location and should not be left visible to others;

- d) Guests and visitors must not be permitted to walk through areas of Municipal Buildings or property that are generally not accessible to the public unless specifically authorized by a municipal Supervisor;
- e) Former employees of the Municipality must be treated as any other guest or visitor for security purposes;
- f) Employees are expected to utilize all appropriate and necessary security measures to ensure the safety of material and to report any breaches of security immediately;
- g) Preserving and safeguarding the Municipality's property is the responsibility of all employees. Equipment, materials, and supplies that are purchased with Municipal funds are the property of the organization and must be used only in the interests of the Municipality and must be protected from theft, misuse, or damage.

3.13 Use of Vehicles and Equipment

When using vehicles and equipment owned or leased by the Municipality, employees are expected to exercise care, report the need for maintenance, and follow all operating instructions, safety standards, and guidelines. If the employee is required to use a Municipal vehicle, they shall be required to provide proof of a valid driver's license and a driving abstract from the Ministry of Transportation on an annual basis and at such other times as may be required by the Municipality. The Municipality shall pay the costs of obtaining the driving abstracts.

Employees are immediately required to inform their Supervisor when their driver's license has been suspended or becomes invalid for any other reason.

Employees are to notify their Supervisor if any vehicle or equipment appears to be damaged, defective, or in need of repair.

The improper, careless, negligent, destructive, or unsafe use or operation of vehicles and equipment, as well as excessive or avoidable traffic and parking violations, can result in disciplinary action, up to and including termination of employment.

Vehicles or equipment owned, leased, or rented by the Municipality may not be used for personal use. Under specific circumstances, the Administrator may approve the parking of the municipal vehicles at an employee's residence.

3.14 Expense Allowance

The Municipality will reimburse employees who incur approved out of pocket expenses on behalf of the Municipality. The activity which will generate the expense should be approved in advance by the Supervisor. Examples are:

- Any employee required to use their own vehicle for business purposes will be reimbursed for mileage at the rate established in accordance with this HRP, along with any parking fees and tolls incurred while driving for Municipal business.
- Where the Municipality requires the use of the employee's vehicle to such an extent that it requires a category increase in auto insurance premiums, then the Municipality shall pay the additional premium increase. The premium increase is defined as the difference between the rate for business use and that for regular use.

- A certain amount for meal expenses as prescribed in Section 5.14 while travelling for work outside of the Municipality, if not covered in the cost of registration at conferences, seminars, etc.
- Overnight expenses for conferences held outside of Municipality.

Expense forms must be submitted to the Supervisor within two (2) weeks of the event with receipts, where possible.

3.15 Phone, Mail, Computer, Internet, and Email Usage

Phones, computers, computer files, the internet, the email system, and software furnished to all employees are the property of the Municipality and (except as otherwise proved by this Policy) are intended to be used for the conduct of Municipal business only.

All Department Heads, Councillors, and other staff as deemed necessary by Senior Management shall be assigned a business cellular phone for work-related communications.

Employees in possession of company equipment such as cellular phones and computers are expected to protect the equipment from loss, damage, or theft. Upon resignation or termination of employment, or at any time upon request of the Municipality, the employee may be asked to produce the phone for return or inspection.

Employees must limit their personal use of the phone and will be required to reimburse the Municipality for all additional long distance or other charges incurred as a result of their personal use. The Municipality prohibits employee use of business cellular phones while driving except when using a 'hands free' device or similar devices for business purposes, as per the Ontario Highway Traffic Act, 2009.

Where deemed reasonable in the Municipality's sole discretion, employees may be provided an allowance of \$20.00 per month for business use of a personal cellular phone in lieu of providing a dedicated device.

Employees who violate this policy will be subject to disciplinary actions, up to and including termination of employment.

3.16 Internet

The internet's primary value to the Municipality is to source and collect information pertinent to its business needs. However, since there is a risk of viruses, breaches of copyright, and outdated or inaccurate information, the Municipality has established guidelines for its employees to follow.

- a) Employees are expected to use the Internet primarily in support of their job duties, education, and research for business-related purposes. Employees must use due diligence in all Internet contacts and should not reveal any personal or confidential client information over the Internet. This is separate from emails which can be used appropriately in a confidential manner as approved by the Municipality.
- b) Employees must not display any offensive or sexually explicit images or documents on the company system. This would be a violation of the Workplace Violence and Harassment Policy (Section 7.4 and as attached to this HR Manual). Offensive or

sexually explicit material may not be archived, stored, distributed, edited, or recorded using the Municipality's computing resources.

- c) Employees must not use the Municipality's computing resources to knowingly violate any laws or regulations of Canada, any city, province, any other nation, or other local jurisdiction. Use of any Municipal resources for illegal activity is grounds for immediate dismissal.
- d) Use of the Municipality's Internet resources for personal purposes, playing games, or participating in other activities not related to job functions is not permitted during business hours.
- e) Employees must follow the Municipal Social Networking Policy (attached). The Mayor shall be the official spokesperson for the Municipality. Employees of the Municipality are forbidden from using social networks, personal or otherwise, to post or display comments about co-workers, supervisors, management, Council including the Mayor, or the Municipality, that are vulgar, obscene, threatening, or a violation of the Municipality's policies on harassment, discrimination, defamation, confidentiality, and non-competition.
- f) Violations of this policy and guidelines are considered grounds for disciplinary action up to and including dismissal.

Employees may only use software on the local area network or on multiple machines according to the software license agreement. The Municipality prohibits the illegal duplication of software and its related documentation.



Form 2

DISCLOSURE OF INTEREST FORM

An employee shall complete and file this declaration with the Administrator or designate, as soon as the employee is aware of any interest, direct or indirect that they, or their family, may have in any matter under consideration by the Council, Municipality, Board or Committees thereof, or by any officers or officials of the Council, Municipality, or Board.

This record shall be placed in the employee's Human Resource file and maintained there for the duration of their employment with the Municipality.

Declaration of Employee

Name of employee: _____

In accordance with the Policy, I disclose an interest in the following matter under consideration by:

Provide a brief description of the matter:

The general nature of the (potential) conflict of interest is as follows:

I certify that the above information is true, correct and accurate.

Signature of Employee: _____ Date: _____

Date received by Administrator or Designate: _____

Section 4: Recruitment, Selection and Assignment	Policy Number: 4– Sections 4.0 to 4.12
Effective Date:	Revision Date:
Municipality of Powassan	Page: 1 of 5

4.0 Recruitment and Selection

The Municipality’s goal is to ensure that its recruitment practices are viewed as fair and professional to both internal and external potential candidates. To ensure that we integrate our training and development program, whenever possible, we will actively promote the appointment of internal candidates while at the same time ensuring that the qualifications, experience, and business needs are met in the recruitment requirements for the position.

4.1 Employment Equity

It is the Municipality’s policy to make decisions on hiring, job assignment, training, compensation, and all other human resource practices on the basis of qualifications, ability, and performance. This ensures equality of treatment and opportunity for all employees and applicants regardless of race, ancestry, place of origin, ethnic origin, citizenship, creed, sex, sexual orientation, age, record of offences, marital status, family status or disability as per the [Ontario Human Rights Code](#).

This Policy applies to all employees, students, and volunteers, whether paid or unpaid.

Equal Employment Opportunity/Equity is a concept which identifies any discriminatory policies and practices, removes employment barriers, such as attitudinal, cultural, informational and systemic and promotes service development through the full use of the talents of all its employees.

The Municipality will ensure that their employment policies and practices, compensation, and work environment are reviewed annually and ensure they meet all employment related legislation requirements such as [Human Rights Code](#), [Employment Standards Act](#), [Pay Equity Act](#), [Accessibility for Ontarians with Disabilities Act](#), etc. except where there are bona fide occupational requirements or otherwise allowed under legislation.

4.2 Job Description

All employment postings are made under the authority of the Administrator. Prior to posting, the Administrator shall:

- a) Ensure that the job description and job evaluation questionnaire are up to date and include position responsibilities, qualifications, and required competencies along with information regarding skills, effort, responsibility, and working conditions.
- b) Ensure the position is evaluated and that a salary range has been determined using the Municipality’s job evaluation system.

Any new or revised job descriptions are reviewed by the Administrator and/or Pay Equity committee. The current job evaluation system uses eight factors: mental skill, mental effort, physical skill, physical effort, responsibility impact, supervision impact, mental working conditions, and physical working conditions. Placement on the salary grid is based on the results of the job evaluation of the position.

4.3 Job Postings

All positions created and vacancies which the Municipality intends to fill, shall be posted internally and/or externally at the discretion of the Administrator. The Municipality encourages its existing staff to apply for vacant positions if they meet the qualifications. Existing staff must have successfully completed their probationary period, have no disciplinary letters on file for the past year, and meet the position requirements to be considered for the position.

The posting of positions will include the nature of the position, functions and responsibilities, qualifications, required knowledge, minimum experience, key competencies and education, skills, shift, hours of work and wages, how to apply, and competition closing date. Such qualifications and requirements shall reflect those necessary to perform the job functions.

Job opportunities will be posted for a minimum of a two-week period. Depending on the position, a longer advertising period may be required.

4.4 Hiring of Relatives

Relatives of existing employees of the Municipality, or members of Council, may only be employed where no direct reporting relationship exists with that relative. An employee who is related to a candidate for employment shall not be involved in any aspect of the recruitment process so as to avoid any potential conflicts of interest and/or perceptions of preferential treatment.

Employees shall not be transferred into a position in which a reporting relationship with a relative exists. In any other case where a conflict or the potential for conflict arises, even if no supervisory relationship is involved, the parties may be separated by reassignment.

The above applies to employees who marry, become members of the same family unit, or become otherwise related after becoming employees of the Municipality.

For the purposes of this Policy, a relative is defined as a spouse, common-law spouse, child, common-law spouse's child, mother, father, brother, sister, grandchild, son-in-law, daughter-in-law, brother-in-law, sister-in-law, mother-in-law, father-in-law, common-law spouse's mother, common-law spouse's father, grandparent, spouse's grandparents, aunt, uncle, or cousin.

All employees are required to report relationships to their Supervisor that would place them in violation of this Policy.

4.5 Selection Panel

All employee selections will be done through a Selection Panel whose composition may change from time to time depending on the position status and type.

The Selection Panel is to include a minimum of two (2) individuals, and shall, wherever possible, comprise at least of the Administrator and direct Supervisor. Any additional personnel to be assigned to the Selection Panel shall be selected by the Administrator.

The Selection Panel will come to a consensus and make a hiring decision. If a consensus cannot be reached, the Administrator will make the hiring decision.

In certain circumstances, where required by the Municipal Act or other governing legislation, Council must by by-law appoint an individual to their role.

4.6 Screening and Interviewing of Applicants

The Selection Panel will screen all applications to ensure they meet the minimum requirements of the position. Only those applicants that most closely meet the key selection criteria as described in the posting will be interviewed. The posting will reflect the skills and experience required for the position as well as key competencies.

The Selection Panel will determine the interview process, which can include job-related testing where applicable, and a set of structured questions and rating scales prepared in advance. The Selection Panel will ensure that all applicants are treated and evaluated fairly against the predetermined criteria and accommodation be considered for those identifying disabilities. Multiple stages of interviews may be established at the discretion of the Selection Panel, with consideration to the nature of the position and number of qualified applicants.

One individual on the panel will summarize the results of the Selection Panel interviews and the selection process, and these notes will be kept in a separate file as required under MFIPPA.

4.7 Conducting Reference Checks

The Administrator or their designate has responsibility for conducting reference checks for all persons being offered a position with the Municipality. All hiring offers will be made contingent upon completion of satisfactory reference checks.

Frequently, the Municipality is contacted for references by other organizations interested in current and former employees of the Municipality. Any requests of this nature are considered confidential and should immediately be referred to the Administrator and/or the employee's former Supervisor, for response.

4.8 Bonding, Criminal Record, Driving Record and Security Checks

As part of the recruitment and selection process, it may be necessary to conduct background checks to obtain information on a prospective employee or volunteer's ability to be bonded, assess their driving record, or complete a criminal reference check as part of the final offer in accordance with the Municipality's Background Check Policy.

Hiring of the successful applicant will be contingent upon a satisfactory criminal record and/or security check or bonding, where required. If the results indicate a potential employee or volunteer has a criminal record, they must submit a copy of their criminal record to their Supervisor. The Supervisor will interview the applicant or volunteer to obtain a more detailed description of the circumstances and related events. The applicant will then provide two satisfactory references who can objectively address any questions or

issues concerning the related history and current job duties for which the individual is applying. The Municipality will reimburse the cost of any background check requested.

4.9 Orientation

A comprehensive and carefully planned orientation and package of information will be provided to help all new employees learn about their Department and their job duties specifically. This orientation will provide the employee with detailed information about the working conditions, training, scheduling, and all applicable policies and procedures. It will also provide further information on the full range of services offered by the Municipality.

A cornerstone of this orientation is this policy manual. It is **required** that all potential Municipal employees receive a copy of this policy manual, have an opportunity to ask questions and understand the contents, and sign a form indicating their understanding.

4.10 Employee Records Management

Upon hire, a personnel file will be created for an employee. This file will contain their name, social insurance number, address, telephone number(s), emergency contact numbers, start date, position title and salary, and any other employment related documents, including but not limited to letter of offer, signed confidentiality agreement, a resume, certification of any job related credentials, performance reviews, change in pay or position authorizations, income tax or benefit applications/enrollments, authorizations, leaves, disciplinary documentation, and may contain interview notes. A separate file may be created and maintained containing all timesheets and payroll/benefit information. Any change of information should be reported to the employees' supervisor or payroll staff without delay.

The confidentiality of employee files is the responsibility of the Administrator. Access to an employee file is restricted to the employee, their immediate supervisor, and the Administrator. Employees may request an appointment with the Administrator to view their own employee file and will be conducted under the supervision of the Administrator or immediate supervisor. Employees can copy any item in their file, but under no circumstances will they be allowed to remove their file or any documents from the file. Any requests for disposal of file contents must be made to the Administrator, who has final say on the disposition of any employee file contents.

Records generally must be retained for a specified number of years to comply with governing legislation. Specific retention periods shall be as specified in the Record Retention Bylaw.

4.11 Probationary Period

All employees appointed to a new position, whether by external hire or internal promotion, are required to serve an initial probationary period.

The probationary period will be a minimum of three (3) months after the date of hire and could extend up to one (1) year depending on candidate experience and positional requirements. Significant absences, such as prolonged absence from work due to illness,

during the probationary period will automatically extend the period by the length of the absence.

Either the employer or the employee may end the employment relationship any time during the probationary period, by payment in lieu of only the minimum notice requirements as outlined in the Employment Standards Act.

During the probationary period, there will be continual review of job performance culminating in a formal performance appraisal prior to the end of the three (3) month period, unless otherwise stated. A summary of the performance appraisal will be documented and retained in the personnel files of the Municipality. If the probationary period is extended, subsequent performance appraisals shall occur at each three (3) month interval of continuous employment. At each interval, the decision as to whether the employment relationship should be terminated, the probationary period continued, or an offer of permanent employment extended will be revisited.

4.12 Temporary Assignments (Acting Appointments, Transfers, Temporary Assignments)

The Municipality may require an employee to perform duties of other positions from time to time, on a temporary basis, in order to meet immediate work requirements and/or facilitate opportunities for staff training and career development.

Whenever possible, the Municipality will post the opportunities available for transfers and temporary/acting assignments to support training and development objectives of staff and meet organizational requirements. Temporary assignments anticipated being of three (3) months duration or more will be advertised internally and/or externally.

For pay purposes and scheduling of step progressions, the Municipality will recognize time spent by the employee on a temporary assignment as being continuous if immediately thereafter they are appointed full-time to the same position.

Section 5: Salary & Compensation Administration	Policy Number: 5– Sections 5.0 to 5.14
Effective Date:	Revision Date:
Municipality of Powassan	Page: 1 of 4

5.0 Salary Administration, Review, and Merit Increases

The Municipality of Powassan is committed to a policy of salary administration which:

- Is internally equitable and maintains pay equity
- Is externally competitive
- Addresses financial capacity (subject to prevailing economic conditions and successful financial operation), and
- Recognizes and encourages commitment to the organization

The Municipality recognizes the importance of maintaining competitive compensation programs. Economic factors such as the Cost of Living Index are also considered in determining a compensation strategy. The primary objective of the compensation program is to encourage and reinforce the attraction and retention of talented and dedicated employees.

5.1 Placement on the Salary Grid

All rates on the salary grid are based on either a thirty-five (35) hour or a forty (40) hour work week. Successful applicants for a position will be placed on a step in the grade as illustrated in their offer letter. Step placement is at the discretion of the Administrator.

The administration of the salary structure is based on maintaining internal pay equity and on progression in each position. Employees may receive a step increment in their grade based upon a satisfactory performance review; step increments are to be received on the anniversary date of appointment.

5.2 Performance Management and Development

The purpose of a performance management and development plan is to provide a process for all staff to:

- a) Establish individual performance commitments based on the yearly department objectives that are aligned with the Municipality's business plan and strategic direction;
- b) Develop yearly training and development plans, evaluate performance, and provide recognition of good performance;
- c) Determine step progressions, if applicable.

The principles of the plan include:

- To support and reinforce the achievement of results; individual performance goals are aligned with the Municipality's strategic directions.
- Performance objectives should be challenging, fair, and support improvements in organizational processes and performance.
- There will be recognition and reward for performance measured against established objectives, indicators, and commitments.

- Providing a consistent and continuous approach to planning and development which aligns with education, training and development, succession planning, salary administration, and compensation.

5.3 Acting Appointments

5.3.1 When a supervisory position is vacated for a period exceeding twenty (20) consecutive working days for any reason, including but not limited to the illness, injury, or permanent cessation of employment of the incumbent, an employee must be assigned to fulfil the duties of that position for the duration of the vacancy. In selecting employees for temporary acting assignments, consideration shall be given to operational needs as well as the extent to which the acting assignment opportunity can assist with employee development and succession planning. The Administrator is responsible for appointing an employee to the vacant position.

5.3.2 The Municipality shall provide acting pay to employees who are temporarily assigned to perform the duties of a higher-level position. Such acting pay shall be provided commencing on the twenty-first (21st) consecutive working day following the day on which the higher-level position was vacated. The acting rate of pay shall be calculated by applying a five (5) percent premium to the employee's base rate of pay, and selecting the next-highest rate of pay on the acting position's salary grid. Upon the return of the incumbent to the vacated position, or the permanent appointment of an employee to that position, the acting assignment shall be terminated and the employee shall return to their substantive position at the rate of pay earned immediately preceding the acting assignment.

Where an employee would otherwise be entitled to receive a step increment in their substantive position during the acting assignment, the acting rate of pay shall be recalculated in the manner prescribed above using the revised base rate of pay and the employee shall begin receiving the higher substantive pay rate upon the termination of the acting assignment.

5.3.3. When an employee is temporarily assigned to a position paying a lower rate, their current rate of pay shall not be reduced.

5.4 Call-Back Pay Guarantee

An employee who is called in and required to work outside their regular working hours shall be paid for a minimum of three (3) hours at regular rates whenever there is a break between the employee's regularly scheduled hours and the work the employee is called in to do. When the work called back for is completed, the employee shall be allowed to leave.

5.5. On-Call Provision

On-Call Employees are those designated as such by the Administrator and are called in to work during a specific period. The employer expects these employees to report to work if called upon to do so.

Each On-Call employee will receive two dollars (\$2.00) per hour for each hour of being on-call.

When a Public Works employee is advised by their immediate supervisor, or designate, that they are “on-call”, they shall be immediately available by telephone contact, radio, or paging device.

All hours worked by an “on-call” employee shall be paid at the regular straight time rate, with a minimum of three (3) hours pay for each call-out.

The Municipality agrees to provide, at its expense, a mobile telephone, radio, or paging device to the employee “on-call”.

If called to work, an employee shall be required to do only such emergency work as called for, or other emergency work that shall develop.

5.6 Overtime Defined

All time worked over and above the regular weekly hours as defined in Section 3 of this manual shall be considered overtime. All Paid Holidays not worked shall, for the purpose of computing weekly overtime, be considered as a day worked.

5.7 Time Off in Lieu of Overtime

For indeterminate employees, all time worked in excess of forty (40) hours per week shall be banked at the rate of one and one half (1 ½) hours for every overtime hour worked. Unless otherwise approved by the Administrator, all banked overtime for approved full-time indeterminate Public Works and Recreation employees must be used before November 15th of each year. For all other employees, banked overtime must be used within one hundred and twenty (120) days of it being earned.

Overtime hours will be paid for any employees not under an indeterminate term agreement. For such employees, overtime will be paid at the rate of one and one half (1 ½) times the regular hourly rate for all hours in excess of forty-four (44) per week.

Time shall be taken off at a time agreed to by the employee’s immediate supervisor. Such requests shall not be unreasonably denied provided that such time off shall not interfere with the Municipality’s operations.

5.8 Paid Holidays

The Municipality recognizes the following paid holidays:

New Year’s Day	Family Day	Good Friday
Easter Monday	Victoria Day	Canada Day
Civic Holiday	Labour Day	Truth and Reconciliation Day
Thanksgiving Day	Remembrance Day	Christmas Day
Boxing Day		

In the event a Paid Holiday falls on a weekend, the next regular business day shall be declared as the Paid Holiday. When a Paid Holiday falls on a Saturday, the Municipal Landfill will be closed. The Administrator or their designate will inform staff of the Paid Holiday schedule at the beginning of each calendar year.

Full time employees shall receive payment of their full regular wages for each Paid Holiday. Part time, seasonal, and casual employees will receive Public Holiday pay, calculated as per the provisions of the Employment Standards Act.

5.9 Compensation for Work on Paid Holidays

An employee scheduled to work on a statutory holiday shall be paid at the rate of one and one-half (1 ½) their regular rate for each hour worked on the holiday, plus public holiday pay. Alternatively, the employee may elect to receive regular wages for the public holiday and receive an additional working day as paid time off in recognition of the holiday. Such time off must be taken within ninety (90) days of the paid holiday.

When any of the noted paid holidays falls on an employee's scheduled day off, the employee shall receive a day's pay or another day off with pay at a time mutually agreed by the supervisor and the employee. All ESA regulations will be followed.

5.10 Pay Days

A work week runs for 7 consecutive days, commencing Saturday at 12:01 a.m. and ending Friday at 11:59 p.m. Employees shall be paid bi-weekly on Wednesdays, for the preceding two (2) work weeks ending on the Friday immediately preceding the pay day.

Each employee's pay will be deposited directly into a bank account of choice. Employees will receive an itemized statement of earnings, overtime, and any other supplementary pay and deductions.

5.11 Automobile Allowance

In certain circumstances, an employee may be required to use their personal vehicles when performing duties on behalf of the Municipality. Any such use of a personal vehicle must first be approved by their department manager and/or the Administrator.

Mileage shall be paid at the CRA prescribed rate for travel in excess of 5,000 kilometres, for each kilometre of approved travel. The mileage rate is subject to change at the discretion of Council.

The mileage claim will be claimed from the employee's point of origin, where the point of origin may be either the Municipal office or the employee's home residence. In the event an employee is not leaving for municipal business from either of those locations, the point of origin shall default to the employee's home residence.

In the event that an employee either:

- a) Travels for municipal business prior to reporting to the Municipal office, and travels to the office upon completion of the business; or
- b) Travels for municipal business from the Municipal office, and does not return to the office upon completion of the business.

The mileage claim will be calculated as the difference between the distance travelled for the meeting and the employee's standard commuting distance.

Travel expenses are not paid to employees when travelling to and from the office for regular and overtime hours.

No claim shall be submitted for approved travel to a destination less than 10 km from the point of origin.

5.12 Professional Fees and Licenses

The Municipality shall pay professional fees or dues required to maintain professional status or membership in a professional association where such membership is considered a job requirement or necessary qualification. The Municipality also agrees to reimburse an employee for the cost of the medical required by the Ministry of Transportation for purposes of the employee renewing their Class DZ or AZ drivers' designation.

5.13 Training Courses

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

The Municipality will pay for employee attendance at approved training courses, seminars, and conferences, being such programs where there is a direct and substantial correlation between the subject matter being discussed and the employee's work responsibilities. Wherever possible, such training programs are to be set forth in the employee's Personal Training Plan.

When attending a training course, an employee is eligible for payment of their regular working hours only, plus eligible travel expenses as outlined in Section 5.11. In addition, employees are permitted to claim meal expenses of up to \$75.00 per day of the training program, including taxes, when held outside the geographic Municipality of Powassan. Reimbursement will be provided based on actual costs incurred. The Municipality will not reimburse the cost of any alcohol purchased while an employee is attending a training program.

5.14 Gifts, Favours, and Entertainment

Any employee, or member of their immediate family, must not accept from any individual or organization doing business with the Municipality any monetary payment, gift, entertainment, hospitality, or other favour of greater than token value, or which goes beyond that which is customary and accepted business practice. For the purposes of this Section, "token value" shall mean a gift, favour, entertainment, hospitality, or any such item with a retail value in excess of \$10.00.

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

5.15 Cost of Living Adjustment

Effective January 1 of each calendar year, the Municipal Salary Grid shall be adjusted by the Cost of Living Index. An inflationary factor, equal to the yearly Ontario CPI inflation

rate published by Statistics Canada for November of the directly preceding calendar year, shall be applied to each step in the Municipal Salary Grid.

In the event the inflationary factor falls below one (1) percent, a factor of one (1) percent shall be applied to the Municipal Salary Grid. In the event the inflationary factor exceeds two and one-half (2.5) percent, a resolution of Council will be required to determine the factor to be applied to the Municipal Salary Grid. In the absence of a determining resolution, a factor of two and one-half (2.5) percent shall be applied.

Section 6: Benefits Administration	Policy Number: 6– Sections 6.0 to 6.19
Effective Date:	Revision Date:
Municipality of Powassan	Page: 1 of 7

6.0 Eligibility for Municipal Benefit Package

All full-time, indeterminate employees are eligible to receive benefits.

6.1 Group Insurance Benefits

The Municipality shall pay on behalf of all eligible employees 100% of the premium cost for the following benefits:

- i) Extended Health Care
- ii) Dental Care
- ii) Life Insurance
- iii) AD & D
- iv) Long Term Disability
- v) Out of country travel

- 6.1.1** The above noted benefits shall be administered by the Benefits Carrier/Insurer in accordance with the terms and conditions of the respective plan. The benefits available shall be those set out in the respective plan effective on the date of certification.

The Municipality shall retain the right to determine the carrier of the benefits and agree that there shall be no reduction in benefits currently in place as of the date of this Policy. All refunds, reductions of premiums, dividends, relating to contributions made by the Municipality shall become and remain the sole property of the Municipality.

- 6.1.2** Any dispute that an employee has with respect to benefits entitlement or eligibility or other issue in relation to the above benefits shall be between the employee and the Benefits Carrier/Insurer.

- 6.1.3** The [Workplace Safety and Insurance Act](#) shall cover all employees. An employee receiving payment for a compensable injury shall be entitled to those benefits prescribed by the Act.

6.2 Sick Leave

Sick leave means the period of time an employee is absent from work due to illness or injury, for which compensation is not payable under the [Workplace Safety and Insurance Act](#).

All full time, indeterminate employees who have completed their Probationary Period shall receive sick leave credits at the rate of one (1) day for each calendar month in which the employee receives pay for at least one-half of their regular monthly hours.

All part time, indeterminate employees who have completed their Probationary Period shall receive sick leave credits at the rate of one-half (0.5) day for each calendar month in which the employee receives pay for at least one-half of their regular monthly hours.

An employee's regular hours of work, as outlined in Section 3, will be used to determine their allocation of sick leave hours.

Time off compensable from WSIB can be borrowed from sick leave until WSIB benefits are approved.

6.2.1 Sick Bank

Full-time employees may accumulate to a maximum of one hundred and thirty (130) sick leave days.

Part-time employees may accumulate to a maximum of sixty-five (65) sick leave days.

6.2.2 Proof of Illness

Sick leave is to be used only when the employee is personally sick. Any consecutive sick leave of absence beyond three (3) days shall require the submission of a doctor's certificate to maintain eligibility for sick leave credits, as determined by the Administrator. The Municipality reserves the right to request a medical certificate from the first day of sick leave.

6.2.3 Sick Leave During Layoff

When an employee is laid off on account of lack of work, they shall not receive sick leave credits for the period of such absence but shall retain their cumulative credit, if any, existing at the time of such layoff.

An employee who has used up all their sick leave credits and through illness or injury, is unable to return to work, will be placed on leave of absence, during which period they will not receive pay, vacation service credits, holiday pay, or sick leave credits or any clothing or safety footwear allowance.

6.3 Long-Term Disability

6.3.1 An employee absent from work due to illness or injury and not in receipt of Workers' Compensation benefits, shall have their coverage for the benefit as outlined in Section 6.1 of this Policy Manual continued for a period of four (4) months from the first day of absence. If the employee does not apply and/or is not approved under the Long-Term Disability Plan, the employee may continue their participation in the benefit plans by assuming responsibility for 100% of the premium costs.

6.3.2 If upon expiration of the four (4) month period, the employee files a claim for Long Term Disability benefits and such claim is accepted by the Insurance Underwriter, their participation in the benefit plans will be continued for a further period of twenty (20) months.

6.3.3 If an employee continues to qualify for Long Term Disability benefits beyond the twenty-four (24) month period, they may continue their participation in the benefit plans for so long as they qualify for Long Term Disability benefits by assuming responsibility for 100% of the premium costs.

- 6.3.4** Employees who are in the appeal process for the Long-Term Disability benefits may continue to participate in the benefits plan by assuming responsibility for 100% of the premium costs, provided such practice does not violate terms of the agreement with the carrier as per the current agreement.
- 6.3.5** An employee in receipt of Long-Term Disability benefits shall be considered on leave of absence without pay. During such period, an employee will not receive vacation credits, holiday pay, or sick leave credits.
- 6.3.6** An employee receiving Long Term Disability benefits shall have the right to reclaim the job they were performing at the onset of disability or, if this job is no longer available, a comparable job at a comparable rate of pay, during the twenty-four (24) month period commencing with the onset of disability.

6.4 WSIB Disability

An employee receiving temporary or permanent disability benefits from the Workplace Safety and Insurance Board, in consideration of an illness or injury sustained while employed by the Municipality, shall have the right to reclaim the job being performed at the onset of disability or, if this job is no longer available, a comparable job at a comparable rate of pay. Such employee shall also be entitled to have their participation continued in the Municipal Group Benefit Plans as per this Policy. An employee's entitlement to the privileges set forth in this clause shall be limited to a period of twenty-four (24) months from the onset of disability.

If an employee continues to qualify for Workers Safety and Insurance Benefits beyond the twenty-four (24) month period, they may continue their participation in the benefit plans for so long as they qualify for Workers Safety and Insurance Benefits by assuming responsibility for 100% of the premium costs.

6.5 Supplemental Unemployment Benefit (SUB)

It is the goal of the Municipality to subsidize employees up to 75% of their gross pay, inclusive of amounts received through Employment Insurance (EI) benefits, while they are on maternity/parental leave. The Municipality is meant to gain from this program as it influences career continuity, which helps retain experienced employees and reduce retraining or new hiring.

- It is the employee's responsibility to provide the Municipality with proof of application for, and receipt of, Employment Insurance Benefits to receive payment under the SUB plan.
- Except in certain cases, employees must inform the Municipality in writing a minimum of two (2) weeks before beginning a pregnancy or parental leave. Employees must also provide the Municipality with a minimum of four (4) weeks written notice if they are changing the end date of their leave.
- Eligible employees will receive top-up as specified in this policy with the understanding that the employee is expected to return to work for the Municipality for a period equal to the period in which they received the maternity or parental allowance or a minimum of six (6) months, whichever is longer.

- Should an employee receiving payment under the SUB plan fail to return to work, they will be indebted to the Municipality for all SUB payments made to them as per payroll calculations.
- The employee shall be reinstated to their former position and salary, unless the position has been discontinued. In that event, the employee will be given a comparable position in the same salary grade without loss of salary.

6.6 Clothing/Boot Allowance

All full-time employees required to wear safety boots shall be reimbursed up to \$250 per calendar year upon presentation of a receipt.

Full time Public Works and Landfill employees will be provided with a uniform service for the supply of shirts, pants, and coveralls with cleaning included.

All Public Works, Landfill, Building Official, Bylaw Enforcement Officer, and Arena employees will be provided with a winter parka, and all Road and Landfill, Building Official, and Bylaw Enforcement Officer employees will be provided with a summer jacket to be purchased by the Municipality and which will be replaced by the Municipality on an as needed basis as determined by the Municipality, provided that the garment is not damaged due to employee negligence.

6.7 Benefits – 65 and over

An employee who chooses to continue working for the Municipality beyond age 65 shall have their coverage, excepting Long Term Disability, continue on the same basis as that of current full-time employees and the Municipality shall pay the same premiums as those being paid on behalf of current employees.

For greater clarity, Long Term Disability coverage will not be provided to an employee who continues to work for the Municipality beyond their sixty-fifth (65th) birthday.

6.8 Pension Plan

Participation in a pension, administered by and in accordance with the provisions of the Ontario Municipal Employee's Retirement System (OMERS), is compulsory for every full-time employee of the Municipality from the date of hire. Participation in OMERS is optional for all other employees. Optionally enrolled employees must opt into membership status at time of hire.

Normal retirement under the OMERS Plan is age 65. Active membership in OMERS may continue until the employee retires, or no later than November 30th of the year in which they turn 71.

6.9 Vacations

For the purposes of this Section, the vacation entitlement year is defined as January 1 to the following December 31. Vacation time is credited on the earlier of January 1 or the first day of employment, based on the period of employment as of December 31 of the preceding year. For any stub periods of employment, as defined in the Employment Standard Act, prorated vacation entitlements will be provided based on the period of employment.

Calculations will be rounded up to the nearest half hour.

Full-time, indeterminate employees shall receive their vacation entitlements as follows:

Completed years of service at the preceding December	Vacation Entitlement
31	
Zero to two years	10 days
Three to five years	15 days
Six to ten years	18 days
Eleven to fifteen years	21 days
Sixteen years and over	27 days

For the purposes of this entitlement, a vacation day shall be calculated as one-fifth of an employee's regularly scheduled weekly hours of work.

An employee who receives a greater entitlement upon commencing employment shall receive increments in their vacation entitlement as stipulated in their employment agreement.

Employees in any other Employment Classification shall receive vacation pay on gross earnings, in lieu of paid time off. The vacation pay rate is set on January 1 of each vacation entitlement year, based on each employee's period of employment as follows:

Completed years of service at preceding December	Vacation Pay Entitlement
31	
Zero to four years	4%
Five to nine years	6%
Ten to fourteen years	8%
Fifteen to nineteen years	10%
Twenty years and over	12%

An employee's vacation pay shall be paid when vacation is taken. Employees must obtain advance approval from their Supervisor for any vacation time request. Every reasonable effort will be made to accommodate an employee's vacation request, but approval resides with the employee's Supervisor and is subject to operational requirements.

No more than four (4) weeks vacation shall be taken consecutively without the approval of the Administrator.

6.9.1 Vacation Pay on Termination

Upon termination of employment, an employee will receive payment for any accrued and unused vacation. Entitlements will be recalculated for the stub period of employment. Any excess of vacation pay received in the year will be deducted from other earnings owed upon separation of employment, if available.

6.9.2 Banking Vacation Credits

An employee shall be entitled to carry forward a maximum of ten (10) working days vacation past the end of the vacation entitlement year. The banked vacation shall be taken within any of the following two (2) vacation entitlement years at the rate of pay prevailing when the vacation is taken.

The employer has an obligation under the Employment Standards Act to ensure vacation time is scheduled and taken prior to the end of the authorized period. Section 35 of the Act provides the employer with the right to schedule vacation time on behalf of the employee.

6.9.3 Approved Leave of Absence During Vacation

When an employee becomes entitled to sick or bereavement leave, while on scheduled vacation time, there shall be no deduction from vacation credits for the period of illness and/or bereavement. By mutual agreement, the period of vacation so displaced shall either be added to the vacation period or reinstated for use at a later date. Upon request, satisfactory evidence of illness shall be provided to the employee's Supervisor.

6.10 Bereavement Leave

- a) An employee shall be granted five (5) consecutive working days of paid leave immediately following the date of death of an employee's child, parent, grandchildren, and/or spouse or common law partner.
- b) An employee shall be granted three (3) consecutive working days of paid leave immediately following the date of death of a brother, sister, mother-in-law, father-in-law, son-in-law, daughter-in-law, sister-in-law, brother-in-law, and grandparents.
- c) In the case of the death of a relative not included in a) or b) above, the Municipality may grant one (1) paid day off to permit the employee to attend the funeral of such relative.
- d) An employee may elect to defer days of their bereavement leave to be used for the attendance at the actual interment.

In addition to the entitlement in a) and b), at the discretion of the Administrator an employee may be granted up to an additional three (3) days unpaid leave for any extenuating circumstances.

6.11 Time Off for Elections

The Municipality shall ensure that employees are provided with three (3) consecutive hours before the closing of the polls in any federal, provincial, or municipal election to vote. An employee will be paid for these three (3) hours.

6.12 Paid Jury or Court Witness Duty Leave

An employee who is required to serve as a juror, or as a witness under subpoena in relation to any matter arising out of their employment with the Municipality, shall receive payment for lost time equivalent to the difference between their normal earnings for a scheduled day of work and the amount received for such service, excluding payments for travel, meals, or other expenses. The employee shall provide the Municipality with proof of such service and the amount of pay received.

6.13 Education Leave and Examinations

With the written consent of the Administrator, an employee may be granted leave of absence with pay to write examinations to upgrade their employment qualifications, and such approval shall not be withheld unreasonably.

6.14 General Leave

An employee may be granted leave of absence without pay when, in the opinion of the Administrator, such leave is for good and sufficient cause. Requests for leave will be judged on their merit, with consideration given to individual circumstances such as the purpose for which the leave was requested, the performance and length of service of the employee, the frequency with which such requests are made, and the operational impact of the employee's absence. Such request shall be made to the Administrator in writing.

There are many leaves listed in the Ontario *Employment Standards Act* that are not outlined in this Policy. All ESA guidelines will be followed when a written request is received by the Administrator.

6.15 Personal Leave

All indeterminate employees shall be granted personal leave credits in each calendar year. Employees shall be credited one (1) day on the later of January 1 or three (3) months following the date on which employment commences; and one (1) day upon completion of six (6) months of continuous employment in the calendar year.

Personal leave credits are not cumulative, and all unused credits at the end of the calendar year shall be forfeited.

6.16 Proper Training

No employee shall be required to work on any job or operate any piece of equipment until they have received proper training and instructions.

6.17 Health & Safety Clothing, Tools, Equipment and Protection

The Municipality shall provide essential and necessary tools, safety equipment, and clothing as required. The employee shall be responsible for using the tools and safety equipment provided and for wearing the protective clothing supplied.

6.18 Injury Pay Provision

An employee who is injured or made sick during working hours and is required to leave for treatment or is sent home as a result of such injury or sickness, shall receive payment for the remainder of the shift at their regular rate of pay without deduction from sick leave. If a doctor or nurse states that the employee is fit for further work on that shift and a document stating so has been provided to the employee by the attending caregiver, sick leave credits will be deducted for time lost.

6.19 Transportation of Accident Victims

Transportation to the nearest physician or hospital for employees requiring medical care as a result of a work accident shall be at the expense of the Municipality.

Section 7: Employee Relations	Policy Number: – Sections 7.0 to 7.7
Effective Date:	Revision Date:
Municipality of Powassan	Page: 1 of 3

Workplace Discrimination and Harassment Policy- Attached.

7.0 Responsibility of Council and Management to Follow the Workplace Discrimination and Harassment Prevention Policy

Council and Management staff are responsible for ensuring that a respectful, harassment and violence free environment is maintained in all facilities and programs. Specifically, management is responsible for:

- Ensuring that complaints of discrimination, harassment or violence are referred in a confidential manner to the Administrator for resolution and/or investigation.
- Ensuring that no reprisals are suffered by any individual who has complained or provided information in good faith pursuant to this policy, and taking appropriate action in the event that they become aware of reprisals; and
- Modeling the kind of respectful behaviour expected of employees, members of Council, and volunteers of the Municipality.

7.1 Responsibility of Paid Staff and Volunteer Staff

All staff and volunteers have a responsibility for understanding how to maintain a discrimination and harassment free workplace and prevent incidents of potential or actual violence. They have an obligation to bring to management's attention any discrimination, harassment, or threats of violence that they witness. In dealing with other employees, Council members, volunteer staff, members of the public, all employees will not harass, discriminate against, or act in an abusive manner towards any individual or group. Attitudes and behaviours that are not supportive of the dignity and self-esteem of all individuals will not be tolerated. If harassment, discriminatory or abusive behaviour is substantiated, corrective or disciplinary action will be taken up to and including dismissal.

7.2 Conflict Resolution

The Municipality believes in resolving employee concerns and disputes related to their employment relationship in a prompt and equitable manner. Employees who express any concerns, or lodge a formal complaint under this policy, or who provide information regarding a complaint, may do so without fear of retaliation or reprisal. Any such conduct will be subject to immediate corrective action. Employees with a complaint or dispute are first urged to contact their immediate supervisor about the problem. If the supervisor is unable to satisfactorily resolve the matter, or if the supervisor is the subject of the employee's dispute or grievance, the employee is encouraged to discuss the problem with the Administrator. A formal complaint may be lodged in person or in writing. Employees who believe that they have legitimate complaints or concerns are encouraged to use these procedures, without fear of reprisal or recrimination.

7.3 Responsibility of Clients and Members of the Public

It is expected that those members of the community using or accessing the Municipality's facilities, services, and programs, or dealing with the Municipality and its staff in any matter, will not harass, discriminate against, or abuse any individual or group. If complaints or harassment are substantiated, the person/group will be asked to leave the program or

facility, and for serious or repeat offenders, their involvement with the Municipality may be suspended or terminated.

7.4 Discrimination Free, Harassment Free Workplace and Accommodation Programs

Under the Ontario [Human Rights Code](#) and the [Occupational Health and Safety Act](#), every person has the right to freedom from harassment and discrimination.

Harassment and discrimination will not be tolerated, condoned, or ignored at the Municipality. If a claim of harassment or discrimination is proven, disciplinary measures will be applied, up to and including termination of employment.

7.5 Possibility of Domestic Violence in the Workplace

Any employee who is experiencing domestic violence that exposes them to physical injury in the workplace, is experiencing domestic violence in the workplace, or believes that domestic violence in the workplace is likely to occur, should seek immediate assistance from their Supervisor or Administrator.

A safety plan will be developed by the employee and their Supervisor and/or Administrator.

7.6 Alcohol and Drug Abuse

The Municipality has a zero-tolerance policy concerning alcohol and drug use while at work. Staff shall not use alcohol or drugs at work, and shall not show up for work while under the influence of drugs and alcohol. Any employee caught in contravention of this policy will be immediately sent home, without pay. A meeting will be scheduled for the next day between the employee and their Supervisor to address the incident, develop an action plan to assist the employee to address any concerns, and may result in corrective discipline up to and including dismissal.

The Municipality's comprehensive Substance Abuse Policy and Procedure manuals are attached to this Human Resources Policy Manual.

7.7 Progressive Discipline

When dealing with disciplinary issues, the Municipality attempts to take a progressive discipline approach. *Progressive Discipline* is the process of taking progressively stricter action when an employee fails to correct a problem in their performance or behavior after being given reasonable time to do so.

Employees shall perform their assignments within the specifics of the position description. Employees who consistently fail to conform to the specifics of their position description or exhibit inappropriate behavior or poor performance shall be required to meet with the Administrator and/or their Supervisor. This meeting, considered counselling or verbal warning, will attempt to identify the problems, find ways to improve the situation and suggest adequate solutions, concluding with a recommended course of action and an appropriate period in which the employee will be expected to improve to the satisfaction of the Municipality. Details of the meeting will be documented, signed by all parties as a correct representation of points discussed, and placed in the employee's personal file.

If the situation persists, a written reprimand and warning will be given to the employee by the Administrator and will be supported by written documentation distributed to the employee with a copy signed by both parties put in the employee's file. The procedure for both the verbal and written reprimands are set forth in section 7.7.1.

If the employee's inappropriate behavior or performance continues, the employee will be warned of dismissal with written documentation distributed to the employee and a copy signed by both parties put in the employee's file. Dismissal shall only occur when all other efforts to correct the problem have failed.

In some circumstances the progressive approach is not an option. This is determined on a case-by-case basis by the Administrator.

7.7.1 Reprimand

All verbal and written reprimands will be made by the Supervisor and/or Administrator:

Step 1 is a verbal warning which will:

- a) Clarify area or behaviour to be improved.
- b) Clarify what is expected, when it is expected, how future performance will be measured, when the next follow-up meeting will occur, and where the employee can seek further advice or assistance to help them reach satisfactory performance.
- c) Clearly identify the amount of training, knowledge and experience the employee may need to help them improve performance including further skills, knowledge and/or resources, how they will be provided with support to meet expectations.
- d) Clarify that lack of sufficient improvement may result in further discipline up to and including dismissal.
- e) Clarify next meeting date to review results.

Notes of the meeting will be kept, and a copy provided to the employee.

Step 2 is a written warning which will:

- a) Clarify area(s) to be improved.
- b) Clarify what is expected/when it is expected, how future performance will be measured, when the next follow-up meeting will occur, where the employee can seek further advice or assistance to help them reach satisfactory performance.
- c) Clearly identify the amount of training, knowledge and experience the employee may need to help them improve performance including further skills, knowledge and/or resources, how they will be provided with support to meet expectations, how improvement will be measured and clarify next meeting date to review results.
- d) Clarify that lack of sufficient improvement may result in further discipline up to and including dismissal.

7.7.2 Suspension/Probation

Any decision to suspend with or without pay shall be made by the Administrator after reviewing the situation with the employee's Supervisor. The decision shall be confirmed in writing and refer to the requirements of Section 7.7 of this Policy.

7.7.3 Dismissal

Where deemed necessary by the Administrator, an employee's employment with the Municipality may be terminated. Additional detail regarding the termination process is outlined in Section 8.4 of this Manual.

Section 8: Termination of Employment	Policy Number: – Sections 8.0 to 8.4
Effective Date:	Revision Date:
Municipality of Powassan	Page: 1 of 2

8.0 Termination

While the Municipality hopes that the employment relationship is a long and mutually satisfying one, the Municipality can make no assurances concerning the duration of an employee's employment with the Municipality. Either the employee or the Municipality may terminate employment at any time without notice, except as outlined below or that which may be required by applicable legislation such as the [Employment Standards Act](#).

8.1 Resignation

All non-management employees are required to give a minimum of two (2) weeks notice, in writing, to their supervisor or Administrator stating their intention to leave employment. Management employees are expected to provide the Administrator a minimum of one (1) month's notice, in writing.

The effective date of the termination is the last scheduled working day.

8.2 Retirement

Employees that wish to retire must notify their supervisor or Administrator in writing. Employees are encouraged to provide sufficient lead time in advance of their retirement, to allow time for the processing of CPP and/or pension benefits.

The notice requirements in the event of retirement are the same as outlined in Section 8.1.

8.3 Staff Reduction

The Municipality understands that employment security is important to its employees, and for continuity of operations. Operational requirements will, when necessary, be used to identify positions to be eliminated.

In circumstances where employment must be terminated, there is a legal obligation to provide reasonable notice of termination of employment. The [Employment Standards Act](#) specifies the minimum statutory notice period, dependent on length of service.

8.4 Termination from Employment

An employee may be dismissed with or without cause, by decision of the Administrator, if it has been agreed that all steps of the Employee Relations policy (Section 7) have been completed or for gross misconduct. Reasons for dismissal could include, but are not limited to, physical or verbal abuse of clients or staff members, continual unreliability, breaches of confidentiality, theft, fraud, illegal activity, falsification of records, contributing to a negative work environment, or inability to perform the essential duties of the position.

Immediate termination for just cause is without warning and occurs when conduct on the part of the employee is incompatible with their duties and fundamentally violates the employment contract.

When this occurs, the employment relationship is too fractured to expect the Municipality to provide a second chance. Situations which may result in termination for just cause include stealing, assaulting employees or clients, and gross insubordination.

Where dismissal is determined to be appropriate, a letter signed by the Administrator shall be personally issued to the employee, or where such employee is unavailable, a registered letter shall be sent to the employee concerned outlining the terms of the dismissal and the reasons for the dismissal.

Section 9: Health and Safety	Policy Number: – Sections 9.0 to 9.4
Effective Date:	Revision Date:
Municipality of Powassan	Page: 1 of 2

9.0 Health and Safety

Employees of the Municipality must take reasonable precautions to ensure that the workplace is a safe and healthy environment, which is a cornerstone to providing exceptional services. The Municipality will, at a minimum, meet all legislated standards, rules and regulations as set out in the Ontario Occupational Health and Safety Act, and all other related regulations and standards.

All employees, contractors/subcontractors, volunteers, and contract workers have a responsibility to observe all rules and procedures of the Municipality as well as all applicable legislated standards and guidelines.

The Municipality is accountable for the health and safety of the employees, including providing and maintaining safe operating equipment.

The Municipality recognizes and supports the efforts of the Health and Safety Committee (“HSC”) and firmly believes that all accidents and illnesses can be controlled, reduced or eliminated. All measures will be taken to investigate accidents, to determine root causes, and take a preventive approach to accident reduction.

Health and safety training and education will play a key role in informing the employer, supervisor and workers of their health and safety rights and responsibilities, so they may be empowered to participate in our health and safety program. All employees must keep up with health and safety training as required.

Employees who have health and safety concerns or identify potential hazards should contact the HSC, their Supervisor or the Administrator immediately.

9.1 Health and Safety Protocols

Any accident that results in a workplace injury, or that could cause a disabling injury or property/equipment loss, must be reported immediately to the employee's immediate supervisor. Once reported, an Accident/Incident Report Form must be completed and filed with the Administrator within 24 hours. At a minimum, and in all cases, accident and/or injury reporting shall comply with the requirements of the Ontario Occupational Health and Safety Act and the Workplace Safety and Insurance Act, 1997.

9.2 Emergency Management

The Municipality strives to be prepared for any emergency and to ensure that employees are aware of their role in and response to emergencies and disasters occurring within the Municipality and the surrounding area.

The Emergency Response Manual and Procedures will be reviewed annually by the Emergency Management Committee (“EMC”). The EMC will ensure that all employees have access to a copy of the Emergency Response Manual. This will be kept in an easily identifiable and accessible location for all employees and contractors.

In case of emergency, employees will follow the protocols and practices as outlined in the Emergency Response Manual. Failure to follow this policy could result in disciplinary action.

9.3 Responsibilities

It is everyone's responsibility to ensure they maintain a safe and healthy environment for all employees and patients and to report any potential hazards and/or incidents.

It is the Administrator's responsibility to:

1. Perform regular workplace inspections
2. Work with the HSC to develop written safe work practices
3. Observe workers completing tasks to ensure correct processes are followed
4. Correct substandard acts and conditions
5. Ensure the HSC and Supervisors are conducting training and information sessions
6. Provide Health and Safety information to the HSC including a summary of incidents occurring at the workplace.

It is the Supervisor's responsibility to:

1. Ensure that a worker uses or wears the equipment, protective devices or clothing that is required to be used or worn
2. Advise a worker of the existence of any potential or actual danger to the health and safety of the worker of which the Supervisor is aware.
3. Take every precaution reasonable in the circumstances for the protection of a worker.

It is the employee's responsibility to:

1. Complying with the OHSA, its regulations and the policies and procedures of the Municipality.
2. Reporting violations of the OHSA, defective equipment, and actual or potential hazards to a supervisor or the employer.
3. Wearing protective clothing and using protective equipment correctly, as required and provided.
4. Operating equipment and using devices safely.
5. Applying knowledge learned at health and safety training.

It is the HSC and Administrator's responsibility to ensure all policies, legislation, rules and regulations are implemented and updated as necessary and ensure all tasks are being completed properly, and that all employees, contractors/subcontractors, volunteers, and contract workers are aware of all policies, legislation, rules and regulations.