

SUMMARY OF PROPOSED CHANGES

Group Life and Disability Plans

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- Employees are required to work a minimum of 20 hours per week to be eligible, consistent with contract.
- Employees can continue to participate in plans for up to 2 years if on leave – See Sections 6.1 and 6.2. Previously employees could continue in plans up to the qualifying period for LTD. If employee failed to qualify then benefits were terminated.
- Employees on leave for reason other than illness or injury can apply to remain in the plans and decision was subject to Council approval. Now decision is subject to approval of CAO. See Section 6.3

Health and Dental Benefits

- Reformatted
- Employees are required to work a minimum of 20 hours per week to be eligible, consistent with contract.
- Employees can continue to participate in plans for up to 2 years if on leave – See Sections 6.1. Previously employees could continue in plans up to the qualifying period for LTD. If employee failed to qualify then benefits were terminated.
- Employees on leave for reason other than illness or injury can apply to remain in the plans and decision was subject to Finance Committee approval. Now decision is subject to approval of CAO. See Section 6.2
- Survivor Benefits. Section 7. This section is new to the policy, but has been in the contract.

Personal and Volunteer Activities and Acceptance of Gifts or Offers

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- Purpose explained. See Section 2.1.

Cost of Living Adjustment

- Reformatted
- Any adjustment over 2.5% will be referred to the CAO instead of Council. See Section 3.1

Court Leave

Reformatted Only.

Leave for Storm or Hazardous Conditions

Reformatted Only.

Pregnancy Leave / Parental Leave

- Reformatted
- Revised to be consistent with Labour Standards

Family Care or Bereavement

Proposed amendment is highlighted in Yellow

Blood Donation

Proposed new Policy

Repeal old Personnel Policy containing Articles 1 to 32 including Appendix A & B

Many sections of this policy was replaced with individual Personnel Policies in 2018. Remainder sections will be replaced with Personnel Policies listed above.

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| MUNICIPALITY OF THE DISTRICT OF BARRINGTON PERSONNEL POLICY | POLICY NUMBER |
| SECTION EMPLOYEE BENEFITS | SUBJECT GROUP LIFE AND DISABILITY PLANS |

1. APPLICATION

1.1 This policy applies to all permanent employees who work a minimum of **20** hours per week and said employees shall be required to participate in and contribute towards the Group Life and Disability Plans unless rejected by the Insurance Company for medical reasons.

2. ENROLLMENT

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

3. PREMIUMS

3.1 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.

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

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

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

5. LONG TERM DISABILITY

5.1 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.

5.2 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 5.1(a).

6. **EMPLOYEES ON LEAVE**

6.1 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 for up to two (2) years

6.2 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 for up to two (2) years.

6.3 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 Chief Administrative Officer. Any such approval shall not extend beyond a two (2) year period.

7. **TERMINATION**

7.1 Benefits will cease at the earlier of retirement, termination of employment or age 65.

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| MUNICIPALITY OF THE DISTRICT OF BARRINGTON PERSONNEL POLICY | POLICY NUMBER |
| SECTION EMPLOYEE BENEFITS | SUBJECT HEALTH AND DENTAL BENEFITS |

1. APPLICATION

1.1 This policy applies to all permanent employees who work a minimum of **20** hours per week.

2. ENROLLMENT

2.1 Enrollment in these plans are optional and entitlement shall commence after three (3) months of employment. Once enrolled, termination is only possible if spouse has coverage.

2.2 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 and may be required to provide evidence of health.

3. PREMIUM PAYMENT

3.1 Premiums for monthly coverage shall be collected by way of a payroll deduction.

4. COST SHARING

4.1 The plan shall be cost shared between the employer and the employee with each paying 50% of the monthly premium.

5. LONG TERM DISABILITY

5.1 Employees who qualify for long term disability shall be entitled to continue as a member of the group medical and dental plans for a period of two (2) years and during that period, the premium shall be cost shared on a 50/50 basis.

6. LEAVE OF ABSENCE

6.1 An employee on leave due to illness or injury without pay and benefits shall be entitled to continue in the medical and dental plans with the Municipality paying 50% of the premium, for a period of two (2) years.

6.2 Employees on leave without pay and benefits for any reason other than illness or

injury can apply, to remain in the medical and dental plans with them paying 100% of the cost of the premium and the decision shall be subject to approval by the Chief Administrative Officer. Any such approval shall not extend beyond a two (2) year period.

7. SURVIVOR BENEFITS

7.1 In the event of the employee's death, dependents shall continue to be covered for Health and Dental benefits on a non-premium paying basis; however, coverage will end on the earliest of the following dates:

- a) the contract termination date
- b) twenty-four (24) months after the subscriber's death
- c) the effective date of any similar coverage with another insurer
- d) whenever they cease to be eligible dependents as defined in the contract

8. TERMINATION OF BENEFITS

8.1 Benefits will cease at the earlier of retirement, termination of employment or age 65.

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| MUNICIPALITY OF THE DISTRICT OF BARRINGTON PERSONNEL POLICY | POLICY NUMBER |
| SECTION ADMINISTRATION | SUBJECT PERSONAL AND VOLUNTEER ACTIVITIES AND ACCEPTANCE OF GIFTS OR OFFERS |

1. APPLICATION

1.1 This policy applies to all employees of the Municipality.

2. PURPOSE

2.1 The purpose of this policy is to provide guidance to employees relating to their involvement in personal and volunteer activities and the acceptance of gifts or offers.

3. BUSINESS VENTURE

3.1 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.

3.2 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.

4. VOLUNTEER

4.1 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.

5. ACCEPTANCE OF GIFTS OR OFFERS

5.1 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

Chief Administrative Officer who shall make a determination as to disposition of the matter.

5.2 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.

5.3 Violation of the provisions of this policy are grounds for disciplinary action.

6. **VOLUNTEER FIREFIGHTERS**

6.1 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.

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

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

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| <p>MUNICIPALITY OF THE DISTRICT OF BARRINGTON PERSONNEL POLICY</p> | <p>POLICY NUMBER</p> |
| <p>SECTION EMPLOYEE BENEFITS</p> | <p>SUBJECT COST OF LIVING ADJUSTMENT</p> |

1. APPLICATION

1.1 This policy applies to all employees of the Municipality.

2. PURPOSE

2.1 The purpose of this policy is to 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%.

3. POLICY STATEMENT

3.1 Any cost of living adjustment over 2.5% will be referred to the Chief Administrative Officer for consideration.

3.2 The cost of living adjustment shall be effective April 1st of each year.

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| MUNICIPALITY OF THE DISTRICT OF BARRINGTON PERSONNEL POLICY | POLICY NUMBER |
| SECTION EMPLOYEE BENEFITS | SUBJECT COURT LEAVE |

1. APPLICATION

1.1 This policy applies to all employees of the Municipality.

2. POLICY STATEMENT

2.1 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.

2.2 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.

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| MUNICIPALITY OF THE DISTRICT OF BARRINGTON PERSONNEL POLICY | POLICY NUMBER |
| SECTION EMPLOYEE BENEFITS | SUBJECT LEAVE FOR STORM OR HAZARDOUS CONDITIONS |

1. **APPLICATION**

1.1 This policy applies to all employees of the Municipality.

2. **POLICY STATEMENT**

2.1 Employees shall be permitted time off with pay in the case of inclement weather severe enough to make traveling to work dangerous.

2.2 The decision for payment shall be left to the direction of the Chief Administrative Officer.

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| MUNICIPALITY OF THE DISTRICT OF BARRINGTON PERSONNEL POLICY | POLICY NUMBER |
| SECTION EMPLOYEE BENEFITS | SUBJECT PREGNANCY LEAVE/PARENTAL LEAVE |

1. APPLICATION

- 1.1 This policy applies to all permanent employees who have been employed by the Municipality for at least twelve (12) months.

2. PREGNANCY LEAVE

- 2.1 A pregnant employee, who has been employed, for at least one (1) year, is entitled to an unpaid leave of absence of up to sixteen (16) weeks upon giving the employer notice of the date she will begin the leave and the date she will return to work.
- 2.2 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.
- 2.3 Pregnancy leave ends on such date:
- a) not sooner than the date of delivery; and
 - b) not later than sixteen (16) weeks after the pregnancy leave began; as determined by the employee.
- 2.4 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.
- 2.5 No notice of return from leave is required for employees who take the maximum leave. Otherwise 4 weeks notice is required.

3. PARENTAL LEAVE

- 3.1 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 seventy-seven (77) 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.

3.2 The maximum combined pregnancy leave and parental leave to which an employee is entitled is seventy-seven (77) weeks.

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

a) begins immediately upon completion of the pregnancy leave and without the employee returning to work; and

b) ends not later than sixty-one (61) weeks after the parental leave begins pursuant to this Policy as determined by the employee.

3.4 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.

3.5 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.

3.6 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.

4. LABOUR STANDARDS CODE

4.1 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 Policy and any current or revised provisions in the Labour Standards Code, then the Code shall apply.