



PERSONNEL

POLICY

**PERSONNEL POLICY
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DEFINITIONS – See Employee Definition Policy Attached

~~Permanent Full-time Employees – Employees working year round, five (5) days per week and not less than seven (7) hours per day.~~

~~Permanent Part-time Employees – Employees working year round, who work a minimum of 28 hours per week.~~

~~Part-time Employees – Employees who work less than nine (9) months of the year.~~

~~Temporary Employees – Employees hired on a short-term basis for a specific job or program. (less than one (1) year)~~

USE OF MASCULINE GENDER

Unless any provision of this agreement otherwise specifies, words importing to the masculine gender shall include females and vice versa.

ARTICLE 1 – TERM OF POLICY – See New Term of Policy Attached

~~1.01 – This policy is made by the Barrington Municipal Council to apply to staff of the Municipality of the District of Barrington.~~

~~1.02 – The provisions of this policy shall be effective on the 1st day of April, 2012, following Council approval and continue until the 31st day of March, 2016, A.D.~~

~~1.03 – Staff referred to in Article 1.01 includes permanent full-time, permanent part-time, part-time and temporary employees.~~

~~1.04 – Any amendments and/or new policy shall be subject to Committee of the Whole Council review and Council approval.~~

~~1.05 – The Personnel Policy shall be completely reviewed by the Committee of the Whole Council every four (4) years and Council approval of a new policy shall be completed on or before the policy expiry date.~~

ARTICLE 2 - NO DISCRIMINATION – See No Discrimination Policy Attached

~~2.01 — The employer, its servants and agents, agree that there shall be no discrimination, — interference, restriction or coercion exercised or practiced with respect to any employee — in the matter of hiring, wage rates, training, upgrading, promotion, transfer, layoff, — discipline, discharge, retirement or otherwise by reason of:~~

- ~~A) — age, where the individual is of the age of majority and less than the age of 65~~
- ~~— B) — colour~~
- ~~C) — religion~~
- ~~— D) — creed~~
- ~~E) — sex~~
- ~~— F) — physical disability or mental disability~~
- ~~G) — ethnic or national origin~~
- ~~— H) — family status~~
- ~~I) — marital status~~
- ~~J) — source of income~~
- ~~— K) — that individuals associated with another individual or class of individuals having — characteristics referred in clauses A-J.~~
- ~~L) — or any other described discrimination as contained in the Human Rights Act of the — Province of Nova Scotia.~~

~~2.02 — An employer and any person acting on their behalf shall not pay a female employee at a — rate of wages less than the rate of wages paid to a male employee by him for the same work performed in the same establishment, the performance of which requires equal skill, effort — and responsibility, and which is performed under similar working conditions.~~

~~2.03 — Where an employer or person acting on their behalf established that a factor other than — sex justifies a different rate of wages, a difference in the wages between a male and — female employee based on the factor does not constitute a failure to comply with this — Section.~~

ARTICLE 3 - POSITION BONDING

3.01 The employer shall provide position bonding for those employees who are determined to required bonding.

3.02 All employees shall be bondable and bonded.

See New Hiring and Probation Policy Attached

All new municipal employees will be required to have the following checks carried out:

- ~~–RCMP check~~
- ~~–Child Abuse Registry check~~

NOTE: At present a blanket bond coverage is in effect for all employees.

ARTICLE 4 - SICK LEAVE – See New Sick Leave Policy Attached

~~4.01 — Sick leave is defined as an employee illness or injury and/or medical appointments.~~

~~4.02 — Permanent full-time employees shall accumulate sick leave at a rate of 1 ½ days per month for work performed to a maximum accumulation of 120 days. No sick days shall be earned during periods of sick leave, maternity leave or leave of absence. Sick leave entitlement does not begin until after three (3) months of employment.~~

~~Permanent part-time employees, part-time employees and temporary employees shall receive a prorated sick leave benefit based on hours of work performed. Sick leave accumulation cannot be carried from one season to the next.~~

~~4.03 — The employee during a time of illness shall continue to receive his regular salary until such time as his accumulated sick days are used up.~~

~~4.04 — An employee who becomes ill while on vacation may claim sick leave days providing a doctor's certificate is presented upon return to work.~~

~~—An employee may be required to sign a statement or produce a certificate from a medical practitioner for any illness in excess of three (3) working days, certifying that he was unable to carry out his duties due to illness. In the case where an employee is considered to be using an excessive amount of sick time, the Municipality reserves the right to require written reports from the employee and a physician even though the illness may not be in excess of three (3) working days at one time. The forms to be used are identified as Appendix "A" and Appendix "B" and form part of the Personnel Policy.~~

~~4.05 — Where no persons other than the employee can provide for the needs during illness of a spouse, child or parent living in the same household, an employee shall be entitled, after notifying his supervisor, to use a maximum of five (5) days accumulated sick leave per~~

~~annum for this purpose. Where no persons other than the employee can provide for the needs during illness of a dependent child or parent not living in the same household an employee shall also qualify for the same entitlement.~~

~~4.06 — Sick leave payment shall not be made under this Article if the sickness or injury is a direct result of work performed for financial gain from another employer or from self-employment.~~

~~4.07 — Employees who are off sick beyond their sick leave accumulation are required to request an official leave of absence, if they intend to return to work and such request may not necessarily be approved.~~

~~4.08 — Employees shall continue to earn vacation entitlement during a period of sick leave for which payment is being made directly by the Municipality.~~

~~4.09 — The fiscal year for the purpose of sick leave shall be April 1st to March 31st.~~

~~4.10 — The pay of an employee who is in receipt of compensation from the Workers' Compensation Board of Nova Scotia, arising from the same incapacity for which sick leave is granted, shall be reduced by the amount paid by the Workers' Compensation Board.~~

~~4.11 — Repealed March 9, 1994~~

ARTICLE 5 - METHOD OF PAYMENT - See New Method of Payment Policy Attached

~~5.01 — All employees shall be paid on a biweekly basis. All cheques are to be dated the Thursday following the biweekly period.~~

~~5.02 — Repealed.~~

~~5.03 — Repealed.~~

~~5.04 — Cheques are to be available on the scheduled pay day. Cheques not picked up shall be mailed to the employee.~~

~~5.05 — Permanent employees who are entitled to vacation leave shall be paid, if requested by the employee, the week before said leave provided the employee's leave is for ten (10) or more consecutive working days.~~

ARTICLE 6 - SERVICE AWARDS - See New Service Awards Policy for Employees Attached.

6.01 The employer shall pay this award for services rendered upon voluntary termination of employment after not fewer than twelve (12) years of consecutive service by employees and elected officials.

- 6.02 For each full year of employment the service award shall be \$100.00. The service award shall be prorated based on the number of hours worked if the employee has not completed a full year.
- 6.03 Service shall be defined as time actually spent on the job and does not include time while on approved leave of absence without pay.
- 6.04 In the event of the death of an employee who has earned entitlement to a service award the amount of the entitlement shall be paid to the Estate.

ARTICLE 7 - SALARIES

- 7.01 Employees employed as referred to in Article 1.01 shall be paid in accordance with the salary schedule as approved by the Municipal Council.
- 7.02 Council shall annually provide municipal staff with a cost of living adjustment based on the National Consumer Price Index, based on statistics as of February 28th of each year for any cost of living increase up to 2.5%. Any cost of living adjustment over 2.5% will be referred to Council for consideration. The cost of living adjustment shall be effective April 1st of each year.
- 7.03 Yearly increments shall only be paid to permanent full-time and permanent part-time employees if satisfactory service is confirmed by a written performance evaluation completed by the employee's immediate supervisor. This performance evaluation shall be reviewed by the Municipal Clerk prior to each anniversary date and a recommendation be made to the Municipal Council, whose decision shall be final.

The Council shall be authorized to temporarily delay or suspend increments until work performance has improved. In the event of a delay in payment of an increment the next increment shall not take effect until a twelve (12) month period has elapsed from the effective date of payment of the last increment.

ARTICLE 8 - HIRING AND PROBATION FOR STAFF See New Hiring and Probation Policy Attached

8.01—Repealed.

8.02—The employer may terminate a probationary appointment anytime.

~~8.03— Upon satisfactory completion of the probationary period, the employee will become a permanent staff member.~~

~~8.04— All temporary or part time employees to be hired within the current calendar year shall be done within the budget allocation and must be approved by the Municipal Clerk before being hired.~~

~~8.05— The appointment to all permanent full-time and permanent part-time positions are subject to approval by Council.~~

**~~ARTICLE 8A - HIRING POLICY TO ELIMINATE CONFLICT OF~~
~~INTEREST AND UNFAIR ADVANTAGE~~ See New Hiring and
Probation Policy Attached**

~~8A.01— It shall be the intention of the Municipality to receive and consider applications from family members of elected officials and employees, subject to conditions specified in this policy and subject to Council Policy No. 39 “Hiring Policy”.~~

~~8A.02— In order to eliminate conflict of interest and unfair advantage or perceived unfair advantage, it shall be unacceptable for an elected official or an employee to lobby on behalf of a family member who has submitted an application.~~

~~8A.03— A family member of an employee shall qualify for consideration for employment within the same department as the employee subject to the employee not being the supervisor of the family member.~~

~~8A.04— An elected official or employee shall have no involvement in the screening and short listing of applicants or the interviewing or selection of applicants, if one of the applicants is a family member. The general rule of conflict of interest shall apply.~~

~~8A.05— Family members shall be defined as father, mother (or alternatively stepmother, stepfather or foster parent), brother, sister, spouse (including common law spouse), child (including child of common law spouse), stepchild or ward, father-in-law, mother-in-law and relative permanently residing in the household or with whom the elected official or employee permanently resides.~~

**~~ARTICLE 8B - PROMOTION AND HIRING OF STAFF~~ See New Hiring and
Probation Policy Attached**

~~8B.01 It shall be the policy of the Municipality of the District of Barrington to fill job vacancies internally from full-time, part-time, or term employees, prior to posting vacancies externally.~~

~~8B.02 All vacancies shall be posted on the bulletin boards located in the Tax Office and the Arena for a 2 week period.~~

~~8B.03 Full-time, part-time, or term employees possessing the desired qualifications and experience will be granted an interview prior to the position being posted externally.~~

~~8B.04 If no acceptable application is forthcoming from current employees, then the position will be advertised externally.~~

~~8B.05 Job vacancies will not be posted externally until a decision has been made on applications received from current employees.~~

~~8B.06 Once an employee's application is rejected, the employee cannot resubmit an application when the position is posted externally.~~

~~8B.07 Once an employee is interviewed and accepted for a new position he/she will relinquish all rights to the previous position held.~~

~~8B.08 Employees accepting a new position will be subject to the required six (6) month probationary period.~~

~~8B.09 Benefits will accrue in accordance with the Personnel Policy. The employee's anniversary date for the purposes of employee increments will be the date the new position was assumed. The employee's employment date will be the date the employee was first employed by the Municipality.~~

~~8B.10 This Article does not apply to Summer Staff positions.~~

~~8B.11 Council may waive this Article and may advertise both internally and externally at the same time if deemed necessary to expedite the hiring process.~~

ARTICLE 9 - TRAVEL ALLOWANCE

9.01 Any employee who uses their own vehicle for purposes of their employment shall be paid mileage at the rate as determined by Council.

9.02 Any employee who is required to attend any conferences, training courses, seminars, etc. shall be reimbursed for transportation, lodging and meals.

9.03 Any employee who uses their own vehicle for specific jobs can be paid at a predetermined rate as agreed between the employer and employee.

9.04 Whereas a condition of employment, an employee is required to have additional or special insurance coverage then this shall be provided by the employee at the employee's expense. The employer shall have the right to require employees to produce within thirty (30) days of insurance renewal, a copy of the policy covering the additional or special coverage.

ARTICLE 10 - HOURS OF WORK

10.01 The regular hours of work for employees, as stated in their individual job descriptions, are:

Clerk-Treasurer	35
Building Inspector	37.5
Deputy Clerk	35
Property Services Manager	40
Accountant	35
Property Serv. Technician	40
Tax Clerk	35
Recreation Facilities Oper.	40
Arena Services Technician	40
Arena Manager	40
Municipal Office Secretary	35
Recreation Director	40
Building Inspector's Secty	30
Property Serv. Tech. - DRC	40
Janitor	35
Rec. Sum. Employees "as scheduled"	
Arena Canteen Attendants "as scheduled"	

10.02 Regular hours of work shall include vacation time, sick time, and accumulated overtime hours used, for the purpose of calculating hours paid and overtime earned.

ARTICLE 11 - OVERTIME HOURS See New Overtime Policy Attached

~~11.01 All hours worked in excess of the regular hours of work stated in the individual employee's job description shall be paid as overtime with the following exceptions:~~

- ~~— (a) No overtime shall be paid for attendance at council or committee meetings for which employees are paid fees to attend.~~
- ~~— (b) The Municipal Clerk is not entitled to overtime for hours worked in excess of 35 hours per week as per job description.~~
- ~~— (c) Property Services Manager, Property Services Technicians, Recreation Facilities Operator and Fire Services Coordinator shall be paid overtime for all hours worked in excess of 80 hours every two weeks, provided hours worked in any single week do not exceed 48 hours.~~
- ~~— (d) Summer employees and casual employees shall receive equivalent time off for hours worked in excess of 80 hours bi-weekly. Except for hours worked over 48 hours in one week which must be paid at the rate of one and one half times their regular rate of pay. Every effort is to be made to have entitlement taken during following week to prevent accumulation of overtime hours.~~
- ~~— (e) Arena Canteen Attendants shall be paid overtime for all hours worked in excess of 48 hours per week at the rate of one and one half times their regular rate of pay.~~
- ~~— (f) Call out hours shall only be included in the calculation of overtime when actual hours worked during each call out time are in excess of two hours.~~

~~11.02 Employees shall be paid for overtime hours at the rate of one and one half times their regular rate of pay, or may opt to accumulate overtime hours at an equivalent amount in lieu of payment, upon approval of the Clerk/Treasurer.~~

~~11.03 In no case shall accumulated hours include hours worked in excess of 48 hours per week.~~

~~11.04 Accumulated hours must be taken off during the current fiscal year, upon approval of the Clerk/Treasurer.~~

~~11.05 Employees required to attend council or committee meetings outside regular hours of work shall be paid the corresponding meeting fee. When attendance is required for only a portion of the meeting the fee shall be prorated, but shall not be less than one third of the total meeting fee.~~

~~11.06 Employees attending conferences, seminars, training sessions, and other meetings approved by the Clerk/Treasurer shall be compensated at equal time for time spent~~

~~travelling to and returning from such events outside of regular hours of work.—
Employees may either be paid for this time or accumulate it upon approval of the
Clerk/Treasurer.~~

Article 11A - Travel and Mileage Costs

11A.01 Employees called out to work outside regular hours of work shall be paid mileage at the municipal rate from their residence to their ordinary place of work.

11A.02 Employees attending conferences, seminars, training sessions and other meetings approved by the Clerk/Treasurer shall be paid mileage at the municipal rate, and shall be paid for the cost of registration fees, meals, tips, parking and accommodations. Receipts shall be required to substantiate expenditures unless excepted by the Clerk/Treasurer.

Article 11B — Call-Out Hours — See New Overtime Policy Attached

~~11B.01 Employees recalled to work outside their regular hours of work shall be paid not less than three hours at their regular rate of pay, notwithstanding that the employee worked less than three hours.~~

~~11B.02 Employees recalled to work outside their regular hours of work who work more than two hours shall be paid at the rate of one and one half times their regular rate of pay for the actual hours worked.~~

~~11B.03 Employees shall not be considered recalled to work if the hours worked are continuous to, either before or after regular hours of work, or if prior to the employee leaving his place of work.~~

Article 11C — On Call Requirement See New Overtime Policy Attached

~~Certain employees are required to be available to respond to emergency alarms and to remove snow during winter months. These employees include the Water and Wastewater Services personnel, the Property Services personnel, and the C & D Landfill personnel.~~

~~“Being available” for work means that the designated employee must be within 45 minutes of his ordinary place of work and must be able to be contacted by the public or other municipal staff, by~~

~~calling the cell phone provided to the employee by the Municipality for that purpose.~~

~~When designated as “on call” by his supervisor, the employee will be compensated at the rate of \$100.00 per week for each week of service provided. This compensation will be paid with the regular bi-weekly payroll.~~

~~A schedule of “on call” requirements will be provided by the employees supervisor. The schedule may be altered according to circumstances as deemed necessary by the supervisor.~~

~~Designated employees who fail to respond to a call will forfeit the compensation for that service for that day and will be reprimanded for failure to respond.~~

~~Three incidences of non response will be cause for termination of employment.~~

ARTICLE 12 – HOLIDAYS – See New Holidays Policy Attached

~~12.01 Holidays are defined to be as follows except when they fall on a non working day, then the next regular working day is designated:~~

- ~~a) New Year’s Day~~
- ~~b) Nova Scotia Heritage Day – Third Monday in February~~
- ~~c) Good Friday~~
- ~~d) Easter Monday~~
- ~~e) Victoria Day~~
- ~~f) Canada Day~~
- ~~g) Labour Day~~
- ~~h) Thanksgiving Day~~
- ~~i) Remembrance Day~~
- ~~j) Christmas Day~~
- ~~k) Boxing Day~~
- ~~l) Civic Holiday – First Monday in August~~

~~12.02 To determine whether a part-time, or temporary employee is entitled to a paid holiday and if so, for how many hours, the following formula will be used:~~

~~The Labour Standards Code requires that an employee works at least fifteen (15) days in the last thirty (30) calendar days and the next scheduled work day in order to be eligible for a paid holiday. It is important to note that the Department of Labour has advised that if a shift goes beyond the midnight hour into another day, it is classed as two (2) days.~~

~~If the employee is entitled to a paid holiday, determine the number of actual hours worked within the last thirty (30) calendar days.~~

~~Then determine the number of days worked.~~

~~Then divide the number of hours worked by the number of actual days worked. This will give you the average number of hours worked per day which will determine the number of hours to be paid for the holiday.~~

ARTICLE 13 - PREGNANCY LEAVE

Pregnancy Leave

13.01 A pregnant employee, who has been employed, for at least one (1) year, is entitled to an unpaid leave of absence of up to seventeen (17) weeks upon giving the employer notice of the date she will begin the leave and the date she will return to work.

13.02 Pregnancy leave begins on such date, no sooner than sixteen (16) weeks preceding the expected date of delivery, as the employee determines, and not later than the date of delivery.

13.03 Pregnancy leave ends on such date:

- a) not sooner than one (1) week after the date of delivery and;
- b) not later than seventeen (17) weeks after the pregnancy leave began; as determined by the employee.

13.04 The employer may require a pregnant employee, who has been employed by the employer for at least one (1) year, to take an unpaid leave of absence while the duties of her position cannot reasonably be performed by a pregnant woman or the performance of the employee's work is materially affected.

Parental Leave

13.05 An employee, who has been employed by the employer for at least one (1) year and who becomes a parent of one or more children through:

- a) the birth of a child or children; or
- b) the placement of a child or children in the care of the employee for the purpose of adoption of the child or children pursuant to the laws of the province;

is entitled to an unpaid leave of absence of up to fifty-two (52) weeks upon giving the employer notice of the date that the employee will begin the leave and the date that the employee will return to work.

The maximum combined pregnancy leave and parental leave to which an employee is entitled is fifty-two (52) weeks.

13.06 Where an employee takes pregnancy leave pursuant to this Article and the employee's newborn child or children arrive in the employee's home during the pregnancy leave, parental leave pursuant to the article:

- a) begins immediately upon completion of the pregnancy leave and without the employee returning to work; and
- b) ends not later than thirty-five (35) weeks after the parental leave begins pursuant to this Article as determined by the employee.

13.07 When an employee returns to work upon the expiry of the leave of absence for pregnancy or paternal leave the employer shall permit the employee to resume work:

- a) in the position held by the employee immediately before the leave began or where that position is not available, in a comparable position with no less than the same wages and benefits; and
- b) with no loss of seniority or benefits accrued to the commencement of the leave.

13.08 While an employee is on pregnancy leave or parental leave, the employer shall maintain coverage for medical, group life and disability and shall continue to pay its share of premium costs for maintaining such coverage during the period of leave.

13.09 Employees on pregnancy or parental leave shall not during such period be entitled to earn any vacation leave, sick leave or require any employer contribution to the pension plan.

13.10 For greater clarification of entitlement or requirements the provisions of the Labour Standards Code of the Province of Nova Scotia shall apply and should a contradiction exist between this Article and any current or revised provisions in the Labour Standards Code then the Code shall apply.

ARTICLE 14 - IN-SERVICE TRAINING

14.01 The Municipality shall annually provide in its budget, funds for courses and seminars for all staff members as referred to in Article 1.01.

14.02 The courses and seminars for those attending are to be approved by the Municipal Clerk.

ARTICLE 15 - LEAVE FOR STORMS OR HAZARDOUS CONDITIONS

15.01 Employees shall be permitted time off with pay in the case of inclement weather severe enough to make traveling to work dangerous. The decision for payment shall be left to the discretion of the Municipal Clerk and an appeal of that decision may be made to the Committee of the Whole Council.

ARTICLE 16 - ASSOCIATION DUES

16.01 The Municipality may pay annual association or professional dues for permanent employees if membership and the payment of dues are considered to be in the interest of the Municipality. Payment of dues shall be subject to approval by the Municipal Clerk.

ARTICLE 17 - PENSION PLAN - See New Pension Plan Policy Attached

~~17.01—All regular year-round employees who work a minimum of nine (9) months per year and who work regularly not less than thirty (30) hours per week shall be required to contribute to the municipal employees pension plan upon having completed six (6) months employment. (Councillors may also participate in the Municipal Pension Plan. Please see Policy 8—Annual Remuneration, Benefits and Expenses for Councillors, Staff and Others?)~~

~~17.02—The minimum employee contribution shall be 2% of earnings. The employer will match all employee contributions up to 5% of the employees earnings.~~

~~17.03—An employee may make voluntary contributions to the plan up to the maximum amount allowed under the provisions of the Income Tax Act.~~

~~17.04—Normal retirement age shall be 65.~~

~~17.05—The employer's contribution shall vest in the employee following the completion of two (2) years of membership in the plan.~~

~~17.06—An employee shall be considered to have withdrawn if, prior to his or her normal retirement date and prior to the actual retirement date, the employee's employment with the employer is terminated.~~

~~—On withdrawal of a member who has attained age 45, but has not attained normal~~

~~retirement age and has completed either ten (10) years of continuous service or ten (10) years of membership in the plan on the date of withdrawal, the member shall be entitled to elect Option B, Option C or Option D and shall not be entitled to a cash benefit except to the extent permitted under Option C. For detailed particulars see Pension Plan.~~

~~17.07 It shall be the responsibility of individual employees to determine how they wish the premiums and funds accumulated in the account invested, i.e. the interest account, the short term account, or diversified account or any combination. Not less than once per year all employees shall be required to indicate their choices of investments and such choices shall be in writing and signed by the employee.~~

~~17.08 For death benefits, benefit payments and any other matters, reference should be made to the actual pension plan documents of the Mutual Life Assurance Company of Canada on file in the Office of the Clerk Treasurer.~~

ARTICLE 18 - GROUP LIFE AND DISABILITY PLAN

18.01 All regular year-round employees working not less than nine (9) months per year who work regularly not less than thirty (30) hours per week shall be required to participate and contribute towards the group life and disability plan unless rejected by the insurance company for medical reasons.

18.02 All employees shall be required to complete the necessary application form after completion of three (3) months of continuous employment.

18.03 All employees are entitled to double the amount of the normal life insurance on a 50/50 cost shared basis. The premium paid by the employer on the insurance shall be subject to income tax on the part of the employee consistent with requirements of the Income Tax Act.

18.04 The cost sharing of this plan shall be divided equally between the Municipality and the employees with the individual employee paying not less than 100% of the premium which applies to long term disability coverage.

With the employee paying 100% of the premium for long term disability the benefit becomes non-taxable.

18.05 The employee's contribution shall be collected on a regular basis by way of a payroll deduction.

18.06 If there is sick leave entitlement remaining when long term disability commences the employee shall have the right to select one of the following two (2) options:

- a) continue to receive sick leave payment which would equal the difference between regular salary and the payment received from the disability insurance until the remaining sick leave entitlement has been used up or;
- b) request that remaining accumulated sick days be held for future benefit of the employee if he is intending to return to work.

If the employee opts to have the employer retain accumulated sick days and the employee is unable to return to work for health reasons, then he shall have the right to request payment of any remaining sick days based on what would have been payable if the employee had opted for 18.06(a).

18.07 Repealed.

18.08 Repealed.

18.09 Employees on leave due to illness or injury, without pay and benefits, are required to pay 100% of the long term disability premium and shall be entitled to continue in the plan up to the qualifying period for long term disability. If the employee upon the date for qualification of long term disability fails to qualify then participation in the plan shall terminate at that time.

18.10 Employees on leave due to illness or injury without pay and benefits shall be required to pay 50% of the premium cost for basic life and accidental death and dismemberment and shall be entitled to continue in the plan up to the qualifying period for long term disability. If the employee upon the date for qualification of long term disability fails to qualify then participation in the plan shall terminate at that time.

18.11 Employees on leave without pay and benefits for any reason other than illness or injury can apply to remain in the group life and disability plan with them paying 100% of the cost of the premium and the decision shall be subject to approval by the Council.

ARTICLE 19 - MEDICAL PLAN

19.01 All regular full time employees, regular year-round employees working a minimum of thirty (30) hours per week shall be entitled to the benefits of the medical plan. Enrollment in the plan is optional and entitlement shall commence after three (3) months of employment. Once enrolled, termination is only possible if spouse has coverage.

19.02 Employees wishing medical coverage must complete the prescribed application immediately after completing three (3) months employment.

- 19.03 Employees who do not enroll when originally eligible must wait for regular reopening dates and will be subject to all waiting periods as provided for in the policy.
- 19.04 Premiums for monthly coverage shall be collected by way of a payroll deduction.
- 19.05 The plan shall be cost shared between the employer and the employee with each paying 50% of the monthly premium.
- 19.06 Employees forced to resign for health reasons who qualify for long term disability shall be entitled to continue as a member of the group medical plan for a period of six (6) months, and during that period, the premium shall be cost shared on a 50/50 basis.
- 19.07 Repealed
- 19.08 An employee on leave due to illness or injury without pay and benefits shall be entitled to continue in the medical plan with the Municipality paying 50% of the premium. up to the qualifying period for long term disability. If the employee upon the date for qualification of long term disability fails to qualify then participation in the medical plan shall terminate at that time.
- 19.09 Employees on leave without pay and benefits for any reason other than illness or injury can apply, to remain in the medical plan with them paying 100% of the cost of the premium and the decision shall be subject to approval by the Finance and Administration Committee.

ARTICLE 20 – VACATIONS – See New Vacations Policy Attached

- ~~20.01 — An employee shall be entitled to receive annual vacation leave with pay as follows:~~
- ~~a) each year during his/her first 84 months (7 years) of service at the rate of one and one quarter (1 1/4) days for each month of service in that year (15 days per year) and;~~
 - ~~b) each year after 84 months (7 years) of service at the rate of one and two thirds (1 2/3) days for each month of service in that year (20 days per year) and;~~
 - ~~e) each year after 180 months (15 years) of service at the rate of 2 1/12 days for each month of service in that year (25 days per year) and;~~
 - ~~d) each year after 300 months (25 years) of service at the rate of two and one half (2 1/2) days for each month of service in that year (30 days per year).~~
- ~~20.02 — All employees shall be required to take their vacation within ten (10) months from the date of entitlement, but under certain circumstances the Municipal Clerk may grant~~

~~— permission to an employee to accumulate up to a total not exceeding twice the annual yearly vacation.~~

~~20.03 — Employees shall be given the opportunity to select the time of year they would like their vacation, but the employee with the most seniority shall have first choice. Vacations shall only be permitted at times of the year when their absence will not create undue hardship on other staff or inconvenience to the public. All vacations are subject to prior approval by the Municipal Clerk.~~

~~20.04 — It shall be the general practice that when employees are on vacation that their duties will be assumed by other staff so as to eliminate as much as possible the cost of replacements.~~

~~20.05 — All temporary, and part-time employees shall be paid vacation pay in lieu of a vacation as required by the Labour Standards Code.~~

~~20.06 — The vacation year shall be April 1st to March 31st inclusive.~~

ARTICLE 21 - GRIEVANCE PROCEDURES - See New Respectful Workplace Policy

~~21.01 — All employees must abide by the following procedure when making a grievance;~~

~~— STEP A — All grievances must be in writing and the problem must be clearly indicated.~~

~~— STEP B — This grievance is to be directed to the immediate supervisor. The supervisor must try to resolve this matter to the employees' satisfaction within five (5) Municipal working days.~~

~~— STEP C — Failing a satisfactory reply, the employee shall be responsible to pass the grievance on to the next supervisory level, who also shall be given five (5) Municipal working days to give a reply.~~

~~— STEP D — Failing a satisfactory reply from this level and if there are no further supervisory levels, then the employee shall be responsible to pass the grievance on to the Municipal Clerk to give a reply within five (5) Municipal working days.~~

~~— STEP E — Failing a satisfactory settlement under Step D, the employee shall be responsible to pass the grievance on to the Municipal Council or to the Chief Administrative Officer within the next twenty five (25) Municipal working days. Council will then deal with the grievance at its next Council Meeting.~~

ARTICLE 22 - DISCHARGE, SUSPENSION AND DISCIPLINE – See New Performance Evaluation Policy and Employee Discipline Policy Attached

- 22.01 ~~Each employee shall have his work performance evaluated, at least on an annual basis, by the immediate supervisor. In addition, employee performance evaluations may be done at any time the employee's immediate supervisor deems it necessary to do so. Each employee performance evaluation shall be discussed with the employee by the employee's immediate supervisor.~~
- 22.02 ~~Any employee who is given an unsatisfactory performance evaluation, will be given a notice in writing indicating what the unsatisfactory performance consists of and shall be given an opportunity to correct the unsatisfactory performance within thirty (30) days. At the end of the thirty (30) day period, a second performance evaluation shall be completed, indicating whether or not the unsatisfactory performance has been corrected.~~
-
- 22.03 ~~Specific instances of unsatisfactory performance may be indicated to an employee by the immediate supervisor and may be accompanied by:~~
- ~~a) a letter of dissatisfaction.~~
 - ~~b) a letter of warning, indicating that the unsatisfactory performance must discontinue immediately.~~
 - ~~c) a temporary suspension without pay.~~
- 22.04 ~~The form of discipline will depend upon the circumstances of the case and the severity of the unsatisfactory action. Continuance of unsatisfactory performance shall be reported by the immediate supervisor to the Municipal Clerk. The Municipal Clerk may recommend to Council dismissal of the employee or further disciplinary action.~~
- 22.05 ~~Employees may appeal unsatisfactory performance evaluations or disciplinary action by the immediate supervisor, to the Municipal Clerk. This appeal must be done in writing. The Clerk shall respond to the employee's appeal within ten (10) Municipal working days of receiving such an appeal.~~
- 22.06 ~~An employee who is not satisfied with the response of the immediate supervisor or with the response of the Municipal Clerk, may appeal an unsatisfactory performance evaluation or disciplinary action to the Municipal Council. This appeal must be done in writing and shall be addressed by the Municipal Council at their next Council Meeting.~~
- 22.07 ~~Employees may appeal a decision of their immediate supervisor by using the following steps:~~
- ~~a) Appeal must be made in writing to the immediate supervisor. The immediate supervisor must respond in writing within five (5) Municipal working days of the time the written appeal is received by him.~~
 - ~~b) If the employee is not satisfied with the response, an appeal may be made, in writing, to the Municipal Clerk. The Municipal Clerk must respond within five (5) Municipal working days of the time the written appeal is received by him.~~

~~22.08 Department Managers may appeal decisions using the following procedure:~~

- ~~a) An appeal must be made in writing to the Municipal Clerk. The Municipal Clerk must respond in writing within five (5) Municipal working days. If the Department Manager is not satisfied with the response, an appeal may be made in writing, directly to Council. This appeal shall be addressed by Council at their next Council Meeting.~~

ARTICLE 23 - LAY OFFS

23.01 The employer shall not discharge or lay off an employee, unless the employee has been guilty of wilful misconduct or disobedience or neglect of duty that has not been condoned by the employer, without having given at least:

- a) one (1) weeks notice in writing to the person if his period of employment is less than two (2) years.
- b) two (2) weeks notice in writing to the person if his period of employment is two (2) years or more but less than ten (10) years.
- c) eight (8) weeks notice in writing to the person if his period of employment is over ten (10) years.

23.02 Article 23.01 does not apply to a person whose period of employment is less than three (3) months.

23.03 Article 23.01 does not apply to a person employed for a definite term or task for a period not exceeding twelve (12) months.

23.04 Article 23.01 does not apply to a person who has been offered reasonable alternate employment by his employer.

23.05 The employment of a person may be terminated forthwith where the employer gives to the person notice in writing to that effect and pays him an amount equal to all pay to which he would have been entitled for work that would have been performed by him at the regular rate in a normal, non-overtime work week for the period of notice.

23.06 Any employee served notice under Article 23.01 shall terminate employment on the day notified and shall receive pay in lieu of number of weeks notice. Employees who wish to terminate their employment shall notify the management in writing, with a minimum of two (2) weeks (fourteen (14) days) notice.

ARTICLE 24 - LEAVE OF ABSENCE – See New Family Care or Bereavement Policy Attached

~~24.01 — An employee shall be granted a maximum of four (4) consecutive work days leave without loss of pay (for regularly scheduled work) and benefits in the case of death of a parent, wife, husband, common law spouse, brother, sister, child, mother in law, father in law, brother in law, sister in law, step parent, grandchild or grandparent. Where the burial occurs outside the province, additional time shall be granted for travel up to a maximum of three (3) days.~~

~~24.02 — An employee may be granted leave of absence without pay and benefits when he requests such leave for good and sufficient cause. Such a request shall be in writing and approved by the Municipal Clerk if for less than ten (10) working days and otherwise the Municipal Council. Time spent on leave of absence without pay shall not count as service time as defined in Article 6.01.~~

24.03 Employees shall be granted one-half (1/2) day leave of absence without loss of wages to attend a funeral as a pallbearer.

24.04 If leave is being granted due to illness or injury then the employee shall have the option of continuing in the group plan as specified in Articles: 18.09, 18.10, 19.08 and 19.09.

ARTICLE 25 - OCCASION FUND

25.01 Each permanent employee will have deducted from his/her salary \$1.00 per regular pay.

25.02 The employer shall match dollar for dollar the total amount deducted as referred to in Article 25.01.

25.03 The employer agrees that the fund is accounted for separately on the Municipality's books.

25.04 All expenditures for use of this fund must be approved by a staff representative on behalf of staff and by the Clerk on behalf of the Municipality.

ARTICLE 26 — CLOTHING—See New Personal Protective Equipment Policy – Attached.

~~26.01 — The employer agrees to provide protective clothing as listed below subject to the approval of the Supervisor at no cost to the Water and Wastewater Staff, Property Services Staff and C & D Landfill Staff:~~

~~hard hats, coveralls of a uniform color and any other protective clothing as deemed necessary by the Supervisor,~~

~~The employer agrees to reimburse the cost of one (1) pair of steel toed shoes, up to a maximum of \$100.00 per year.~~

Summer students are responsible for providing their own protective clothing and safety shoes.

ARTICLE 27 - CHRISTMAS GIFTS See New Annual Bonus Policy - Attached

~~27.01 The employer shall issue a cheque in the amount of \$100.00 to each permanent full-time employee who has worked at least six (6) months of the year at the time of payment. For regular full-time employees who have works less than six (6) months, then the payment shall be prorated based on the actual number of months worked as a percentage of the twelve (12) month calendar year.~~

~~27.02 For permanent part-time, part-time and temporary employees, a cheque shall be provided in an amount based on the above, but prorated based on the number of hours worked during the year as compared to 2,080 hours per year. Minimum Christmas Gift is \$25.00.~~

ARTICLE 27A - OFFICE CLOSURE - See New Holiday Policy Attached

~~27A.01 The Municipality of the District of Barrington has determined that the majority of its employees at the Municipal Office and the Building Inspection Office may decide whether or not these offices shall close on an annual basis between Christmas and New Year's day. A vote shall be conducted by the Clerk-Treasurer during the first week of December of each year and each employee shall be entitled to vote by written ballot.~~

~~In the event the majority of the employees decide to close the offices all employees of these offices shall be off from work during these days and will be required to use their available vacation or overtime days, otherwise they will be off without pay.~~

~~Effective 2014 and each year thereafter, municipal employees scheduled to work on Christmas Eve, December 24th, will be granted the day off with full pay and benefits. As required, all on-call staff will be required to work, if necessary to respond to sewer, snow plowing and salting calls.~~

ARTICLE 28 - EDUCATIONAL LEAVE

28.01 Any permanent employee shall be granted one (1) day, with pay, for each exam day

related to a course which has been approved by the Municipal Clerk.

ARTICLE 29 - COURT LEAVE

29.01 A leave of absence with pay and without loss of any benefits shall be given to every employee, other than an employee on leave of absence without pay or under suspension, who is required;

- A) to serve on a jury; or
- B) by subpoena or summons to attend as a witness at any court or other legal process where by law the employee is compelled to attend.

29.02 Any employee given a leave of absence with pay to serve on a jury shall have deducted from his salary an amount equal to the amount that the employee received for such jury duty exclusive of any travel allowance.

ARTICLE 30 - WORKERS' COMPENSATION – See New Sick Leave Policy Attached

~~30.01 — An employee receiving compensation benefits under the Workers' Compensation Act for injury on the job shall receive the difference between his regular pay and the benefits that are paid by the Workers' Compensation Board during his/her period of temporary or total disability or until all accumulated sick leave benefits have been used up, whichever comes first.~~

~~30.02 — If the workers' compensation payment is being made directly to the employer, then it shall be applied towards the employers cost for continuing full salary during the period of disability.~~

ARTICLE 31 - NO SMOKING POLICY

31.01 Employees are prohibited from smoking in all municipal buildings and vehicles since these places have now been designated as smoke-free.

ARTICLE 32 - PERSONAL AND VOLUNTEER ACTIVITIES AND ACCEPTANCE OF GIFTS AND FAVOURS

32.01 Although there is nothing prohibiting an employee from outside business activities, employees are cautioned to refrain from activities that create a conflict of interest or a

business venture that would rely on your knowledge and access of information through your employment with the Municipality.

32.02 Any business venture must be carried out entirely on the time of the employee and no business meetings or activities should be conducted during regular hours that you are employed by the Municipality.

32.03 It is recognized that employees may volunteer their services to a variety of community activities and organizations and this is certainly encouraged. Unless it is specifically recommended by the Municipality, any time required as a volunteer must be on your own time and not during regular municipal hours of employment. If your involvement as a volunteer is encouraged by the Municipality then any time required during regular hours must receive prior approval. As well, no office supplies or equipment shall be utilized for any volunteer activities without prior approval.

Employees or members of their immediate family should not accept any gift or offer of free service from any individual or company doing direct or indirect business with the Municipality. Any gift or service received by an employee or an immediate member of his/her family that was beyond their control, must be reported immediately to the Municipal Clerk who shall make a determination as to disposition of the matter.

Any special offers, bonuses or gifts connected with the purchase of merchandise or volume purchasing shall be the benefit of the Municipality and the fact that a bonus or gift is involved with the purchase shall be made known at the time of the issuance of the Purchase Order or at the time of submission of the invoice.

Violation of the provisions of this Article are grounds for disciplinary action.

32.04 Employees who are active and trained members of Volunteer Fire Departments within the Municipality may:

- a) respond to alarms during working hours providing permission of their immediate supervisor is obtained first, and
- b) will be paid for work-time lost due to responding to an alarm when the alarm sounds during working hours.

Supervisors are directed to permit employees to respond to alarms when their absence does not result in an unacceptable level of service.

Whether or not the level of service is acceptable in any particular instance, will be determined solely by the judgement of the supervisor.

APPENDIX "A"
EMPLOYEE ABSENCE REPORT FORM

Complete this form in its entirety in order to support your claim for sick leave allowance.

State the date (or dates) that you were ill: _____

Describe fully your illness: _____

Did your illness on that day (or days):

_____ a) Confine you to your bed? _____

_____ b) Confine you to your home? _____

Did you leave your home and/or engage in any outside activities on that day (or days)?

If so, explain your reason and the activity?

_____ Did you have a doctor attend you? _____

_____ Did you visit a doctor? _____

If so, give doctor's name and address and have the doctor complete page 2 of this form.

_____ Provide any other facts that you feel will determine the validity of your claim. _____

I affirm that my answers and statements above are true and may be relied upon in determining the validity of my claim for Sick Leave.

DATE
EMPLOYEE'S
SIGNATURE

APPENDIX "B"
EMPLOYEE ABSENCE REPORT FORM
(To be completed by Physician)

Diagnosis of present disabling condition: _____

Additional conditions which might affect the duration of disability: _____

a) Date of first visit: _____, 20 _____

b) Date of last attendance: _____, 20 _____

c) Were you actively supervising this patient's care during the full period? Yes: _____ No: _____

_____ If no, please comment: _____

If condition due to pregnancy, what is (or was) the expected date of confinement?

_____, 20 _____

Date Hospitalized: _____, 20 _____

If surgery performed, describe: _____

Date: _____, 20 _____

If referred to you, give name of referring physician. _____

To the best of my knowledge, the patient has been **TOTALLY DISABLED** (unable to work)

from: _____, 20 _____

If still disabled, give approximate date patient should be able to return to work:

Date: _____, 20 _____

How long was or will the patient be **PARTIALLY DISABLED**?

From: _____, 20 _____ to _____
, 20 _____

To the best of my knowledge:

a) Symptoms first appeared or accident happened: _____,
20 _____

b) Patient has had same or similar condition: Yes: _____ No: _____

_____ If yes, state when and describe: _____

Physician's Name: _____

Address: _____

Phone: _____

Signature: _____

~~I hereby authorize the release to my employer any information requested in respect of this claim.~~

~~Date: _____, 20_____ Signature of Patient: _____~~

~~Patient is responsible for securing this form and for charges made for its completion.~~

Amended by Council March 14, 2011
Amended by Council March 12, 2012
Amended by Council April 28, 2014
Amended by Council March 23, 2015