

CORPORATION OF THE TOWNSHIP OF RUSSELL

By-law # 2018-116

Being a by-law to adopt the new Human Resources Working Conditions Program Procedures and Benefits for municipal employees of the Township of Russell pursuant to the *Ontario Municipal Act, 2001*, S.O. 2001, c. 25 and the *Employment Standards Act, 2000*, S.O. 2000 c.41.

WHEREAS Section 11(2)(6), of the *Ontario Municipal Act, 2001*, S.O. 2001, c. 25 as amended provides that a Municipality may pass by-laws respecting health, safety and well-being of persons; and

WHEREAS *Bill 148, the Fair Workplaces, Better Jobs Act, 2017* received Royal Assent on November 27th, 2017, and is an *Act* to amend various statutes to the *Ontario's Employment Standards Act, 2000*; and

WHEREAS the Council of the Corporation of the Township of Russell now deems it desirable to adopt the new Human Resources Working Conditions Program Procedures and Benefits for municipal employees of the Township of Russell; now therefore be it

RESOLVED THAT THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF RUSSELL ENACTS AS FOLLOWS:

1. **THAT** the new Human Resources Working Conditions Program Procedures and Benefits for municipal employees of the Township of Russell attached as Schedule "A" and forming part of this By-law be approved and adopted.
2. **THAT** By-law 2018-024, being a By-law to establish Human Resources Procedures and Benefits for municipal employees previously approved on February 20th, 2018 is hereby repealed in its entirety;
3. **THAT** By-Law 102-1996, being a By-Law to implement certain terms and conditions relating to methods of payment procedures for payroll earnings previously approved on November 25th, 1996 is hereby repealed in its entirety;
4. **THAT** this By-law shall come into force and effect on the day of its passing.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED
THIS 4TH DAY OF SEPTEMBER, 2018.



Pierre Leroux
Mayor



Joanne Camiré Laflamme
Clerk

**HUMAN RESOURCES WORKING
CONDITIONS PROGRAM FOR
EMPLOYEES OF THE
CORPORATION OF THE TOWNSHIP OF
RUSSELL**

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SECTION A – INTRODUCTION

1. Introduction

The purpose of the employee working conditions by-law is to establish and maintain harmonious and mutually satisfactory working conditions between the Corporation and its employees in the interest of efficient administration of the Corporation's municipal affairs and to establish and promote the well-being and security of all employees of the Corporation.

2. Review of Working Conditions

The Employer is responsible for reviewing, from time to time and/or when required, the working conditions provided for in this By-law and Schedules.

An employee or group of employees may propose amendments or additions to this By-law from August 1st to September 15th of each calendar year. They shall do so in writing to the Chief Administrative Officer and/or the Human Resources Coordinator. The proposals retained by the Chief Administrative Officer shall be submitted to Council for consideration before the end of calendar year or no later than March 31st in the year following the election of a new Council. If a department specific request is proposed, the CAO will be discussing such with applicable Department Head and management team.

3. Definitions

"Award" means an item given to an individual in recognition of the length of years of service;

"Confidential Information" means oral and written information or machine readable information belonging to the Township accessible to employees through the course of their employment at the Township;

"Conflict of interest" means a situation where an employee's personal relationship or financial interest could reasonably be seen as influencing the employee's duty to act in the best interest of the Township;

"Criminal Record Check" means type of check that will include the following information:

- a. Criminal convictions from the Canadian Police Information Centre, RCMP National Repository of Criminal Records and/or local police databases;
- b. Outstanding entries, such as charges, warrants, judicial orders, Peace Bonds, Probation and Prohibition orders; and
- c. Absolute and Conditional Discharges.

"Culpable absenteeism" means a form of misconduct that is dealt with through normal corrective discipline. In this type of absenteeism, the employee is able to come to work but deliberately absent themselves without valid reason;

"Employee" means a person, including an officer of the Township, who performs work for the Township of Russell;

"Employer" means the Corporation of the Township of Russell;

"Employment equity" means a process that recognizes the worth and dignity of each individual, that ensures equality of opportunity and strives for qualified workforce that represent the diversity of our community;

Non-culpable absenteeism means an absence from work, which is beyond the employee's ability to control. In this kind of absenteeism, the employee has a legitimate reason for the absence such as illness, injury or other personal circumstances;

"Personal belongings" means articles, which are the personal property of employees;

"Personal loss" means the destruction, damage or loss of employees' personal belongings;

"Protected leave" means leaves that are granted by the *Employment Standards Act*;

"Recognition" means acknowledging or giving special attention to employees;

"School appointments" means time required from a Township employee to attend a meeting or meet with school officials or teacher in regards to their child education concerns. It also applies to kindergarden, grade 6, 8 and 12 and any post-secondary graduations if it coincides with a normal working day;

"Vulnerable Sector Check" means type of check for the vulnerable sector screening to provide screening of individuals who intend on working or volunteering with the vulnerable sector. A vulnerable person is defined as all individuals who are less than 18 years of age and/or because of their age, a disability or other circumstance, whether temporary or permanent, are in a position of dependence or are otherwise at a greater risk than the general population of being harmed by a person in a position of authority or trust. A vulnerable sector check will include the following information:

- a. Criminal convictions from the Canadian Police Information Centre, RCMP National Repository of Criminal Records and/or local police databases;
- b. Outstanding entries, such as charges, warrants, judicial orders, Peace Bonds, Probation and Prohibition orders;
- c. Absolute and Conditional Discharges;
- d. Family court restraining orders;
- e. Criminal charges resulting in dispositions including, but not limited to, Stayed, Withdrawn, Dismissed, and cases of not criminally responsible by reason of mental disorder as listed on local indices;

- f. Police contacts including, but not limited to theft, weapons, sex offences, or violent, harmful or threatening behaviour;
- g. Police contacts including, but not limited to theft, weapons, sex offences, or violent, harmful or threatening behaviour, which may or may not have involved a mental health incident where no charges were laid; and
- h. Pardoned criminal convictions as per the Schedule of the *Criminal Records Act*.

SECTION B – EMPLOYMENT POLICIES

1. Employment Equity

The Township recognizes that meeting the objective of Employment Equity is best achieved in workplaces that promotes equality of opportunity in a positive and supportive working environment.

In compliance with the *Ontario Human Rights Code*, and the *Pay Equity Act*, the Township will make every effort to ensure:

- a. No one is discriminated against in their employment on the basis of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, record of offenses, marital status, family status or disability;
- b. Everyone is treated fairly with respect to all aspect of employment, including recruitment, application, selection, transfer, promotion, performance appraisal, salary or wages and benefits, training and development, termination and conditions of employment;
- c. Accommodation of individual needs is undertaken when an individual is qualified to perform the essential duties of the job but is disadvantaged because of race or colour, sex, or disability;
- d. Salary and wage scales are based on the value of the work performed regardless of the sex of the person doing the work;
- e. The workplace will be free of discrimination and harassment.

Refer to *Ontario Human Rights Code*, the *Pay Equity Act* and the Township's by-laws for rules of application and regulations as amended from time to time.

2. Probationary Period

The probationary period is an initial period of employment during which the Township carefully assesses new employee performance to determine whether the employee is able to adequately perform the role for which the employee was hired. During this period, the Township assesses the

full spectrum of job performance, including but not limited to the employee's ability to perform job duties, to learn and integrate a new work environment, the quality of work, attendance, professionalism.

Guidelines

- a. All new employees will serve a probationary period for the first (180) days of employment or as per employment contract starting as of first workday, during which time employee suitability for continued employment will be assessed. The employment contract probationary period shall prevail in cases it is different than (180) days.
- b. The employee's Department Head and/or Supervisor may extend this probationary period upon approval from the Chief Administrative Officer for staff reporting to Department Heads.
- c. Probationary employees will be subject to the probationary appraisal process and performance objectives as per the Probationary Appraisal section of the *Performance Appraisal By-Law 2017-023* and subsequent amending by-laws.
- d. Prior to completion of the probationary period, the Department Head and/or Supervisor will complete a probationary assessment form. The Department Head and/or Supervisor will forward the completed assessment to Human Resources Department, and advise the Human Resources Department of the employment continuation recommendation. The Human Resources Department will confirm the successful completion of the probationary period to the employee and place a copy of the confirmation in the employee's personnel file.
- e. Probationary employees may be terminated at any time, for just cause, and without notice and/or payment in lieu of notice or severance pay whatsoever, except payment of outstanding wages and vacation pay accrued to the date of termination.
- f. The employment of probationary employees may be terminated at any time and for any reason whatsoever, without cause, upon notice or payment in lieu of notice, if applicable, in accordance with Ontario's *Employment Standards Act, 2000*, as amended from time to time. Employees shall also be entitled to continuation of all benefits for the period required by the *Employment Standards Act, 2000*, as amended from time to time. Upon expiration of the notice period or payment in lieu of notice, as well as outstanding wages and vacation pay accrued to the date of termination, the employment relationship shall be wholly terminated. Probationary employees will have no other recourse or right to claim as a result of such termination whether at common law or under the *Employment Standards Act, 2000*, as amended from time to time.

3. Job Classification

Township of Russell believes that employees must be treated in a fair and equitable manner. Individuals holding similar positions in different groups within our organization must be treated as consistently as possible.

Guidelines

At Township of Russell, employees are classified into one of the following categories:

a. Permanent Full-Time

Full-Time employees are individuals permanently employed by the Township and who's regular workweek is between 35 to 40 hours on an on-going basis.

b. Permanent Part-Time

Part-time employees are individuals permanently employed by the Township who work less than the full-time organizational commitment, which is 35 to 40 hours per week on an on-going basis.

c. Temporary Full-Time

Temporary full-time employees are those individuals who are hired for a limited duration of time to fulfill temporarily organizational staffing needs. Temporary full-time employees will work full time hours for the duration of time required by the Township.

d. Temporary Part-Time

Temporary part-time employees are those individuals who are hired for a limited duration of time to fulfill temporary organizational staffing needs. Temporary part-time employees will work hours that are less than the Township commitment for the duration of time required by the organization.

e. Seasonal

Seasonal employees are individuals who are employed permanently on a full-time or part-time seasonal basis. As seasonal employees, they can expect to be continually recalled to work during their season of employment.

f. Student

An employee is considered to be of student employment status when the individual is currently enrolled in an educational institution and regularly attending classes while employed with the Township.

4. Working Hours

The Township believes it is important to establish office hours and work hours so that employees know the expectations of their job. We may require employees to work overtime during busy times in order to ensure that specific projects, priorities or assignments are completed on time.

Guidelines

- a. The Municipal offices will be opened to the public from Monday to Friday between 8:30 a.m. and 4:30 p.m.
- b. **Administrative employees** shall normally work 7 hours per day between the hours of 8:00 a.m. and 5:00 p.m. from Monday to Friday, for a total of 35 hours per week.
- c. **Public Works** Department employees, including the Supervisor, shall normally work 8 hours per day between the hours of 7:00 a.m. and 3:30 p.m. from Monday to Friday, for a total of 40 hours per week and is subject to work schedule rotation to meet operational needs during the winter maintenance and snow removal period. The administrative support staff shall work as per administrative employee schedule.
- d. **Public Utilities** Department employees, including the Supervisors, shall normally work 8 hours per day between the hours of 7:00 a.m. and 4:00 p.m. from Monday to Friday, for a total of 40 hours per week. The administrative support staff shall work as per administrative employee schedule.
- e. **Building and Planning Departments'** inspectors shall normally work 7 hours per day between the hours of 7:30 and 4:30 from Monday to Friday, for a total of 35 hours per week and is subject to changes to meet level of service needs. The administrative support staff shall work as per administrative employee schedule.
- f. **By-Law Department** officers, including the Supervisor, shall normally work 7 hours per day on one of the following shifts between the hours of 8:00 a.m. to 4:00 p.m., 8:30 a.m to 4:30 p.m., 9:00 to 5:00 p.m. or 1:00 p.m. to 9:00 p.m. from Monday to Sunday, for a total of 35 hours per week and is subject to work schedule rotation to meet operational needs. The administrative support staff shall work as per administrative employee schedule.
- g. **Parks and Recreation** Department employees shall normally work 8 hours per day between the hours of 7:30 a.m. and 4:00 p.m. from Monday to Friday, for a total of 40 hours per week and is subject to changes to meet operational needs. Administrative support staff shall work as per the administrative employee schedule or other schedule that meet operational needs.
- h. **The Townhall Custodian** shall normally work 7 hours per day between the hours of 5:00 a.m. and 1:30 p.m. from Monday to Friday, for a total of 40 hours per week.
- i. **Daycare Department** employees including the Supervisors shall normally work 7 hours per day between the hours of 6:30 a.m. and 6:00 p.m. from Monday to Friday, for a total of 35 hours per week.

5. Eating Period

The Township will provide employees with an eating period during their shift. Eating periods are unpaid and is not to be considered to be working time.

Guidelines

Employees scheduled to work a full regular shift are entitled to a sixty (60) minute unpaid eating period.

- a. Certain Public Works and Parks and Recreation Departments employees as well as the Townhall Custodian are entitled to a thirty (30) minute unpaid eating to meet operational needs.
- b. Employees may choose to eat their meal at their desk but if they are to do so, it is not permitted to eat before or after their eating period so to extend the time allocated for the eating period or break.
- c. The Township will further recognize that employees may wish to perform physical exercise during their eating period and may allow employees to extend their eating period by accumulating their fifteen (15) rest periods from time to time and is subject to their Department Head and/or Supervisor's approval.
- d. The time of the eating period shall be established by the Department Head and/or Supervisor in line with operational requirements. Employees are not allowed to forego their eating period and are not allowed to shorten their workday if they forego their eating period.

6. Orientation

The Township will provide an orientation program to ensure that all employees are provided with orientation designed to familiarize new employees with the services and functions provided by the Township, and to effectively orient them to their responsibilities. Orientation shall cover information concerning policies and procedures, occupational health and safety, as well as organizational goals. The Township will integrate new employees in a manner that will generate a positive and lasting employment relationship.

The orientation program is also intended to provide for legislative compliance and protection of the health and safety of employees and others that may work on premises by ensuring that all health and safety training is conducted for employees before the assignment of regular work.

Guidelines

- a. Department Heads and/or Supervisors are responsible in:
 - i. Developing and providing an effective orientation program to new employees and ensure that any training deemed necessary is scheduled and/or provided;

- ii. Ensuring the achievement of training objectives in a timely manner, for tracking and summarizing training evaluations from employees and for managing training budget;
 - iii. Ensuring accurate and complete records of employee training are maintained with legislated requirement;
 - iv. Providing the Human Resources Department with all employees' completed training achievements and provide copies of certifications where applicable.
- b. The Human Resources Department is responsible, with the collaboration of Department Heads and/or Supervisors, to provide the following but is not limited to:
 - i. Orientation Guide;
 - ii. All relevant policies and procedures;
 - iii. Copy of the Township organizational chart;
 - iv. Copy of job description;
 - v. Employee Assistance Program (EAP) documentation;
 - vi. Office keys, FOBs and alarm code(when applicable);
 - vii. Business cards (when applicable);
 - viii. ID Card (when applicable);
 - ix. Cellular phones (when applicable);
 - x. Gas codes (when applicable);
 - xi. Corporate credit cards (when applicable).
- b. The Payroll Department is responsible in:
 - i. Registering and providing the new employees with the group insurance booklet and documentation;
 - ii. Registering and providing new employees OMERS documentation;
 - iii. Providing all relevant documentation for payroll purposes.
- c. Employees are responsible, in consultation with their Department Head and/or Supervisor, in identifying training objectives and development requirements.

7. Job Descriptions

The Township is committed in maintaining up-to-date and accurate job descriptions for every role within the organization. Each employee shall be provided a copy of his/her position's job description when they commence that position.

Refer to the Job description policy and procedures for guidelines.

8. Confidentiality Policy

The Township is committed to protecting and handling client and employee information in a confidential and appropriate manner. It is understood that Township employees will become aware of confidential information regarding clients through the course of their employment.

Guidelines

- a. Confidential information includes, but is not limited to, privileged information, draft by-laws or staff reports, third party information, personal information, technical, or financial information and any other information collected, obtained or derived for or from the Township records that must or may be kept confidential under the *Municipal Freedom of Information of Privacy Act, 1990*, or the *Personal Health Information Protection Act, 2004*.
- b. A Township employee may not, during the term of his or her employment or any time thereafter, directly or indirectly use or disclose any confidential information obtained by him or her during the course of his or her employment with the Township to another person or entity unless the law requires the employee, or is authorized by the Township. The obligation to maintain confidentiality, except as required or permitted by law or the Township, continues after the employee leaves the Township.
- c. All employees, as a condition of employment, shall sign the Confidentiality Agreement during their initial hiring documentation and any time thereafter when an updated version requires signature.

9. Conflict of Interest

The Township recognizes the importance of protecting the Township while preserving the rights of employees to participate as private citizens in the life of the community. However, employees cannot participate in an activity that puts them in a conflict of interest situation. Such a situation will arise where employees use knowledge or information gained through employment to further a personal interest or the interest of some other person or entity.

Guidelines

- a. It is expected that the employee's time/labour/skill and attention will be devoted to the business of the Township during working hours.
- b. The Township's property, materials and services can only be used by employees in the fulfillment of their employment duties.
- c. Employees are responsible for identifying their own potential conflict of interest activities.
- d. Employees must consult with their Department Head and/or Supervisor prior to engaging in any activities that may be perceived by the public as a conflict of interest.

- e. Employees may not act as advocates on behalf of community groups/organizations or groups of individuals/residents with regard to Township matters unless they are requested or required to do so.
- f. Employees should refuse to take part in an activity or sit on a committee where a potential conflict of interest exists.
- g. Employees will be required to complete and sign the declaration of interest upon hiring and will be required to declare any new conflict of interest during their employment with the Township. Signed declaration of interest will be kept within the HR department.

10. Criminal Checks

The Township will comply with all federal and provincial legislation regarding the protection of human rights for applicants and/or employees when conducting any type of record check. The Township strives to hire the most qualified individuals to fill positions that will contribute to the overall success of the organization and will ensure the safety and well-being of the Township's residents. Record checks act as an important part of the selection and retention process at the Township. This requirement must be met for candidates of all positions, including full-time, seasonal, part-time, students and volunteers.

A. Guidelines for new hires

- a. A record check is required from all persons 18 years of age or over.
- b. Date of record check must not date more than six (6) months of the date of hire.
- c. The Township shall only request that a candidate consent to a record check following standard hiring procedures, and will only be required on successful candidate after providing the candidate with a conditional verbal or written job offer.
- d. The Township will explain to the successful candidate what type of record check is required, and why it is requested.
- e. The Township will carefully review all the information before making a final offer.
- f. Although disqualification from employment is possible, a previous conviction does not automatically disqualify an applicant from consideration for employment with the Township. Based on a variety of factors (e.g. the nature of the position, the nature of the conviction, when the conviction occurred), the candidate may retain eligibility for employment with the Township. The Township shall review the results of the record check to see if it is relevant to the job. In the event that the results of a record check are not satisfactory for the position, the Township will withdraw any conditional offers made.

- g. If an applicant attempts to withhold information or falsify information pertaining to any previous convictions, the applicant will be disqualified from further employment consideration in any position with the Township due to falsification of an application.
- h. It is the responsibility of the candidate to incur all costs related to obtaining a Police Background Check.
- i. The Township shall ensure that all applicant information is kept confidential.

B. Guidelines for current employees

- a. Record checks are not required for current employees when they apply for another position with the Township unless such new position is in a vulnerable sector of the Township.
- b. The Township will incur all cost of subsequent Record check for existing employees.
- c. Employees who are convicted of criminal charges must report their convictions to their Department Head and/or Supervisor.
- d. Employees will be required to sign an *Offence Declaration Form* each year confirming that there have been no changes to their criminal record.
- e. The Township shall ensure that all applicant information is kept confidential.

11. Provision of External Employment References

The Township believes that employment reference checks are an important tool and key element in the recruitment and selection process.

The Township may release employment references on current and former employees to prospective Employers only with permission of the individual involved. References will be released without malice and in confidence to potential Employers.

Guidelines

- a. The employee or former employee must provide the Township with written permission to provide a reference.
- b. Employment references will only be provided by the current or former employee's Department Head and/or Supervisor.
- c. Upon providing a verbal reference, the Department Head and/or Supervisor will record the date, time, name of person and organization the reference was provided to. A copy of this documentation will be retained in the employee's or former employee's personnel records.

- d. Copies of all written references provided by Department Head and/or Supervisors will be retained in the employee's or former employee's personnel record.
- e. For an internal position within the Township, the employee will be advised that if they are being considered for an internal competition, internal references, their personnel file, including documented performance appraisals, documented disciplinary action, and attendance records shall be made available to the hiring department and, will form part of the hiring decision for the new position.

12. Employee Authorization Request for Credit Checks

Employee personal or identifying information such as names, addresses, phone numbers or salaries will be treated in restrictive and confidential manner. The Township will only supply such information for a credit check if the employee in question has provided the Township with a written authorization.

Guidelines

- a. The employee must provide the Payroll Analyst and/or HR Coordinator with a signed release of information agreement form in order for the Township to supply the required information. The written authorization shall state the name and company of the inquirer, the list of information to be disclosed or for which will be solicited.
- b. A copy of the signed release of information agreement will be place in the employee's personnel record.

13. Termination

The decision to terminate any employment relationship is one that the Township reviews and considers with care and ultimately with the best interests of the Township and the constituency it serves in mind.

Termination of employment for cause applies in situations such as, but not limited to, acts of willful misconduct, disobedience or willful neglect of duty (i.e. theft/damage of Township or personal property, sexual harassment (as per policy), gross misbehavior, insubordination). In such circumstances, no warnings are needed before termination.

Termination of employment without cause may result from, but is not limited to restructuring, workforce reduction, redefinition of responsibilities, and elimination of a position, budgetary considerations, or establishment of new qualifications for a position.

Guidelines

- a. When an employee is terminated for cause, the employee is not entitled to any notice of termination, pay in lieu of notice of termination, or severance pay, if applicable, except payment of outstanding wages and vacation pay accrued to the date of termination.

- b. When an employee is terminated without cause, he/she will be provided with at least the minimum amount of notice of termination or pay in lieu thereof, and if applicable, severance pay required by the ESA, as amended from time to time. Benefit coverages will be maintained during the notice period as required by the ESA.
- c. Probationary employees may be terminated in accordance with the Probationary Employee section in this By-law.
- d. Upon termination, employees will be paid all wages, including vacation pay, they have earned but not been paid as of the date of their termination.
- e. Upon termination, all Township property shall be returned on your final day of employment. This includes, but is not limited to office keys, uniforms, office FOB, information systems passwords and codes, software and other equipment, documents and files.

SECTION C – PAY AND PERFORMANCE POLICIES

1. Pay Distribution

The Employer will ensure a pay distribution process by which departments will communicate, to the payroll department, their employees' hours worked per pay period. The payroll department shall ensure that employees receive their pay as per guidelines.

Guidelines

- a. The Employer will use a bi-weekly direct deposit payroll system.
- b. Timesheets must be submitted to the payroll department no later than 10:30 a.m. the Monday after the pay period unless requested otherwise.
- c. Paper or e-Pay stubs will be distributed to staff on or before the payday.
- d. As required by *Ontario laws*, all mandatory taxes and/or garnished payments will be deducted from each pay cheque.
- e. The Employer will not reduce any mandatory taxes for any employee; however, additional taxes can be deducted as per CRA guidelines. The Employee will be required to complete and sign a TD1 form.
- f. With written authorization using the Direct Deposit Adjustment form; employees may also have their pay cheques deposited into two separate accounts. This practice will be

implemented and will only be amended or cancelled with a written notification by the employee.

- g.** All information collected through the pay distribution process is confidential information and will be treated as such.
- h.** The employee shall receive a first paycheck once working two (2) full weeks of employment upon the payroll department receiving official confirmation of hiring.

2. Performance Appraisal

The Corporation is committed in providing a performance appraisal process that will allow Department Head and/or Supervisors to objectively evaluate staff performance. The process shall also constitute an approach that will encourage and assist each municipal employee development of his/her full potential consequently enhancing individual performance within the Township of Russell. The process of performance management is to be an on-going and interactive process that helps employees perform their jobs effectively and meet the goals and objectives of the Township of Russell.

Refer to By-law #2017-23 and subsequent amending by-laws for rules of application and procedures.

3. Salary and Allocations

The Township has adopted a Performance Appraisal By-Law 2017-023 and any subsequent amending by-laws policy to ensure that employees are being rewarded for meeting and exceeding the Township's expectation. By utilizing the performance appraisal program, the Township will work with its employees to ensure that Township and individual goals and objectives are met.

Guidelines

- a.** Council will determine, during the budget process, if any cost of living adjustments (C.O.L.A.) will be applied to employees' annual salary. C.O.L.A. increase are normally applied on all steps of all levels within the Township's salary structure.
- b.** Every employee shall progress on their respected salary scale on the basis of one (1) year of service following a positive performance appraisal.
- c.** An employee may not progress on the scale if he/she receives a salary superior to the maximum of the applicable salary scale, or before a period of twelve (12) months following his last progression and/or his initial hiring to that position.
- d.** When a position is reclassified to a lower classification and the maximum of salary on that new classification's scale is lower than the current salary paid to the employee, he/she shall maintain his/her current salary whichever the higher of the two. However, in the event that he/she maintains his/her salary, it shall be red circled meaning that he/she shall receive no

other negotiated and/or C.O.L.A. increase until the salary scale of his/her new classification reaches or exceeds his/her salary. Should he/she terminate their employment or be replaced, the new employee shall receive the salary appropriate to the scale in effect.

- e. When a position is reclassified to a lower classification and the maximum salary on that new classification's scale is higher than his/her current salary, the employee is placed on the new scale's salary level that is closest to his salary before the reclassification. If that salary level is lower than his current salary, the employee shall maintain his/her salary prior to reclassification until his next salary progression's anniversary date.
- f. An employee who accepts to replace a person in a position and/or is asked to perform certain key tasks of such person during his absence on a temporary basis receives a responsibility premium of 5 percent of his normal wage rate, retroactive to the first replacement day. The payment of the said premium is first subject to a recommendation by the Department Head to the Chief Administrative Officer for his/her approval.
- g. When an employee is promoted permanently to another position, he/she shall receive the minimum salary on his new salary scale, so long as it results in an increase of at least three (3) percent annually. Accordingly, if the increase is less, the employee shall be paid at the next level on the salary scale. The promotion date thus becomes the anniversary date of future annual increases.
- h. If a salary increase is applicable during an employee's pregnancy/parental leave or short-term disability leave, the employee will be entitled to such increase as of the first day upon their return to work. No retroactivity is applicable and the salary progression date remains the same as before these leaves.

4. Overtime

The Township may require employees to work overtime during busy times and/or emergencies in order to ensure that specific projects, priorities or assignments are completed on time. The Township is committed to providing employees with appropriate compensation for overtime hours worked, in accordance with the law.

Guidelines

- a. The employee may choose to receive payment or accumulate time in lieu for overtime.
- b. Overtime for 40 hours per week for full-time employees will be paid or banked at (1.5) time the regular rate after the accumulation of 80 hours of work every two (2) week pay periods.
- c. Vacation, sick and special sick leave, family and special leave are not included in the hours worked in overtime compensation formula.

- d. Holidays that fall on a Saturday or Sunday between November and April will not be carried over the following administrative office workday for Public Works employees due to the nature of operational needs during the winter maintenance and snow removal period.
- e. Employees shall notify their Department Head and/or Supervisor of the need of required overtime in excess of the regular scheduled hours and must have their hours approved in advance.
- f. Banked overtime, in excess of 15 days will be paid automatically once a year in a regular pay period in December.
- g. The Payroll department shall send a notification of payment of banked overtime in advance and the employee shall notify payroll as per set deadline of any hours of overtime they wish to be paid.

5. Overtime – Meal Allowance

An employee required to work more than ten consecutive hours, excluding meal breaks, shall be reimbursed a maximum of \$25.00 for meal expenses when accompanied by a receipt and if the Employer does not provide a meal to them.

6. On-Call

The Township must ensure that necessary staffing requirements are met to ensure operational needs and appropriate service levels. To meet these operational needs and objectives, some employees may be required to work on an on-call basis. Department Head and/or Supervisor will ensure to specify on the job description, which positions within their department is required to work on an on-call basis.

Guidelines

- a. Employees on-call are available to respond to calls after hours in case of emergencies.
- b. Employees on-call duty will receive a compensation for all hours worked with a minimum of two (2) hours for all calls in same day they have to attend outside of their regular hours.
- c. Employees that are on an on-call rotation schedule are compensated at the rate of \$135 per week. This does not include the attendance to council or committee meetings.
- d. Traveling time to and from the workplace, if required, shall not be considered as time worked but employee shall be compensated for their mileage as per the mileage policy but up to a maximum of 50 km per round trip. Employees will be required to complete and submit their mileage claims to their Department Head and/or Supervisor for approval.

- e. Employees while on-call must remain ready for work while away from work.
- f. Any on-call employee who cannot report to work safely as required must report their inability to do so to their Department Head and/or Supervisor. Any failure to report to work while on-call must be accompanied by appropriate documentation. In the event that failure to report to work is deemed unnecessary by the Department Head and/or Supervisor, the employee may be subject to a reduction of on-call compensation up to disciplinary action.

7. Call-In or Call-Back

The Township further recognizes that employees may be required to be called in or called back to the workplace after the employee has completed his/her regularly scheduled hours of work and is subsequently called back to duty before the commencement of his or her next regularly scheduled shift.

Guidelines

- a. When an employee is recalled and required to return to the workplace, the employee will be compensated for all hours worked, with a minimum of three (3) hours.
- b. Employees recalled to the workplace, shall not receive compensation for traveling time to and from the workplace but employees shall be compensated for their mileage as per the mileage policy up to a maximum of 50 km per round trip. Employees will be required to complete and submit their mileage claims to their Department Head and/or Supervisor for approval.

8. Dog Pound Keeper Premium

Employees may be recruited to attend to animal needs at the municipal dog pound. Employees shall receive a \$50 per day allocation when performing these duties.

9. Attendance Management Program (AMP)

The Township believes that both the individual and organizational health are important factors affecting the ability of all employees to attend work on a regular basis and to contribute fully to the Township's mission statement.

The Attendance Management Program primary focus is to create and maintain a healthy workplace, which includes the physical and social environment, as well as personal health practices. Addressing workplace wellness issues and promoting a healthy workplace will support employees so they are able to attend work regularly and contribute to the Township's operations. To help protect employees and to minimize the risk of spreading the illness in the workplace, Department Heads and/or Supervisors may elect to advise employees they are being sent home and/or stay off work, if they exhibit symptoms of viral illnesses.

The process of addressing non-culpable absenteeism is supportive and non-disciplinary in nature. The intent is to understand the absences, discuss the impact the absences are having on the department and the Township as a whole, provide support and indicate support services available to the employee, and allow sufficient time for the employee to address issues so that they can attend work regularly. The Department Head and/or Supervisor will inform and invite the employee to solicit the assistance of our external Employee Assistance Program (EAP).

Guidelines

- a. The employee enters the AMP when they have been absent fifteen (15) sick days or more of non-culpable absenteeism within twelve (12) consecutive calendar month, however, intent is not to assist the employee in identifying the reason but exploring with the employee steps, which might be taken to correct the attendance.
- b. Culpable absenteeism is dealt with by the Township through normal discipline policy and is not subject to the Attendance Management Program.
- c. Department Heads and/or Supervisors will review all absences taken by their staff on a bi-weekly basis through their examination of their staff time sheets.

The following steps will be conducted to correct the attendance issues:

- d. **Phase 1:** 1st meeting is set to discuss program, attendance concerns, to set goals, offer assistance to improve attendance, see if employee requires accommodation under the *Human Rights Code* and schedule a second meeting mutually agreed upon in the next 2 months;
- e. **Phase 2:** If the employee does not meet attendance goals, proceed with Phase 2 by discussing the program, attendance concerns, discuss goals set at previous meeting, offer assistance again to improve attendance, assess if employee has a need for accommodation under the *Human Rights Code*. Schedule a third meeting on a mutually agreed upon date in the next two (2) months as well as provide the employee with a written letter;
- f. **Phase 3:** If there are little to no improvements since the last meeting, the Township will have evaluated the employee's attendance, and the employee will be informed of the Township's decision to:
 - i. To further provide accommodation under the Human Rights Code or;
 - ii. Discharge (non-disciplinary administrative termination) the employee for non-culpable absenteeism.

SECTION D – BENEFITS POLICIES

1. Holidays

All employees shall be paid "holiday pay" for **Public (Statutory) Holidays** in accordance with the Ontario *Employment Standards Act, 2000*, as amended from time to time.

a. The Ontario *Employment Standards Act* provides for nine (9) public holidays:

1. New Year's Day
2. Family Day
3. Good Friday
4. Victoria Day
5. Canada Day
6. Labour Day
7. Thanksgiving Day
8. Christmas Day, and
9. Boxing Day

b. In addition, all full-time employees employed by the Township shall be paid at their regular rate for the following additional holidays:

1. The day after New Year's Day
2. Easter Monday
3. Ontario Civic Day, and
4. Remembrance Day

c. In addition, all non full-time employees employed by the Township if required to work shall be paid for the following additional holidays as per the applicable *Employment Standards Act* formula for Holiday Pay:

1. The day after New Year's Day
2. Easter Sunday
3. Easter Monday
4. Ontario Civic Day, and
5. Remembrance Day

2. Holiday Pay

The Township shall give an employee the day off work and pay them public holiday pay for the day when a public holiday falls on a day that would ordinarily be a working day for the employee.

In accordance to the *Employment Standards Act, 2000*, ON/Reg 375/18 reinstated the public holiday pay as of July 1st 2018, where public holiday pay for employees shall be equal to the total amount of

regular wages earned and vacation pay payable to the employee in the four weeks before the work week in which the public holiday occurs, divided by 20.

3. Premium Pay

Premium pay is 1.5 times an employee's regular rate of pay. When an employee receives premium pay, they must be paid 1.5 times their regular rate of pay for each hour worked on the public holiday, in addition to his/her regular rate of pay for all public holidays in section a). Full-time employees will also receive premium pay for hours worked on the Day after New Year, Easter Sunday and Remembrance Day.

4. Substitution of a Public Holiday

If a public holiday or additional holiday falls on a day that would not ordinarily be a working day for a full-time employee, the Township shall substitute another day that would ordinarily be a working day for the employee to take time off work, and for which the employee shall be paid public holiday or additional holiday pay as if the substitute day were a public holiday or additional holiday. A day that is substituted for a public holiday must be:

- i. A day that is no more than three (3) months after the public holiday or additional holiday; or
- ii. If the employee and Township agree, a day that is no more than 12 months after the public holiday or additional holiday.

Employees will also be provided with a written statement or schedule before the public holiday that sets out the public holiday on which the employee will work, the date the substitute holiday will occur, and the date on which the statement is provided to the employee.

5. Vacation

Full-time employees benefit from annual vacations with pay, subject to the terms of employees' individual employment contracts and are encouraged to use their allotted vacation time in full every year. Full-time employees are entitled to the following:

A. Vacation Time

- a. Employees with less than one year of service shall accumulate 0.58 days per pay.
- b. Employees with one year of service - three (3) weeks annual vacation – 0.58 days pay period to a maximum of 15 days annually.
- c. Employees with seven (7) years of service- four (4) weeks annual vacation – 0.77 days per pay period to a maximum of 20 days annually.

- d. Employees with fifteen (15) years of service - five (5) weeks annual vacation – 0.96 days per pay period to a maximum of 25 days annually.
- e. Employees with twenty (20) years of service - six (6) weeks annual vacation – 1.15 days per pay period to a maximum of 30 days annually.
- f. Employees with twenty-five (25) years or more of service – seven (7) weeks annual vacation – 1.35 days per pay period to a maximum of 35 days annually.
- g. Vacation benefits are pro-rated for full-time employees.
- h. Part-time, seasonal, student and firefighters shall receive vacation pay at the rate of four (4) percent of their earnings during their first four (4) vacation entitlement years. For every vacation entitlement year in which an employee has five (5) years or more of service, they shall receive six (6) percent of their earnings.
- i. Part-time, seasonal and firefighters may take unpaid vacation leave upon approval of their Department Head and/or Supervisor up to the maximum equivalent allocations for full-time employees.

B. Guidelines

- a. Full time employees will receive their vacation pay as a salary/wage/pay continuance while they are on vacation. All other employees will receive their vacation pay on each pay cheque as it accrues.
- b. Vacation allotments shall be taken within the calendar year and up to ten (10) unused vacation days may be carried over to the next calendar year.
- c. Approval from employees' Department Head and/or Supervisor must be obtained to carry over any additional unused vacation days (i.e. more than ten (10)) prior to new calendar year.
- d. Employees are encouraged, in consultation with their Department Head and/or Supervisor, to schedule their vacation a minimum of 2 weeks in advance of their planned vacation start date.
- e. Vacation shall only be taken once approval is received from their Department Head and/or Supervisor.
- f. Time off requests during peak vacation seasons (e.g., summer, spring break, Christmas) must be submitted at least four (4) weeks in advance.

- g. Any conflict in vacation requests between employees will be decided based on employee years of service, corporate needs, previous year's allocation and the good judgment of the Department Head and/or Supervisor.
- h. Vacation scheduling is the responsibility of Department Head and/or Supervisor who will ensure that all employees are given their full vacation entitlement while taking into account the continuous efficiency of their department.
- i. If an employee becomes ill or is injured after commencing vacation, the period of illness or injury is considered as part of the scheduled vacation and no adjustment or extension of vacation time will be made.
- j. Employees may request an advancement of vacation hours up to a maximum 40 hours within the calendar year. In the event that the employee's services are terminated or the employee ceases their employment with the Township, the employee will be required to reimburse the Township should the employee have a balance owing of vacation advancement.
- k. Upon termination of employment, resignation or death, all accrued but unused/unpaid vacation pay will be paid out to the employee or his/her estate.
- l. Vacation time and vacation pay records shall be kept for a minimum of five (5) years after they are made as per *ESA* and its amendments.

6. Bereavement Leave

Township understands that employees should have time off work to attend funeral services, grieve in private, and deal with family issues in the event of a death of a family member. While there is no requirement under the *Employment Standards Act* for paid bereavement leave, it is our intention to ensure that our employees are provided the time they need to properly take care of their family obligations, while maintaining their employment at Township.

Guidelines

The Township will grant an employee up to:

- a. Ten (10) working days leave, without loss of wages, in the event of the death of a spouse, child or grandchild, parent.
- b. Five (5) working days leave, without loss of wages, in the event of the death of a brother, sister, mother-in-law or father-in-law.
- c. Three (3) working days leave, without loss of wages in the event of the death of a grandparent, spouse's grandparent, brother-in-law and sister-in-law.

- d. One (1) working days leave, without loss of wages in the event of the death of a niece, nephew, uncle, aunt or cousin.
- e. The Department Head and/or Supervisor, with the approval of the Chief Administrative Officer may grant an employee additional time off, without loss of wages, if required and depending of special circumstances.
- f. The Department Head and/or Supervisor may grant an employee to split his/her bereavement leave, if required to attend the memorial service if scheduled at a later date.
- g. Employees are required to notify their Department Head and/or Supervisor when they intend to take a bereavement leave, and must advise as to the expected duration of their absence. This should be done as soon as possible before the commencement of leave. Notice of the bereavement is to be made by the employee personally and not by a family member or friend.
- h. If an employee does not qualify for Bereavement leave, approved time off may still be awarded without pay.
- i. Time off without pay may be granted to attend a funeral in the event of the death of a close friend. Leave could be granted with pay if the employee and the Department Head and/or Supervisor can agree to work at regular rate of pay for equivalent number of hours on other day(s) of the week the leave is taken.

7. Leave of Absence/Sabbatical Leave

Sabbatical leave provides a leave of absence without pay for the purpose of study or research to increase the future contributions of the employee to Township. A sabbatical is a privilege provided to employees of Township.

Guidelines

- a. An employee who has been continuously employed with the Township on a full-time basis for a minimum of one year may be eligible for a Sabbatical Leave from their position with the Township of up to one year in duration. Leaves greater than one year in duration will not be granted.
- b. An application for sabbatical leave must be submitted to the employee's Department Head and/or Supervisor. The application for sabbatical leave must include a detailed proposal specifying the project to be undertaken while on leave, the results to be expected from the project upon completion and the way(s) in which the leave will benefit the employee's capacity to serve the Township.

- c. Requests for sabbatical leave are to be approved by the Chief Administrative Officer. If an employee utilizes the sabbatical leave for a purpose other than the one for which it was granted, he/she may be terminated with just cause.
- d. A work-coverage process could be developed for each situation depending on the employee's position and availability of internal coverage. The Township could also seek external candidates to insure work-coverage.
- e. Vacation credits are not earned during such leave.
- f. Employees may continue their group benefits while on a leave of absence/sabbatical leave. If an employee chooses to do so, he/she will be responsible for the full cost of the premium and will continue by pre-paying the benefit premiums. The Payroll will provide costs to the employee prior to his/her departure. As the Township will continue to pay the employee's premiums to the insurer, the employee shall prepay for the next billing period in order to maintain its insurance coverages. As time is of essence, the Employer may be flexible in receiving the prepayment of the first billing period.

8. Family Medical Leave (Protected Leave)

Family medical leave is unpaid, job-protected time off work for up to twenty eight (28) weeks. This leave is provided to enable employees who have a family member (or people the employee considers to be like family members) with a serious risk of passing away within a period of twenty six (26) weeks. The medical condition and risk of death must be confirmed in a certificate issued by a qualified health practitioner.

The twenty eight (28) weeks of a family medical leave do not have to be taken at the same time. Employees must inform their Department Head and/or Supervisor prior to the start of the leave, as soon as they are aware of the need.

Guidelines

For the purpose of this leave, a family member includes:

- i. The employee's spouse
- ii. A parent, step-parent or foster parent of the employee or the employee's spouse
- iii. A child, step-child or foster child of the employee or the employee's spouse
- iv. A child who is under legal guardianship of the employee or the employee's spouse.
- v. A brother, step-brother, sister or step-sister of the employee.
- vi. A grandparent, step-grandparent, grandchild or step-grandchild of the employee or the employee's spouse.
- vii. A brother-in-law, step-brother-in-law, sister-in-law or step-sister-in-law of the employee.
- viii. A son-in-law or daughter-in-law of the employee or the employee's spouse.

- ix. An uncle or aunt of the employee or the employee's spouse.
 - x. A nephew or niece of the employee or the employee's spouse.
 - xi. The spouse of the employee's grandchild, uncle, aunt, nephew or niece.
 - xii. A person who considers the employee to be like a family member, provided the prescribed conditions, if any, are met.
 - xiii. Any individual prescribed as a family member for the purposes of this section.
-
- a. Family medical leave will normally be authorized to cover the duration of the initial situation. However, Township understands that some situations may require greater time to remedy. It will be up to the Department Head and/or Supervisor's discretion, in with approval of the Chief Administrative Officer to determine if the leave may be extended leave, as well as whether the leave will be paid or unpaid. In certain circumstances, the employee may use a combination of paid leave, unpaid leave, banked overtime or annual vacation time.
 - b. If the amount of leave taken in the initial leave period is less than twenty-eight (28) weeks, it is not necessary for a qualified health practitioner to issue an additional certificate in order for more leave (commencing after the conclusion of the initial leave period) to be taken.
 - c. Family medical leave shall have no impact on an employee's current salary or benefits. Performance objectives and goals for the employee will be adjusted so that they will not be penalized for being absent. Employees are legally protected from dismissal, termination, selection for redundancy, or any other detriment to employment for making appropriate and authorized use of this policy.
 - d. If two (2) or more employees qualify to take the leave in order to provide care for the same person, the leave must be divided amongst those taking the leave.
 - e. If an employee takes family medical leave and the family member or other individual does not die within the fifty-two (52) week period beginning when the medical certificate is issued, the employee may take another leave, in accordance with the ESA and its amendments.
 - f. Employees may continue their group benefits while on a family medical leave of absence/sabbatical leave. If an employee chooses to do so, he/she will be responsible for the full cost of the premium and will continue by pre-paying the benefit premiums. The Payroll department will provide costs to the employee prior to his/her departure. As the Township will continue to pay the employee's premiums to the insurer, the employee shall prepay for the next billing period in order to maintain its insurance coverages. As time is of essence, the Employer may be flexible in receiving the prepayment of the first billing period.
 - g. This leave is granted under the ESA and its amendments from time to time. Refer ESA for full rules of application, procedures and provisions.

9. Family Caregiver Leave (Protected Leave)

All employees, regardless of their length of service with Township, are entitled to eight (8) weeks of unpaid job protected leave per calendar year for family caregiver leave.

The employee can take the time for the family members described below in order to care for or support a family member if a qualified health practitioner issues a certificate stating that the individual has a serious medical condition. A serious medical condition may include a condition that is chronic or episodic.

Guidelines

For the purpose of this leave, a family member includes:

- i. The employee's spouse
 - ii. A parent, step-parent or foster parent of the employee or the employee's spouse
 - iii. A child, step-child or foster child of the employee or the employee's spouse
 - iv. A grandparent, step-grandparent, grandchild or step-grandchild of the employee or the employee's spouse
 - v. The spouse of a child of the employee
 - vi. The employee's brother or sister
 - vii. A relative of the employee who is dependent on the employee for care or assistance
 - viii. Any individual prescribed as a family member for the purpose of this section
- a. Township requires that employees provide a medical certificate from a qualified health practitioner (could include a physician, registered nurse or psychologist) stating that the individual has a serious medical condition. This should be provided to Township prior to the start of a family caregiver leave, unless an emergency situation occurs. The medical certificate must be from the qualified health practitioner who is caring for the ill individual and must state that the family member is suffering from a serious medical condition.
 - b. Employees are required to give notice in writing to their Department Head and/or Supervisor, along with the medical certificate, prior to the start of a family caregiver leave. If an employee must begin a family caregiver leave prior to giving notice due to an emergency situation, the employee must notify their Department Head and/or Supervisor in writing about the leave as soon as possible after its start.
 - c. Employees may continue their group benefits while on family caregiver leave. If an employee chooses to do so, he/she will be responsible for the full cost of the premium and will continue by pre-paying the benefit premiums. The Payroll department will provide costs to the employee prior to his/her departure. As the Township will continue to pay the employee's premiums to the insurer, the employee shall prepay for the next billing period in order to maintain its insurance coverages. As time is of essence, the Employer may be flexible in receiving the prepayment of the first billing period.

This leave is granted under the ESA and its amendments from time to time. Refer ESA for full rules of application, procedures and provisions.

10. Pregnancy and Parental Leave (Protected Leave)

Pregnancy and parental leave are provided to permit employees to have authorized time off that coincides with the birth or adoption of a child. The leaves have been designed to allow employees to recover from childbirth, bond with, and care for their newborn or adopted children, without fear of a negative impact on their employment status or any opportunities with Township.

Employees that have become a new parent in the following regards shall be eligible for either pregnancy, or parental leave.

Guidelines

a. Pregnancy Leave

- i. Biological birth mother

b. Parental Leave

- i. Mother
- ii. Father
- iii. Adoptive Parent
- iv. Domestic Partner

c. Qualifying for Pregnancy/Parental Leave

A new parent or pregnant employee is entitled to pregnancy/parental leave whether he or she is a full-time, part-time, permanent or contract employee provided that she/he:

- i. Works for an Employer that is covered by the ESA;
- ii. Was hired at least thirteen (13) weeks before the date the baby is expected to be born (the "due date"); or
- iii. Was hired at least thirteen (13) weeks before commencing the parental leave.

d. Request for Pregnancy/Parental Leave Procedure

- i. To ensure that the Township can make the necessary arrangements to accommodate an employee taking pregnancy or parental Leave, employees are required to provide at least two (2) weeks' notice before embarking on pregnancy or parental Leave.
- ii. This is to help the Township procure staffing solutions and alleviate any additional work stress on other employees that may occur as a result of the employee's absence.

- iii. Submission of a request for pregnancy/parental leave must be accompanied by the appropriate documentation.
- iv. Employees are expected to give four (4) weeks' notice regarding their expected date of return to work or their letter of resignation if they choose not to return to work. The Department Head and/or Supervisor should be contacted as soon as possible in the event of any changes to their leave.

e. Duration of Leave Parameters

- i. Employees are allowed one day with pay for the birth or adoption of their child.

f. Pregnancy Leave

- i. Pregnant employees have the right to take up to seventeen (17) consecutive weeks (or longer in certain circumstances) of job-protected unpaid time off work.
- ii. Usually, the earliest a pregnancy leave can begin is seventeen (17) weeks before the employee's due date. However, when an employee has a live birth more than seventeen (17) weeks before the due date, she will be able to begin her pregnancy leave on the date of the birth.
- iii. The latest a pregnancy leave can begin is on the baby's due date. However, if the baby is born earlier than the due date, the latest the leave can begin is the day the baby is born.
- iv. Pregnancy leave can last a maximum of seventeen (17) weeks for most employees. However, if an employee has taken a full seventeen (17) weeks of leave but is still pregnant, she may continue on the pregnancy leave until the birth of the child.
- v. Employees eligible to pregnancy/parental leave will be entitled to a compensation of up to 75% of regular salary shall be provided to the employee for the first 17 weeks with proof of E.I. payments.
- vi. The Employer will make contributions to the group insurance plan and the registered retirement plan or OMERS on condition that the employee provides a written notice to continue or to stop the contributions as per plan guidelines and policies.
- vii. Sick leave and annual leave credits will continue to accumulate for the period of the pregnancy leave.

g. Parental Leave

- i. New parents have the right to take parental leave when a child is born or first comes into their care.

- ii. Birth mothers who took pregnancy leave are entitled to up to sixty one (61) weeks' leave.
 - iii. Birth mothers who do not take pregnancy leave and all other new parents are entitled to up to sixty three (63) weeks of parental leave.
 - iv. Parental leave is not part of pregnancy leave and so a birth mother may take both pregnancy and parental leave.
 - v. The right to parental leave is independent of the right to pregnancy leave.
 - vi. All other new parents must begin their parental leave no later than seventy eight (78) weeks after the date their baby is born; or the date their child first came into their care, custody, and control.
 - vii. The parental leave does not have to be completed within this seventy eight (78) week period. It just has to be started.
 - viii. A compensation of up to 75% of regular salary shall be provided to the employee for the first and maximum of 11 weeks with proof of E.I. payment.
 - ix. The Employer will make contributions to the group insurance plan and the registered retirement savings plan or OMERS on condition that the employee provides a written notice to continue or to stop the contributions as per plan guidelines and policies.
 - x. Sick leave and annual leave credits will continue to accumulate for the period of the parental leave.
- h. A birth mother who takes pregnancy leave must ordinarily begin her parental leave as soon as her pregnancy leave ends. However, an employee's baby may not yet have come into her care for the first time when the pregnancy leave ends. For example, perhaps her baby has been hospitalized since birth and is still in the hospital's care when the pregnancy leave ends.
- i. In this case, the employee can either commence her leave when the pregnancy leave ends or choose to return to work and start her parental leave later. If she chooses to return to work, she will be able to start her parental leave anytime within seventy eight (78) weeks of the birth or the date the baby first came home from the hospital.
- j. Any employee that elects not to use the maximum amount of leave available shall not have the option of taking any unused leave time at a later date.
- k. Once the employee has started maternity or parental leave, the employee must take it all at one time and cannot split it up.

I. Miscarriages and Stillbirths

An employee who has a miscarriage or stillbirth more than seventeen (17) weeks before her due date is not entitled to a pregnancy leave. However, if an employee has a miscarriage or stillbirth within the seventeen (17) week period preceding the due date, she is eligible for pregnancy leave. The latest date for commencing the leave in that case is the date of the miscarriage or stillbirth.

The pregnancy leave of an employee who has a miscarriage or stillbirth ends on the date that is the later of:

- i. Seventeen (17) weeks after the leave began; or
- ii. Twelve (12) weeks after the stillbirth or miscarriage.

This means that the pregnancy leave of an employee who has a stillbirth or miscarriage will be at least seventeen (17) weeks long.

m. Use of Sick Leave Benefits, Vacation and/or Family Medical Leave

- i. In the event that an employee requires use of sick leave benefits at any time prior to the commencement of a pregnancy/parental leave period, the Township sick leave guidelines shall apply.
- ii. After the pregnancy/parental leaves have concluded, employees shall be allowed to use up any unpaid vacation time, and/or sick days.
- iii. In the event that a Township employee requires an extension of leave following a pregnancy leave, the employee may use his or her family medical leave up to a maximum of eight (8) weeks, where medically substantiated.
- iv. Employees that elect to extend their leave, with accrued vacation time, are required to comply with the Township vacation guidelines, and provide four (4) weeks notice, prior to the exhaustion of the leave.
- v. Employees that elect to extend their leave with family medical leave are requested to provide their Department Head and/or Supervisor with as much advance notice as possible prior to the exhaustion of pregnancy leave.

This leave is granted under the ESA and its amendments from time to time. Refer ESA for full rules of application, procedures and provisions.

11. Critical Illness Leave (Protected Leave)

All employees who have been employed with the Township for at least six (6) consecutive months are entitled to a leave without pay to provide care or support to a critically ill minor child or critically ill adult.

Guidelines

- a. All employees are entitled to up to thirty seven (37) weeks of unpaid job protected leave to provide care or support to **a critically ill minor child** (must have been certified by a qualified health practitioner). A "critically ill minor child refers to a minor child whose baseline state of health has significantly changed and whose life is at risk as a result of an illness or injury.

- b. All employees are entitled to up to seventeen (17) weeks of unpaid job protected leave to provide care or support to a **critically ill adult** (must have been certified by a qualified health practitioner). A "critically ill adult" refers to an adult whose baseline state of health has significantly changed and whose life is at risk as a result of an illness or injury.
- c. For the purpose of this leave, a minor child includes a child, step-child or foster child or child who is under the legal guardianship of the employee and under the age of eighteen (18). An adult refers to an individual eighteen (18) years of age or older. The leave is restricted to instances where family members of the employee as defined by the Act are critically ill.
- d. If the qualified health practitioner sets out a period of less than the prescribed weeks of leave, the employee is entitled to take the leave only for the number of weeks in the period specified in the medical certificate. If the qualified health practitioner sets out a period of fifty two (52) weeks or longer, the employee's leave must end no later than the last day of the fifty two (52) week period.
- e. If a critically ill minor child or adult dies while an employee is on leave, the employee's entitlement to be on leave ends at the end of the week in which the minor child or adult dies.
- f. If a minor child or adult remains critically ill while the employee is on leave or after the employee returns to work, but before the fifty two (52) week period expires, the employee is entitled to take an extension of the leave or a new leave if they meet the proper requirements. If the minor child or adult remains ill after the fifty two (52) week period expires, the employee is entitled to take another leave if the leave requirements are once again met.
- g. The Township requires that employees provide a medical certificate from a qualified health practitioner (could include a physician, registered nurse or psychologist) prior to commencing a critically ill child leave, unless an emergency situation occurs. The medical certificate must state that the child is critically ill and requires the care or support of one (1) or more parents and it must also set out the time period during which the child requires the care or support of the employee.
- h. Employees are required to give notice in writing to their Department Head and/or Supervisor, along with the medical certificate, prior to the start of a critical illness leave. The employee must also provide a written plan that indicates the weeks in which he or she will take the leave.
- i. If the employee must begin a critical illness leave prior to giving notice due to an emergency situation, the employee must notify their Department Head and/or Supervisor in writing about the leave as soon as possible after beginning it and provide a written plan that indicates the weeks in which he or she will take the leave.

- j. Employees may continue their group benefits while on critical illness leave. If an employee chooses to do so, he/she will be responsible for the full cost of the premium and will continue by pre-paying the benefit premiums. The Payroll department will provide costs to the employee prior to his/her departure. As the Township will continue to pay the employee's premiums to the insurer, the employee shall prepay for the next billing period in order to maintain its insurance coverages. As time is of essence, the Employer may be flexible in receiving the prepayment of the first billing period.

This leave is granted under the ESA and its amendments from time to time. Refer ESA for full rules of application, procedures and provisions.

12. Child Death Leave (Protected Leave)

For the purpose of this leave, a child includes a child, step-child or foster child or child who is under the legal guardianship of the employee, and is under eighteen (18) years of age.

"Crime" means an offence under the Criminal Code of Canada, other than an offence prescribed by the regulations made under paragraph 209.4 (f) of the Canada Labour Code.

Guidelines

- a. All employees who have been employed with the Township for at least six (6) consecutive months are entitled to up to one hundred and four (104) weeks of unpaid job protected leave if an employee's child dies. Employees may take their leave only during the one hundred and five (105) week period that begins in the week the child dies.
- b. Please note that an employee is not entitled to this leave of absence if the employee is charged with a crime in relation to the death or if it is probable that the child was a party to a crime in relation to their death.
- c. Employees are required to give notice in writing to their Department Head and/or Supervisor prior to the start of a child death leave. The employee must also provide a written plan that indicates the weeks in which they will take the leave.
- d. If an employee must begin a child death leave prior to giving notice due to an emergency situation, the employee must notify their Department Head and/or Supervisor in writing about the leave as soon as possible after beginning it and provide a written plan that indicates the weeks in which they will take the leave.
- e. Employees may continue their group benefits while on child death leave. If an employee chooses to do so, he/she will be responsible for the full cost of the premium and will continue by pre-paying the benefit premiums. The Payroll department will provide costs to the employee prior to his/her departure. As the Township will continue to pay the employee's premiums to the insurer, the employee shall prepay for the next billing period in order to

maintain its insurance coverages. As time is of essence, the Employer may be flexible in receiving the prepayment of the first billing period

This leave is granted under the ESA and its amendments from time to time. Refer ESA for full rules of application, procedures and provisions.

13. Crime-Related Child Disappearance Leave (Protected Leave)

For the purpose of this leave, a child includes a child, step-child or foster child or child who is under the legal guardianship of the employee, and is under eighteen (18) years of age.

"Crime" means an offence under the Criminal Code of Canada, other than an offence prescribed by the regulations made under paragraph 209.4 (f) of the Canada Labour Code.

Guidelines

- a. All employees who have been employed with the Township for at least six (6) consecutive months are entitled to up to one hundred and four (104) weeks of unpaid job protected leave if an employee's child disappears and it is probable, considering the circumstances, that the child disappeared as the result of a crime.
- b. Generally, an employee who takes a crime-related child death or disappearance leave must take the leave in a single time period, although limited exceptions do apply.
- c. If an employee's child is found alive while the employee is on a crime-related disappearance leave, the employee is entitled to stay on leave for an additional fourteen (14) days. If an employee's child is found dead, the employee's entitlement to be on leave ends at the end of the week in which the child is found.
- d. If it becomes probable, considering the circumstances, that the disappearance of an employee's child is not the result of a crime; the leave must end on the day in which it no longer seems probable.
- e. An employee is not entitled to this leave of absence if the employee is charged with the crime or if it is probable that the child was party to the crime.
- f. The Township may ask an employee to provide reasonable evidence to support the employee's entitlement to a crime-related child disappearance leave.
- g. Employees are required to give notice in writing to their Department Head and/or Supervisor prior to the start of a crime-related child disappearance leave. The employee must also provide a written plan that indicates the weeks in which he or she will take the leave.

- h. If an employee must begin a crime-related child disappearance leave prior to giving notice due to an emergency situation, the employee must notify their Department Head and/or Supervisor in writing about the leave as soon as possible after beginning it and provide a written plan that indicates the weeks in which he or she will take the leave.
- i. Employees may continue their group benefits while on crime related child disappearance leave. If an employee chooses to do so, he/she will be responsible for the full cost of the premium and will continue by pre-paying the benefit premiums. The Payroll department will provide costs to the employee prior to his/her departure. As the Township will continue to pay the employee's premiums to the insurer, the employee shall prepay for the next billing period in order to maintain its insurance coverages. As time is of essence, the Employer may be flexible in receiving the prepayment of the first billing period.

This leave is granted under the ESA and its amendments from time to time. Refer ESA for full rules of application, procedures and provisions.

14. Domestic or Sexual Violence Leave (Protected Leave)

For the purpose of this leave, a child includes a child, step-child or foster child or child who is under the legal guardianship of the employee, and is under eighteen (18) years of age.

Guidelines

- a. All employees who have been employed with the Township for at least thirteen (13) consecutive weeks are entitled to up to ten (10) days and up to fifteen (15) weeks of protected leave if an employee or a child of an employee experiences domestic or sexual violence, or the threat of domestic or sexual violence. If an employee takes any part of a day as leave, Township of Russell may consider the employee to have taken one full day of leave. If an employee has taken part of a week as leave, the Township may consider the employee to have taken one full week of leave. Under this leave, employees are entitled to take the first five (5) days as paid days of leave. The balance of the employee's entitlement are unpaid days. The Township will pay the first five (5) days of domestic or sexual violence leave at their regular rate of pay.
- b. An employee is not entitled to this leave of absence if the employee commits the domestic or sexual violence.
- c. The Township will ensure mechanisms are in place to protect confidentiality of records given to or produced by Township of Russell that relate to an employee taking domestic or sexual violence leave.
- d. Employees are asked to give notice in writing to their Department Head and/or Supervisor prior to the start of a domestic or sexual violence leave. The employee must also provide a written plan that indicates the weeks in which he or she will take the leave.

- e. If an employee must begin a domestic or sexual violence leave prior to giving notice due to an emergency situation, the employee must notify their Department Head and/or Supervisor in writing about the leave as soon as possible after beginning it and provide a written plan that indicates the weeks in which he or she will take the leave.
- f. Employees may continue their group benefits while on domestic or sexual violence leave. If an employee chooses to do so, he/she will be responsible for the full cost of the premium and will continue by pre-paying the benefit premiums. The Payroll department will provide costs to the employee prior to his/her departure. As the Township will continue to pay the employee's premiums to the insurer, the employee shall prepay for the next billing period in order to maintain its insurance coverages. As time is of essence, the Employer may be flexible in receiving the prepayment of the first billing period

This leave is granted under the ESA and its amendments from time to time. Refer ESA for full rules of application, procedures and provisions.

Refer to Violence and Harassment in the Workplace By-laws and subsequent amending by-laws for further rules of application and procedures.

15. Family/ Emergency Leave (Protected Leave)

Permanent full-time employees are entitled to take up to five (5) days of paid family leave per calendar year plus five (5) days of unpaid family leave per calendar year. Family leave is for family related responsibilities and consists of caring for immediate family members (a parent, spouse or a child) or accompanying immediate family members to medical or school appointments.

All other employees are entitled to take up to two (2) days of paid family leave per calendar year plus eight (8) days of unpaid family leave per calendar year. Family leave is for family related responsibilities and consists of caring for immediate family members (a parent, spouse or a child) or accompanying immediate family members to medical or school appointments.

Guidelines

- a. Family members includes the following:
 - i. The employee's spouse
 - ii. A parent, step-parent or foster parent of the employee or the employee's spouse
 - iii. A child, step-child or foster child of the employee or the employee's spouse
 - iv. A grandparent, step-grandparent, grandchild or step-grandchild of the employee or of the employee' spouse
 - v. The spouse of a child of the employee
 - vi. The employee's brother or sister
 - vii. A relative of the employee who is dependant on the employee for care or assistance

- b. Employees are required to notify their Department Head and/or Supervisor by telephone when they intend to take a family/personal leave. They must advise of the reasons why they require the leave, and of the expected duration of their absence. This must be done as soon as possible before the commencement of duty. The call is to be made by the employee personally and not by a family member or friend.
- c. Department Heads and/or Supervisors and/or the Chief Administrative Officer have the discretion to deny family/personal leave where the reason provided when requesting the leave does not fall within the reasons for which family/personal leave may be granted under the family/personal leave policy.

Refer ESA for full rules of application, procedures and provisions.

16. Disaster Leave

Employees are entitled to up to three (3) days of paid special leave per calendar year. Disaster leave is for emergencies such as fire, floods or wind or unexpected/unforeseen damage to employees' residences totally beyond the control of the employee.

Guidelines

- a. Employees are required to notify their direct supervisor by telephone when they intend to take a special leave. They must advise of the reasons why they require the leave, and of the expected duration of their absence. This must be done as soon as possible before the commencement of duty. The call is to be made by the employee personally and not by a family member or friend.
- b. Department Heads and/or Supervisors and/or the Chief Administrative Officer have the discretion to deny disaster leave where the reason provided when requesting the leave does not fall within the reasons for which disaster leave may be granted under the disaster leave policy.

17. Sick Leave

The Township shall provide the following program to assist employees who are absent from the workplace due to illness or injury. Employees have a responsibility to make every effort to ensure that they return to work in a state of health and well-being, which will enable them to perform their job to the best of their abilities.

A reference to sickness is intended to mean any illness, mental or physical, or the effects of any accident or injury to the person, which renders the employee incapable or unfit to work. It also intends to cover for the employee's medical/dental/optical appointments.

Guidelines

- a. Full-time employees are allocated fifteen (15) working days of paid sick leave each calendar year. Unused sick leave time may be carried over from year to year to a maximum of (60) sixty days, but shall not be paid out at the employee's retirement or termination of employment. After fifty (50) days of sick leave, the employee will be required to apply for Short Term benefits from the Group Insurance Plan. The remaining unused ten (10) days is to ensure the employee has sufficient sick leave in order to attend medical appointments upon his/her return to work.
- b. Sick leave for all existing full time employees will be pro-rated as of the first pay period of 2019 and as of the hiring date for all new employees.
- c. Employees are required to personally call-in and notify their Department Head and/or Supervisor by telephone when they intend to take a sick leave and expected duration of their absence. This must be done as soon as possible before the commencement of duty. Where the absence is due to an accident or incapacity, a third party may place the call. While on sick leave, employees should provide an update to their Department Head and/or Supervisor once a week.
- d. Employees must submit a medical certificate to their Department Head and/or Supervisor for absences of five (5) consecutive working days or more and could be asked for a certificate for each day of absence over (10) ten days during each calendar year. The employee will assume costs associated with obtaining the certificate.
- e. When required, a medical certificate must be presented to the employee's Department Head and/or Supervisor upon the first day of returning to work. Failure to provide a medical certificate will result in the loss of payment for days absent, and may result in discipline up to and including dismissal.
- f. Sick leave records shall be kept by the Township and may be reviewed by employees upon request.
- g. The Department Head and/or Supervisor may, at his/her discretion, request a medical certificate at any time. The Employer will assume costs associated with obtaining the certificate.
- h. In addition, Department Head and/or Supervisor may require information with respect to limitations, restrictions, prognosis and fitness for work from the employee's treating physician at his/her discretion.
- i. Department Heads and/or Supervisors may elect to advise employees exhibiting symptoms of viral illnesses to help protect employees and to minimize the risk of spreading the illness in the workplace to be sent home and/or to stay off work.

18. Jury/Court Duty

The Employer shall grant leave with pay and accumulation of service to any employee summoned for jury selection, acting as juror or as a witness for a Tribunal where he must appear about any case in which he is not a party or accused. The same is applicable whenever he must act as a juror in a proceeding or a case in the exercise of his duties and whereas he is not part of or accused.

Any approved and lost vacation day or period shall be credited to the employee.

19. Time to Vote

The Township is committed to protecting the right of each employee to exercise his or her democratic right to vote on elections days and to act in compliance with Federal regulations guaranteeing time off for these purposes.

Guidelines

- a. The Township will review business requirements and schedule accordingly to ensure that each staff member has a window of three (3) hours off work during polling hours on an election day for voting purposes.
- b. If an employee's regular schedule already provides such a three (3) hour window of time during polling hours, the employee will be required to work his or her hours as usual.
- c. In the event that the employee is granted time off during their regularly scheduled hours of work, this time shall be granted off with pay to ensure that voting does not affect his or her compensation.

20. Corporate Volunteering

The Township is aware that volunteering can bring benefits including the opportunity to contribute and engage within the community for personal satisfaction, development of skills and for social benefits. The Township may call for the contribution of employee's valuable time in participating and/or helping out in Township corporate events such as fairs, parades, recognition galas, and corporate milestones.

Guidelines

- a. The organizing department may send out a request to all staff asking volunteers for their event.
- b. The organizing department will make every effort to have employees volunteer during work hours however there may be events that will require employees to volunteer after their workday and/or on weekends.
- c. The Township invites and encourages employees to contribute three (3) hours of volunteering per year in participating in Township corporate events.

- d. Employees may be recognized annually at a corporate event at the discretion of the Chief Administrative Officer.

21. Professional Development and Training Program

Township of Russell believes in the development of our workforce, both to enhance employee engagement and commitment to the Township of Russell as an Employer and to ensure the continued excellence of our organization. The development of our staff is an essential business investment that enables the Township of Russell to maintain and extend our employees' knowledge and skills as our business environment evolves. Training and development plans and budgets shall be built into Township of Russell's overall business plan.

In an effort to promote that, our staff members be exposed to as many facets of our business as possible, the Township of Russell will encourage in cross-training efforts as entertain secondment requests. These directives will help to ensure that resources may be shared in times of need, and that our staff gain valuable job skills and knowledge in a variety of roles.

Guidelines

- a. Employees may take courses and programs related to their position or career that are mutually beneficial to the employee and the Township given at an accredited university, college, trade school, municipal or provincial institution or other approved institution. Employees may be reimbursed for tuition fees, textbooks and course materials taken before or after working hours that enable the individual to perform his/her currently assigned duties more effectively. If an employee is seeking reimbursement for courses, approval must be obtained from the direct supervisor prior to the beginning of the course. Approval will reflect a judgement that the expected benefits that will accrue to the Township will exceed the costs of the course work, and will be subject to there being sufficient funds available in the current year's budget, the employee receiving a passing grade, and the submission of receipts.
- b. If an employee resigns from his/her job within one year after completing a course or program, he/she will be required to reimburse the Township 50% of the amount he/she received as a reimbursement for having taken the course. If the employee resigns between one and two years after completing a course or program, he/she will be required to reimburse the Township, 25% of the amount he/she received as a reimbursement for having taken the course. Before the Township reimburses an employee for expenses involved with taking a course or program, the employee will be required to agree to these terms in writing.
- c. The Township encourages service delivery in both official languages. Therefore, all employees shall have the opportunity to take French or English language courses to either learn a second language or to improve their capabilities in their first language. Employees shall submit their requests to Department Head and/or Supervisor for approval in advance of

such sessions. Approval will be subject to there being sufficient funds available in the current year's budget, the employee receiving a passing grade, and the submission of receipts.

- d. If an employee resigns from his/her job within one year after completing a language course, he/she will be required to reimburse the Township 50% of the amount he/she received as a reimbursement for having taken the course. If the employee resigns between one and two years after completing a language course, he/she will be required to reimburse the Township, 25% of the amount he/she received as a reimbursement for having taken the course. Before the Township reimburses an employee for expenses involved with taking a course or program, the employee will be required to agree to these terms in writing.
- e. Training sessions, courses or seminars designed to develop personal, administrative, technical and management skills for employees may be recommended by Department Heads and/or Supervisors if they are deemed necessary for the accomplishment of their duties, or employees may request an opportunity to attend such sessions. This includes training sessions that certain types of employees are required to complete by law. The direct supervisor must provide approval for all such sessions in advance, and approval will be subject to there being sufficient funds available in the current year's budget.
- f. The Township will reimburse the employee for registration fees and related expenses (i.e. parking, meals, taxis, travel, and accommodation) provided the employee submits receipt as per Employee Reimbursement By-law rules and regulations and its amendment from time to time.
- g. Employee requests for training related to section (a) under this policy must be in writing and be addressed to his/her Department Head and/or Supervisor. The following information must be included in the request:
 - i. The courses or programs subject, its duration and the total anticipated costs;
 - ii. The reason or reasons for his/her selection;
 - iii. The anticipated qualitative and quantitative results and how they will impact upon the employee's performance.
 - iv. The Department Head and/or Supervisor will place a copy a certificate of completion of all courses/seminars/workshops/training in the employee' record.

22. Employee and Family Assistance Program

Most people at some point in their lives experience stress and personal issues that can impact their well-being and job performance. Fortunately, most issues can be resolved if they are identified early or treated appropriately. This applies whether the issue is one of physical illness, mental or emotional conflicts, financial difficulties, personal or family illness, marital or family distress, alcoholism, drug abuse and other addictions, legal problems, or other concerns.

Any staff member who feels he/she has a personal issue is encouraged to seek help through this service or through their family physician.

The Employee & Family Assistance Program (EAP) is available 24-hours a day to help the employee and/or an immediate family member solve personal and work-related issues including but not limited to:

- Personal and/or job stress
- Relationship issues
- Balancing work and family
- Eldercare and childcare
- Separation and loss
- Parenting issues
- Career counselling
- Financial or legal matters

This bilingual service is available on-line, in person or by telephone and is completely confidential and provided to eligible employees and their immediate family members by an outside firm that is totally independent from the Township. Municipal employees are not involved in providing the service and the names of participating employees or family members are never disclosed to the Township.

23. Group Benefits

The Township will provide full-time employees with a Group Insurance plan after 3 months of continuous employment (as per insurance carrier). An external hire that joins the Township in a permanent position will be eligible for all benefits immediately if he/she had full benefits in his/her immediate prior employment. A proof of coverage will be required before hiring.

Guidelines

- a. The payroll department will enroll employees who meet the eligibility requirements for their enrolment in the group benefits plans. Eligibility shall be determined by the Insurance carrier in accordance with the terms and conditions of the Group Insurance Policy. Benefits coverage is offered on a single or family basis.

Benefits paid by the Employer include the following:

- Life insurance
- Dependents' Life Insurance
- Accidental Death Dismemberment
- Health Care Benefits (includes Vision Care)
- Dental Care Benefits

Benefits paid by the Employee include the following:

- Short Term Disability

Long Term Disability

- b. An employee's benefit coverage during protected leaves or short and long-term disability leave will continue as long as he/she pays the premiums normally paid by the Employer. The Payroll department will provide costs to the employee prior to his/her departure or as soon as possible upon an unexpected qualifying absence. As the Township will continue to pay the employee's premiums to the insurer, the employee shall prepay for the next billing period in order to maintain its insurance coverages. As time is of essence, the Employer may be flexible in receiving the prepayment of the first billing period.
- c. The complete list of the coverages of the group benefit plan can be found in the booklet issued by the Insurance Carrier.
- d. The Township reserves the right to amend and/or negotiate any of its benefit plans at any time. Employees will be notified as any amendments are made and the Township may substitute its current carrier at any time.

24. Service Recognition Program

The Corporation will commemorate employee years of service accomplishment by instilling a culture of recognition, which will create an opportunity for the Corporation to recognize important employee milestone anniversaries ultimately contributing to higher levels of engagement.

Guidelines

- a. Employees with 5, 10, 15, 20, 25, 30, 35 and 40 years of continuous service from the date of hire into permanent positions with the Corporation will be eligible for service recognition awards.
- b. Eligibility for the awards will be based solely upon years of continuous services, and eligible employees must be in active service on their anniversary date in order to receive an award.
- c. Temporary full-time employees who becomes a permanent full-time employee will see his or her temporary service, up to 18 months, credited to their permanent full-time continuous service.
- d. Employees will be recognized annually at a corporate event at the discretion of the Chief Administrative Officer.
- e. Employees who are on pregnancy/parental leave and/or on long-term disability leave no longer than 1 year will continue to earn credits in terms of the years of employment.
- f. The Employer will establish awards for specific terms of employment.

25. Employee Sports Dome Discount

The Township is committed to providing a healthy work environment for our employees. The Township will work towards the overall wellness of our employees by encouraging healthy personal lifestyle choices and safe practices both on and off Township premises.

The Township hopes that by assisting our employees with an outlet to perform physical exercise, they will use it regularly and increase their overall physical health as a result.

Guidelines

The Township encourages and supports employees that wish to purchase a membership to the Sports Dome.

- a. As of January 1st, 2019, the Township will offer municipal employees a 20% discount off the Resident and Municipal Employee fee of the annual Sports dome gym and/or track membership fee, as amended from time to time.
- b. Employees may purchase an annual pass to the track and/or gym through payroll deductions.

26. Personal Employee Vehicle Use

The Employer recognizes that employees may be required to use their own personal vehicle to complete Township business. Employees asked to use their personal vehicles for business use must be authorized to do so by their Department Head and/or Supervisor. Employees shall only be authorized to use personal vehicles for carrying out business upon meeting the following conditions:

- i. Possess a valid driver's license;
- ii. Vehicle is legally registered;
- iii. Vehicle has been deemed safe to operate and maintained as such;
- iv. Employee holds current minimum automobile insurance.

Guidelines

- a. All employees driving a personal vehicle to carry out business on behalf of the Township must follow all of the rules of the road. All vehicle operators are responsible for using their vehicle in a safe and responsible manner while conducting Township business and are to abide by all traffic laws while operating a vehicle.
- b. Employees are required to possess a valid driver's license in good standing, and the license held must be valid for the type of motor vehicle being used. Any employee who has his/her driver's license revoked or suspended shall notify their Department Head and/or Supervisor immediately. In this event, the employee shall immediately cease any usage of personal vehicles for business use.

- c. Mileage reimbursement rates and conditions will be according to the Township's Travel Expenses applicable by-laws for both employees who are regularly required to use their vehicles for Township business, and those who occasionally do so.
- d. Employees may only claim mileage driven for business purposes, they cannot claim travel over their lunch break or their daily commute to/from work.
- e. The Township's insurance policy does not cover employee vehicles. It is the employees' responsibility to provide and pay for their own insurance.
- f. The Township will not be held liable for any accidents, damages or losses incurred by employees while using a personal vehicle for business purposes however, the Township may reimburse the employee the cost of the insurance deductible, up to a maximum of \$500.00. The Employee must provide proof that the vehicle was damaged while being used for official Township business (e.g. police and insurance adjuster reports).
- g. The Township will not reimburse employees for the cost of insurance deductibles when the damage to their vehicles occurs on the employees' own time.
- h. Department Heads will ensure to specify on the job description, which positions within their department is required to use their personal vehicle from time to time to carry out their duties.

27. Municipal Vehicles Use

The Township recognizes that certain positions are required to use official Township vehicles in the performance of their duties, either during the work shift or on an On-call basis. Municipal vehicles are not to be considered personal vehicles and are not for personal use. Municipal vehicles are viewed as belonging to the citizens of the Township and are solely for providing services to those citizens.

Guidelines

- a. All employees driving a municipal vehicle to carry out business on behalf the Township of must follow all of the rules of the road. All vehicle operators are responsible for using the vehicle in a safe and responsible manner while conducting Township business and are to abide by all traffic laws while operating a vehicle.
- b. Employees are required to possess a valid driver's license in good standing, and the license held must be valid for the type of motor vehicle being used. Any employee who has his/her driver's license revoked or suspended shall notify their Department Head and/or Supervisor immediately. In this event, the employee shall immediately cease any usage of personal vehicles for business use.

- c. Driver's abstracts will be acquired from time to time for review for all employees driving municipal vehicles for business purposes. This information will be use to confirm the employee's license, and any suspensions, convictions, and demerit points and will be kept in the employee's personnel record.
- d. No employee shall drive a vehicle while under the influence of alcohol, including at or beyond the local legal blood alcohol limit. Illegal drugs are not to be used, and employees are not to be under the influence of prescription or legal drugs that cause drowsiness and other forms of impairment that prohibit the safe usage of motorized vehicles.
- e. Usage of all handheld devices (i.e. cell phones, PDA's, MP3 Players, GPS) is strictly prohibited while driving. Cell phone usage, **including hands-free** is prohibited while operating a vehicle and must adhere to the Township's cell phone policy.
- f. Municipal vehicles will not be used to transport passengers who are not directly or indirectly related to municipal business. Passengers shall be limited to Township employees and individuals who are directly associated with Township work activity (committee members, consultants, contractors, etc.) Family members shall not be transported in municipal vehicles.
- g. Employees who incur parking or other fines in municipal vehicles will generally be personally responsible for payment of such fines unless the payment of such fines is approved by the Department Head and/or Supervisor.
- h. Employees who are issued citations for any offense while using a municipal vehicle must notify the Department Head and/or Supervisor immediately, but in no case later than 24 hours. Failure to provide such notice may be grounds for disciplinary action.
- i. An employee who operates a municipal vehicle and who is arrested for or charged with a motor vehicle offense for which the punishment includes suspension or revocation of the motor vehicle license, whether in his or her personal vehicle or in a municipal vehicle, must notify their Department Head and/or Supervisor immediately but in no case later than 24 hours. Conviction for such an offense may be grounds for loss of municipal vehicle privileges and/or further disciplinary action.
- j. Department Heads will ensure to specify on the job description, which positions within their department is required to use municipal vehicles from time to time to carry out their duties.

28. Travel Expenses

Employees who incur expenses in carrying out their duties or for conference, workshop, training session and meeting outside their regular workplace or municipal facility shall be reimbursed under

the rules of application and procedures provided in the employee reimbursement By-law and its subsequent amending by-laws.

29. Firefighter Duty

An employee of the Township serving as a volunteer firefighter for the Fire Department of the Township during his/her regular working hours, will be paid either his/her regular rate of pay or the volunteer firefighter hourly rate as per salary schedule, whichever rate is the highest. An employee of the Township serving as a volunteer firefighter for the Fire Department of the Township outside of his/her regular working hours will be paid at the volunteer firefighter hourly rate.

30. Job Sharing

Job sharing is a method by which the Employer and the employees can accommodate greater workplace flexibility and schedules. This process is not appropriate for every employee or situation, but where operationally feasible, employees may share an ongoing position. Job sharing can be adapted to accommodate various situations and allow the Employer to maintain the standard quality and quantity of work expected, with minimum amount of change and adjustment.

Guidelines

- a. Job sharing results when two employees share what is identified as a full-time position.
- b. Job sharing arrangements must be arranged by the direct supervisor upon the department Director's direction and agreed too by the employees involved, and ultimately approved by the Chief Administrative Officer before they are implemented.
- c. If the duties of the position evolve, the Employer may subsequently require that one full-time employee fills the position.
- d. Employees in a job sharing arrangement share the same classification and level but may be remunerated at different levels of the pay grid according to their years of service in the classification/position.
- e. The parties to the sharing agreement shall determine the sharing of hours of work but in no case shall one employee work less than fourteen (14) hours per week.
- f. In the event that one employee in the job sharing arrangement leaves that arrangement on a permanent basis for any reason, the remaining employee will be offered the opportunity to assume the position on a full-time basis.
- g. If the remaining employee declines the full-time opportunity, the position will be posted and advertised as a job sharing vacancy.

- h. Employees sharing a full-time position will not benefit from the group benefits and coverages granted to full-time employees. Leaves and other similar conditions will be prorated as per their respective percentage of their normal job sharing workweek.

31. Secondment

The Township, at its sole discretion, may agree to staff being seconded to another Employer or internal department where doing so will be beneficial to both the employee and the Corporation in the long term following two (2) years of service in a continuing position.

External/internal secondments will normally be no longer than twenty-four (24) months and an individual will normally not be eligible for another secondment until a period of twenty-four (24) months has elapsed following the return to their regular position.

When an internal secondment is approved, the period of secondment shall be counted as time in service in the employee's position for the purposes of pensionable service, eligibility for leave and any salary increases or steps.

Guidelines

- a. Employees seeking a secondment must submit a written request to their direct supervisor, which includes the following information:
 - i. The Employer;
 - ii. The timeframe;
 - iii. The position that will be occupied by the employee;
 - iv. The reason for the request;
 - v. Outline the benefits to the Corporation;
 - vi. Outline the benefits to the employee;
 - vii. Identify how the secondment will contribute to the objectives of the development plan of the employee;
 - viii. Identify how the learnings from the secondment will be shared with the department during the secondment and at the conclusion of the secondment.
- b. Department Heads and/or Supervisors will be responsible of assessing and recommending or not secondments requested by employees in their departments.
- c. The Chief Administrative Officer has the authority to approve or refuse secondments recommended by Department Heads and/or Supervisor.
- d. Prior to approval, the Department Head and/or Supervisor of the employee requesting the secondment must establish a plan clearly identifying the following:
 - i. The experience that the employee is expected to gain while on secondment and how that experience will be an asset to the Township on a long-term basis.

- ii. How the workload of the employee will be handled during his/her secondment (this could be done through a temporary hiring or redistribution of responsibilities within the department).
- e. When an internal secondment is approved, the employee shall be compensated at the salary that is within the limits of the secondment position salary level.
- f. If the salary range for the secondment is less than the employee's existing salary, the Chief Administrative Officer shall ensure that the salary within the secondment position's level is at least equal to the employee's current salary therefore the employee will not receive a reduction in salary.

32. Retirement Plans

In addition to participation in the Canada Pension Plan, the Township shall register full-time employees in the Ontario Municipal Employees Retirement System (OMERS). The Employer and employees shall pay their respective contributions as per the provisions of the pension plan.

Employees other than full-time who meet OMERS eligibility criteria shall be offered, at the end of each calendar year, participation in the OMERS pension plan. The employees who qualify will be asked to confirm their acceptance or refusal of participation in the plan. Please take note that upon participating in the plan, the employee shall not be able to opt out of the plan unless they leave their employment with the Township.

The Employer and the remaining employees on the Registered Retirement Savings Plan (R.R.S.P.) will continue to make their respective contributions of the employee's salary or percentage equivalent to OMERS.

33. Resignation/Retirement/Voluntary Departure

Voluntary departure consists of the employee's resignation and/or retirement. The Township shall handle voluntary departures in a fair and lawful manner. The Township shall ensure the continuity and delivery of service for the remainder of the employee's employment notice period.

Guidelines

- a. Employees resigning or retiring from the Township staff shall advise their Department Head and/or Supervisor in writing.
- b. Employees resigning or retiring from the Township are expected to provide reasonable notice to the Township, taking into account the responsibility involved in their position, as follows:
 - i. Minimum of 3 weeks for supervisors staff;
 - ii. Minimum of 2 weeks for all other staff.

- c. Some contract of employment may request more time that indicated above and the period of notice required in the employment contract will be the most prevalent and applicable.
- d. Employees who resign or retire from their employment voluntary may be invited to participate in an exit interview. The purpose of an exit interview is to provide the employee the opportunity to freely discuss their reasons for leaving, make suggestions on ways to improve the work environment and express any other suggestions or concerns they would like to make. The employee may choose to be interviewed by their Department Head and/or Supervisor, the HR Coordinator or the Chief Administrative Officer. The staff member who conducts the exit interview is obligated to forward suggestions and complaints to the Chief Administrative Officer so that the improvements and complaints suggested may be evaluated for further action.
- e. Upon resignation or retirement, all Township property shall be returned on the final day of employment. This includes, but is not limited to office keys, uniforms, office FOB, information systems passwords and codes, software and other equipment, documents and files.
- f. Upon resignation or retirement, employees will reimburse the Employer for any vacation time taken in excess of time earned.
- g. Employees who have been advanced sick leave and who have resigned or retired before the sick leave credits have been reimbursed, must pay the Employer an amount equal to the benefits granted.

SECTION E – EMPLOYEE RELATIONS POLICIES

1. Informal and Formal Dispute Resolution

The Township recognizes that employees need and deserve to be provided with an outlet to express any dissatisfaction with respect to issues related to their employment. In order to foster better Employer / employee relations, the Township of Russell has established a dispute review system to resolve any issues that may arise.

Guidelines

- a. If you experience a conflict / dispute while on duty, the Township expects that you will make every effort to resolve the matter in an appropriate and timely fashion. The following steps have been outlined to assist employees in handling conflicts:
 - i. Make every attempt to resolve the matter yourself by speaking to the individual with whom you are having difficulty, even if it means having more than one meeting.

2. Violence and Harassment in the Workplace

The Corporation is committed to providing a work environment in which all employees are treated with respect and dignity. Workplace harassment will not be tolerated from any person in the workplace including employees, members of the public, customers, clients, other Employers, supervisors, management staff and members of Council.

The Occupational Health and Safety Act sets out roles and responsibilities of workplace parties with respect to workplace violence and workplace harassment, including developing and implementing policies and programs and providing information and instructions.

Refer to Violence and Harassment in the Workplace By-laws and subsequent amending by-laws for rules of application and procedures.

3. Code of Conduct

Employees must subscribe to the Corporation's Code of conduct in order to establish and maintain a relation of trust with the Council, the Corporation's employees and the public, in addition to maintaining the highest standards in their performance and that of their personnel.

Refer to By-law #2016-04 and subsequent amending by-laws for rules of application and procedures

4. Discipline

The Township is committed in establishing a progressive discipline process to ensure that employees have the opportunity to correct any performance or behavioral problems that may arise or any unacceptable conduct as per the code of conduct. These have not been put in place to restrict the freedoms of our employees, but rather they are in consideration of their safety, and the overall protection of the employees, property, and of our business practices.

Guidelines

- a. In the event that an employee of Township violates corporate policy or exhibits problematic behavior, a system of progressive discipline shall be utilized.
- b. Progressive discipline can be issued on either: attendance, conduct, health and safety or performance concerns.
- c. Employees will be given opportunities to correct the unwanted behavior, unless the behaviour or concern is one of a severe nature, in which case, progressive discipline can be accelerated to match the degree of violation. Typically, progressive discipline will progress through the following steps:
 - i. Coaching – informal;
 - ii. Verbal Warning – formal;
 - iii. Written Warning – formal;

- iv. Final Written Warning with Possible Suspension with or without pay- formal;
 - v. Termination.
- d. Degrees of discipline shall be used in relation to the problem at hand. As the situation dictates, based on the past performances of the employee, and the seriousness of the violation, the Township reserves the right to skip any of the above disciplinary steps process and move straight to termination where necessary.
- e. The Department Head and/or Supervisor are expected to investigate each violation or apparent problem, prior to imposing disciplinary measures with the exception of suspension without pay and/or termination. As of step 2, it is expected that the employee will be provided with a written document to:
- i. Alert them of the problem, provide a reiteration of the correct corporate policy regarding the violation;
 - ii. Advise them of the consequences associated with further infractions; and
 - iii. Provide a suggestion towards a method of improvement.
- f. All violations or alleged violations will be properly investigated and documented by the Department Head and/or Supervisor. All formal measures related to the incident that have been taken within the progressive discipline process, will be documented and kept in the employee's personnel file in Human Resources.
- g. Department Heads and/or Supervisors may not impose suspension without pay or termination without the approval of their written recommendation(s) by the Chief Administrative Officer.
- h. Upon suspension without pay and/or termination, all Township property shall be returned on the final day of employment. This includes, but is not limited to office keys, uniforms, office FOB, information systems passwords and codes, software and other equipment, documents and files.

5. WhistleBlower

Employees are to be provided an avenue to raise concerns or to bring forward information concerning wrongdoing. Employees will be treated fairly and shall be protected from reprisal or victimization from, employees, managerial staff and Council members for disclosing inappropriate governmental actions in good faith.

Guidelines

- a. Employees are encouraged to reveal actions leading to incorrect financial reporting that are unlawful; are not in line with corporate policies or amount to serious improper conduct having a serious impact on the Township.

- b. Employees who become aware of improper governmental actions, including such actions outside their own department, must first raise the issue with their Department Head and/or Supervisor . A written report stating in detail the basis for the employee's belief of improper governmental actions shall be submitted if requested by the Department Head and/or Supervisor.
- c. Where the employee reasonably believes the improper governmental action involves his/her Department Head and/or Supervisor, the employee shall raise the issue with the Chief Administrative Officer.
- d. Once disclosed, the Department Head or Chief Administrative Officer shall take prompt action in investigating the disclosure and shall keep the identity of reporting employees in strict confidence.
- e. The employee who made the disclosure shall receive a summary of the results of the investigation.
- f. Where the employee reasonably believes the improper governmental action involves the Chief Administrative Officer, he/she must first raise the issue with their Department Head who shall then raise the issue with the Mayor. A written report stating in detail the basis for the employee's belief of improper governmental actions shall be submitted if requested by the Mayor.
- g. Once disclosed, the Mayor shall take prompt action in investigating the disclosure and report to Council. He/She shall keep the identity of reporting employees in strict confidence.
- h. The employee who made the disclosure shall receive a summary of the results of the investigation.

6. Health and Safety

The Township is vitally interested in the health and safety of its employees. Protection of employees from injury or occupational disease is a major continuing objective. The Township will make every effort to provide a safe, healthy work environment. All supervisors and workers must be dedicated to the continuing objective of reducing risk of injury. The Township is ultimately responsible for worker health and safety, and it will take every reasonable precaution possible for the protection of our employees.

In pursuit of our commitment, the Township will develop, implement and enforce policies and procedures that promote and provide a healthier, safer work environment. We understand the importance of safety to the well-being and productivity of our people, and strive to safeguard the

workplace from injury and malfeasance through negligence of duty towards safety. We will act in compliance with all workplace health and safety legislation.

The Township will act in compliance with all workplace health and safety legislation.

Guidelines

- a. The Township, as the Employer, is ultimately responsible for employee health and safety, and will take every reasonable precaution for the protection of workers. The Township will meet or exceed all legislative requirements with respect to health and safety, and will promote a culture of health and safety.
- b. Department Heads and/or Supervisors will be held accountable for the health and safety of employees under their supervision. Department Heads and/or Supervisors are responsible to ensure that machinery and equipment are safe and that work is completed in compliance with established practices and procedures. Workers must receive adequate training in their specific work tasks to protect their health and safety.
- c. Every employee must protect his or her own health and safety by working in compliance with the law and with safe work practices and procedures established by the Township. Furthermore, workers are encouraged to participate actively in the prevention of accidents and the promotion of health and safety in the workplace.
- d. No employee will be disciplined for refusing work that is considered by the employee to be unsafe, as long as his refusal to work is not unreasonable or excessive and it complies with the *Occupational Health and Safety Act*.
- e. The Employer shall defray transportation costs to the hospital or to the nearest physician for an employee requiring medical care following a work related accident.
- f. There will be a joint Health and Safety Committee and/or their Health and Safety delegates in every workplace constituted according to the *Occupational Health and Safety Act*. The H & S committee are to meet on a regular basis and/or as per requirements of the Act. The Township will co-operate and help the joint committees to carry out its responsibilities. The responsibilities of a Committee include:
 - i. The identification of workplace hazards through regular inspections of the workplace by a Certified Member;
 - ii. Making recommendations to the Employer and to the workers on ways to improve workplace health and safety;
 - iii. Investigating work refusals and serious injuries.

- g. All Township employees are covered under the Township's general liability insurance while conducting Township business.

7. Clothing Allowance and Attire Dress Code

Township requires all employees to present themselves in a professional manner, with regard to attire, personal hygiene and appearance. Standards are commensurate with our organizational practices of appropriate business conduct, professionalism and dress code.

To ensure that our standards of appearance are consistent, some Township employees will be required to wear Township of Russell approved uniforms / clothing during regular working hours.

Refer to applicable By-laws and schedules for rules of application and procedures for approved uniforms provisions.

Refer to applicable By-laws and schedules for appropriate attire, hygiene and personal grooming.

8. Personnel Records

The Employer will maintain up to date and confidential personnel and payroll records for all employees.

Guidelines

- a. The Human Resources within the Chief Administrative Officer's department shall maintain personnel records. These files records are maintained in a secure environment, are held in strict confidence, and are kept as per TOMRMS record retention guidelines.
- b. Payroll, salary information and time sheets are kept on record as per TOMRMS record retention guidelines. These files records are maintained in a secure environment and are held in strict confidence.
- c. Department Heads and/or Supervisors have the authority to access employee records.
- d. An employee who wants to review his/her own file may do so in the presence of his/her supervisor.
- e. Documents in personnel and payroll records shall not be removed from the premises.
- f. Information may not be added to an employee's personnel record without both the Department Head and/or Supervisor and the employee's knowledge.
- g. The content of an active personnel records includes, but is not limited to:

Content	Human Resources Department	Payroll Department
Job application	X	
Job description	X	
Letter of offer of employment	X	X
Employment reference checks	X	
Criminal reference checks	X	
Group Benefit enrolment		X
OMERS enrolment		X
VOID cheque		X
Personal Information Sheet	X	X
TD1 and TD1ON forms		X
Documentation on courses/training approved and taken	X	
Driver's Abstract – Three Year Statement of Driving Record (where applicable)	X	
Annual performance reviews	X	
Letters of recommendation	X	
Records of disciplinary action	X	
Yearly attendance	X	X
Letters of recognition	X	
Disability claims	X	
WSIB claims		X
Letter of resignation	X	X
Reference letters	X	
Exit interview	X	
Inactive personnel files – as per TOMRMS record retention guidelines		

- h. The Human Resources department will review the employee's information on an annual basis to ensure accurate employee information is on record for all active employees.

9. Personal Belongings Loss

The Township is not responsible for theft, loss or damage to the personal belongings of its employees.

Guidelines

A. It is the responsibility of the employee to:

- i. Exercise due care in the course of employment;
- ii. Take reasonable precautions to secure personal belongings against theft or vandalism;
- iii. Report, in writing, any personal belongings loss to their Department Head and/or Supervisor as well as the Human Resources department immediately or before the end the work day the loss took place.

B. It is the responsibility of each Department Head to:

- i. Investigate reported matters related to the personal loss of employees;
- ii. Provide reasonable security measures to prevent loss through theft or vandalism in the work place.

The Employer may provide compensation to those personal belongings which employees would reasonably have in their possession during the normal performance of the assigned duties and when the loss or damage was not caused by the employees' negligence.

The Employee may claim reimbursement for personal loss, following the approval of their immediate supervisor, by completing a personal loss claim form (to develop). The written claim should provide full details of the circumstances under which the personal loss occurred with the approval of their Department Heads and/or Supervisors.