



The Corporation of  
The  
Township  
Of  
Tudor and Cashel  
Human Resources Policy

Revised Issue: June 5, 2012

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## 1. INTRODUCTION

This Human Resources Policy has been implemented by the Corporation of the Township of Tudor and Cashel (the Township) and supersedes any existing Human Resource Management or Personnel by-laws previously in force.

The purpose of this policy is:

- To describe the terms and conditions of employment in force at the Township.
- To provide a sound basis on which Human Resources Management decisions will be made.
- To ensure that the Human Resources practices of the Township are fair, equitable and transparent.

The Township is committed to providing the best possible municipal services to its citizens in the most efficient ways possible. In order to achieve this, the Township requires a committed, flexible work force to provide those services.

## 2. APPLICATION OF POLICY

This policy shall apply to all Township employees, except where indicated otherwise in this policy.

This policy shall not apply to elected representatives of the Township or contractors of the Township **except where required by law or indicated otherwise.**

It is the responsibility of every Township employee affected by this policy to read it, be familiar with it and be guided by it in his or her day to day work for the Township.

## 3. HIRING

### a) Conditions of Hiring

The Township may offer employment to a successful applicant subject to certain conditions, including the following:

- Provision of a satisfactory criminal reference check
- Satisfactory Medical evidence as to the ability of the employee to perform the essential duties and functions of the positions if applicable
- Written application and resume
- Verification of references
- Testing procedures where necessary
- Necessary experience and qualification (e.g. AZ licence)
- A signed declaration of conflict of interest form
- A document acknowledging that the employee has read and agrees to abide by this policy

Each employee is required to sign a copy of the letter of hire, indicating his or her agreement to the terms thereof and this letter must be held in his or her personal file.

#### **b) PROBATION PERIOD**

All new employees shall be subject to a **six (6) month** probationary period. After this period the full time employee will be eligible for benefits. If concerns exist on the part of the supervisor or the Clerk-Treasurer, the Township may extend the duration of the probationary period for an additional three (3) months.

An employee may be dismissed without notice during his or her probationary period, at the sole discretion of the Township.

The employee will be provided with performance criteria related to their position at the beginning of the probationary period.

Employees will be provided with feedback on their performance during the probationary period as required.

### **4. TERMS AND CONDITIONS OF EMPLOYMENT**

#### **a) DEFINITIONS OF EMPLOYMENT**

The following are the types of employees engaged by the Township:

- **Permanent Full Time** Those employees who regularly work 30.0 to 40.0 hours per week.
- **Permanent Part Time** Those employees who work a regular week but with less hours than the regular hours of a full time employee.
- **Casual/Occasional** Those employees who are asked to work by the Township from time to time, as required by the Township.

In this policy “Township” means the Township of Tudor and Cashel, or the Clerk-Treasurer or any Supervisor authorized to act on behalf of the Township.

## **b) ATTENDANCE AT WORK**

Employees are expected to attend work on a daily basis as required by this policy, unless otherwise stipulated by agreement or contract, as directed by their immediate supervisor, or a reasonable excuse for any absence exists. Employees are also expected to be on time for work each day, to work to the end of each workday, unless there is a reasonable excuse or they have permission or direction from their immediate supervisor for the change in hours.

If the employee is going to be late for work or absent for any part of the work day, the employee shall:

- Notify his or her immediate supervisor as soon as possible prior to commencement of the work day.
- Notify his or her immediate supervisor at least one hour before the commencement of the work day.
- Provide sufficient information to his or her immediate supervisor relating to the intended absence or lateness.
- Seek the approval of his or her immediate supervisor for such absence or lateness.

Conditions may be imposed on the approval such as a medical certificate.

If the employee is unable to reach his or her immediate supervisor by telephone, such notification and request for approval shall be directed to the next higher level of supervision.

All contacts by an employee with the Township to report an absence and seeking of approval shall be as direct as possible. Voice messages through the phone are acceptable provided there is a return number for the supervisor to contact the employee.

**Note:** Messages from co-workers or other third parties are **not** acceptable, except in extreme cases.

If an employee is having difficulty maintaining regular attendance at work, he or she shall:

- Notify his or her immediate supervisor of the circumstances causing the absences.
- Obtain medical or other appropriate treatment or counseling.
- Take any other appropriate action in order to attend work regularly.

### **C) HOURS OF WORK**

a) The normal hours of work for the permanent full time **Administration employees** of the Township are as follows:

<b>Days</b>	<b>Hours</b>
Monday	8:00 a.m. to 4:00 p.m.
Tuesday	8:00 a.m. to 4:00 p.m.
Wednesday	8:00 a.m. to 4:00 p.m.
Thursday	8:00 a.m. to 4:00 p.m.
Friday	Off

This breaks down to 7.5 hours per day, with a one half hour lunch break. Two ten minute breaks are paid per day.

**Note:** The normal hours of work may be altered by the Township on either a temporary or permanent basis, for example summer hours may be implemented in consultation with the affected staff.

b) The normal hours of work for the permanent full time **Roads employees** of the Township are as follows for **winter hours**:

<b>Days</b>	<b>Winter Hours</b>
Monday	7:00 a.m. to 4:30 p.m.
Tuesday	7:00 a.m. to 4:30 p.m.
Wednesday	7:00 a.m. to 4:30 p.m.
Thursday	7:00 a.m. to 4:30 p.m.
Friday	7:00 a.m. to 11:00 a.m.

Unless otherwise stated the winter schedule begins in October, coincident with the first pay period of the month and ends the last pay period in May.

The normal hours of work for the permanent full time **Roads employees** of the Township are as follows for **summer hours**:

<b>Days</b>	<b>Summer Hours</b>
Monday	6:30 a.m. to 5:00 p.m.
Tuesday	6:30 a.m. to 5:00 p.m.
Wednesday	6:30 a.m. to 5:00 p.m.
Thursday	6:30 a.m. to 5:00 p.m.
Friday	Off

Unless otherwise stated the summer schedule begins the day after the last pay period in May and ends the day prior to the first pay period in October.

c) The normal hours of work for the **Disposal Custodians** of the Township are as follows:

**From Labour Day to Victoria Day:**

<b>Days</b>	<b>Hours</b>
Wednesday	12:00 noon to 4:00 p.m.
Saturday	9:00 a.m. to 4:00 p.m.
Sunday	9:00 a.m. to 4:00 p.m.
Statutory Holiday on Friday	12:00 noon to 4:00 p.m.
Statutory Holiday on Monday	9:00 a.m. to 4:00 p.m.

**From Victoria Day to Labour Day:**

<b>Days</b>	<b>Hours</b>
Wednesday	12:00 noon to 7:00 p.m.
Saturday	9:00 a.m. to 5:00 p.m.
Sunday	9:00 a.m. to 7:00 p.m.
Statutory Holiday on Friday	12:00 noon to 7:00 p.m.
Statutory Holiday on Monday	9:00 a.m. to 7:00 p.m.



d) The normal hours of work for **Casual/Occasional** employees are as follows:

<b>Days</b>	<b>Hours</b>
Monday	8:00 a.m. to 4:00 p.m.
Tuesday	8:00 a.m. to 4:00 p.m.
Wednesday	8:00 a.m. to 4:00 p.m.
Thursday	Off
Friday	Off

Unless otherwise requested **no** hours are to be worked by a casual/occasional employee on either a Thursday or Friday.

e) Chief Building Official/By-law Officer Hours

<b>Days</b>	<b>Hours</b>
Tuesday	8:00 a.m. to 12:00 noon
Wednesday	8:00 a.m. to 12:00 noon

Although the hours of work are slotted for these two days, inspections and other work related issues may require the CBO to continue working up to a total equal to 17 hours per week.

## **5. PAYMENT OF EMPLOYEES**

Unless otherwise stated all employees will be paid on a bi-weekly basis for the periods of Thursday to Wednesday.

## **6. VACATION ENTITLEMENT**

The vacation year shall mean the calendar year, which is the period from January 1<sup>st</sup> to December 31<sup>st</sup> in any one year. The qualifying date for vacation entitlement shall be January 1<sup>st</sup> of each year.

In addition to the statutory holidays, permanent full time employees will be entitled to vacation as follows:

- a) More than 1 month but less than 1 year of continuous employment shall be entitled to one day (7.5 or 8 hours) vacation with pay for each calendar month of service up to the maximum of 10 days (75 or 80 hours) vacation with pay.
- b) Beginning January 1<sup>st</sup> of the vacation year in which the employee will complete one full year of continuous employment he or she will be credited with ten (10) days (75 or 80 hours) of vacation leave.
- c) Beginning January 1<sup>st</sup> of the vacation year in which the employee will complete five (5) years of continuous employment he or she will be credited with fifteen days (112.5 or 120 hours) of vacation leave.
- d) Beginning January 1<sup>st</sup> of the vacation year in which the employee will complete 10 years of continuous employment he or she will be credited with twenty (20) days (160 hours) of vacation leave.
- e) Effective January 1<sup>st</sup>, of the vacation year in which the employee will complete twenty years of continuous employment he or she will be credited with twenty five (25) days (200 hours) of vacation leave.

All other non-permanent full time employees will be paid at a rate of 4% of the gross pay for each year.

The Township will have the right to approve any request by an employee for vacation leave. The Road Superintendent/Waste Site Manager with their respective employees will mutually agree upon a vacation schedule.

It is understood that in no event will a vacation schedule conflict with the normal operations of the Township.

An employee entitled to an annual vacation must take the vacation time off. **Under no circumstances shall he or she be allowed to receive vacation pay and continue working.**

**Any changes to the vacation schedule must be approved in writing by the employee and the Employee's immediate Supervisor and/or the Clerk-Treasurer.**

## **7. STATUTORY HOLIDAYS**

The statutory holidays listed below will only apply to employees who have completed their six month probationary period and have worked at least 15 hours per week during the last twelve months.

New Year's Day  
Family Day  
Good Friday  
Victoria Day  
Canada Day

Civic Holiday  
Labour Day  
Thanksgiving Day  
Christmas Day  
Boxing Day

## **8. OVERTIME**

This section applies to non-management permanent full time and occasional/casual employees.

Overtime is defined as all hours worked in excess of an employee's normal weekly hours.

Overtime shall be the exception. Overtime will only be paid or accumulated if approved by the employee's immediate supervisor.

- As compensation for overtime, employees may request lieu time, or the Township may require that overtime be compensated by lieu time, for all or any portion of overtime worked. Lieu time shall be taken off at a mutually convenient time within the calendar year, and any outstanding amounts in the lieu time bank shall be paid to the employee at year-end.
- Non-management administrative overtime shall be compensated at straight time for all hours worked in a week up to 30 hours and at time and a half for hours worked in a week in excess of 30 hours.
- For Roads employees overtime shall be compensated at time and one half.
- For Statutory holidays overtime shall be compensated at double time and one half.
- A minimum of four (4) hours pay at straight time will be paid to Permanent Employees who are called in on non-scheduled work days to work. This does not apply to Council.

## **9. LEAVES OF ABSENCE**

### **BEREAVEMENT LEAVE**

In the event of the death of a member of an employee's immediate family, an employee who would otherwise have been at work may be granted a leave of absence with pay up to a maximum of three (3) working days to attend the funeral or memorial service.

The term member of an employee's immediate family means;

- a) A spouse
- b) Common-law spouse
- c) Child
- d) Parent
- e) Parent-in-law
- f) Brother
- g) Sister
- h) Son-in-law
- i) Daughter-in-law

**Note:** The term spouse shall include common law spouse when a couple have cohabitated for a period of one year or more.

In the event of the death of a grandparent, brother-in-law or sister-in-law an employee who would otherwise have been at work may be granted up to two (2) working days to attend the funeral or memorial service.

In the event of a ward or former guardian or common law spouses family member, an employee who would otherwise have been at work may be granted one (1) day off with pay to attend the funeral or memorial service.

In the event that all activities of the bereavement are outside of the province or out of the country, employees will be allotted 1 week (5 working days) for the attendance and travel both ways.

## **PREGNANCY, PARENTAL AND ADOPTION LEAVE**

This section applies only to permanent full time employees and shall be granted in accordance with the Employment Standards Act.

## **SICK LEAVE**

This section applies to permanent full time employees only.

Sick leave shall be earned at the rate of:

- **A maximum of 12 days per year for permanent full time employees.**

Employees shall report their absence due to sickness in accordance with the section entitled "Attendance at work" in this policy.

Employees may be required by the Township to produce documentation at the employee's expense or other evidence to support their claim for sick leave. Such evidence may include a medical certificate or report from a qualified medical practitioner. Employees who are absent from work for three (3) or more consecutive days shall provide the following evidence that attests to the following:

- Confirmation that the employee is/was prohibited from attending work due to illness or injury (for what timeframes, dates)
- If possible, a prognosis should be provided
- If a return to work on a modified basis is possible, specific restrictions applicable to the employee's return to work must be provided

The township may require an employee to produce a medical certificate in respect to any claim for sick leave, regardless of the duration.

Up to 12 days per year shall be used for sick time only; there will be **"no cash payout"** for unused sick days.

### **COMPASSIONATE LEAVE**

An employee may request the Township to provide compassionate or special leave, with or without pay.

The following stipulations are to be followed when making the request for a compassionate or special leave;

- a) The request must be in writing
- b) The request must have the commencement & completion date explicitly outline
- c) The request will be approved only if there is no disruption in the services provided by the Township
- d) The Township can stipulate conditions prior to approval of the leave

### **JURY DUTY AND WITNESS LEAVE**

This section applies only to permanent full time and permanent part time employees.

Employees shall be granted leave without loss of pay or benefits to attend as a juror or as a subpoenaed witness before any Court or Tribunal, on the following basis:

- Immediately upon being advised of his or her requirement to attend as a juror or subpoenaed witness, the employee shall notify his or her immediate supervisor of the requirement.
- The employee must provide the Township copies of all documentation related to their attendance, and pay to the Township all monies received in connection with their attendance, other than expenses.
- Employees will be paid their regular rate of pay for the duration of the leave
- If at the end of the leave, the employee is able to return to the Township for four (4) consecutive hours of work, he or she must do so

Employees who serve as a witness for the Township will be considered to be on regular duty and will be paid at their regular rate of pay.

## **10. CALCULATION OF SERVICE**

The service of a permanent full time employee shall be calculated from his or her first day of work for the Township in any capacity.

A break in service in excess of thirteen weeks shall break the employee's service, except in extenuating circumstances. In such cases, the employee's service date shall be calculated from his first day of work for the Township following the break in service.

## **11. OTHER EMPLOYMENT**

The Township respects the need for its employees to hold outside employment.

Any such outside employment must not interfere with the employee's commitments to the Township.

If a conflict between an employee's outside employment and his or her employment with the Township is foreseeable, the employee shall consult with his or her immediate supervisor well in advance. The supervisor shall attempt to address the conflict, having regard to the business and operational needs of the Township.

## **12. BENEFITS**

All eligible employees of the Township of Tudor and Cashel are covered under the Group Benefit Plan which came into effect in November of 2010. The benefits are through Manulife Financial and all details are outlined in the "Your Group Benefit Plan" document/booklet on file in the Administrative Office.

## **13. PROTECTIVE EQUIPMENT REIMBURSEMENT**

This section applies to Roads & Landfill Site Department permanent full time employees only.

Each employee will be paid bi-annually 50% of the cost of new safety footwear. Upon presentation of the appropriate paid invoice for said footwear the Clerk-Treasurer will provide reimbursement to the employee.

## **14. CONFERENCES AND SEMINARS**

This section applies only to permanent full time employees.

The Township may require employees to attend conferences, seminars and other training or employees may request the Township's approval to attend such sessions.

Travel to and from during the regular workday and time spent at the conference, seminar or other training shall be considered a regular workday and employees will be reimbursed at their regular rate of pay. Overtime will not be paid for attendance at such session.

The following expenses are eligible for reimbursement by the Township:

- Travel expenses to and from the conference, seminar or other training location, by the employee's personal vehicle shall be reimbursed at the rate of 58 cents per kilometer or as otherwise set out by Council resolution
- Cost of commercial carrier if applicable
- Taxi transportation while at the location
- Reasonable accommodation costs, comparable to the conference hotel rates
- Conference, seminar or other training fees
- Reimbursements for reasonable expenses per day to cover meals and incidental expenses (up to a limit of \$35.00 per day)
- Any expenses related to text and course material

**Receipts are required to support all employee claims for reimbursement with the exception of mileage. Mileage will require the MapQuest or Google maps backup for kilometers to and from.**

The Township may grant a travel advance for up to 75% of anticipated costs.

Employees must submit travel expense reports, with supporting receipts to the Township within ten (10) calendar days of their return from the conference, seminar or training.

## **15. CODE OF BUSINESS CONDUCT/ETHICS**

The Township of Tudor and Cashel Employee Code of Business Conduct/Ethics is attached as Schedule A to this policy. **It is the responsibility of all employees to read and abide by the Code at all times.**

## **16. DISCIPLINE**

The Township will normally follow the steps of progressive discipline, as follows:

- First Warning/Reprimand Verbal
- Second Warning/Reprimand Written
- Third Warning/Reprimand Suspension without pay
- Fourth Warning/ Reprimand Dismissal

The Township may dismiss an employee for cause. Examples are as follows but limited to the following:

- Substandard work performance
- Excessive absenteeism
- Misconduct
- Sexual harassment or harassment of any kind toward peers or supervisors
- Theft
- Insubordination
- Fraud, falsification of time records etc.
- Conduct contrary to this policy and that of the Code of Business Conduct/Ethics
- Off duty conduct which is reasonably related to employee's employment i.e. making threats against a person for work related complaints



- Possession or consumption of alcohol or non-prescribed narcotic drugs while at work
- Driving under the influence of either alcohol or non-prescribed narcotics while at work
- Unprovoked assault during working hours (Workplace Violence)

## **17. TERMINATION OF EMPLOYMENT**

Employees may be laid off temporarily in accordance with the Employment Standards Act.

Employees may be terminated without cause, in which case they shall receive notice or pay in lieu of notice in accordance with the Employment Standards Act.

## **18. RESIGNATION**

All resignations must be in writing and must state the effective date of the resignation. All employees must give at least ten (10) working days' notice of their intended departure.

The Clerk-Treasurer must give at least one (1) months' notice of their intended departure.

## **19. PAY**

The rates of pay and pay ranges for Township employees are determined by the Council and Clerk-Treasurer on a yearly basis.

## **20. ACTING PAY**

From time to time, it may be necessary for the Township to replace an employee while they are absent from their position.

Employees who replace a higher paid employee basis will be paid at the higher rate for duration of the acting period. This begins after the first two weeks of the assignment.

## **21. JOB DESCRIPTION**

Each position will be described in a written job description.

The job description will be:

- Reviewed with the employee by the employee's immediate supervisor.

- Signed by both the immediate supervisor and the employee to indicate that the description has been reviewed, the employee understands the duties of the position and the employee agrees to perform the duties of the position in accordance to the job description.
- Reviewed with the employee annually in order to ensure continued accuracy and that the employee understands his or her duties as set out in the job description.

## **22. PERFORMANCE REVIEWS**

Employees must have a review of their performance on an annual basis. It is to be conducted with his or her immediate supervisor.

## **23. PROMOTIONS**

Permanent full time, permanent part time and casual/occasional positions that the Township determines ought to be filled will be posted for five (5) working days at the office and on the township website. Each posting must identify the qualifications required for the position, hours/days of work, with a request for references, an up to date resume and a police check, from each candidate for the position.

The Township may advertise externally, if the position is still open, for two (2) consecutive weeks in the local newspapers.

Applicants for a posted or advertised position will be selected on the basis of the following factors:

- a) Qualifications, skills, ability, experience, competence, suitability, past performance and reference checks (applicants must be able to demonstrate these qualities)
- b) Service with the Township

If two or more candidates are relatively equal having regard to the factors above, the employee with the most service with the Township will be selected.

The Township will determine the process to be used to assess candidates. These may include oral interviews, reference checks, written tests or other assessment methods deemed applicable to the promotion.

## **24. DISCRIMINATION**

The Township agrees to abide by the provisions of the Ontario Human Rights Codes.

All allegations of discrimination brought to the attention of the Township will be investigated and the appropriate corrective action taken.

## **25. WORKPLACE HARASSMENT**

The Township expects all employees and Councilor's for the Township of Tudor and Cashel to abide the Workplace Harassment Policy as outlined in By-law 2010-11.

## **26. WORKPLACE VIOLENCE**

The Township expects all employees and Council members for the Township of Tudor and Cashel to abide by the Workplace Violence Policy as outlined in By-law 2010-10.

## **27. EMPLOYEE ASSISTANCE**

If an employee experiences a personal crisis (for example, personal, emotional or related to drugs or alcohol abuse) for which they need assistance, an employee may make a confidential request to the Clerk-Treasurer for assistance under this policy.

Alternatively, the Township may identify the need for an employee to obtain assistance in which case the Township will approach the employee in a confidential basis.

Assistance will consist of appropriate measures approved by the Clerk-Treasurer to the circumstances of the employee, which may include the following:

- Provision of information to the employee concerning services that are available locally to assist the employee.
- Provision of time off with or without pay to attend counseling or other sessions which are intended to assist the employee (leave credits such as vacation or lieu time will normally be used to cover any paid time off).
- Other measures appropriate to the employee's circumstance.

Any records maintained in the employee's personnel file regarding such assistance shall only indicate that a request for or suggestion of employee assistance was made of and provided to the employee, and whether or not the employee obtained such assistance.

## **28. MODIFIED WORK**

The Township is committed to the provision of modified work to its employees, where available and appropriate.

Modified work may be requested by the employee or may be offered by the Township. In either case, it is the responsibility of the employee to provide all necessary documentation and information respecting his or her medical condition and any other circumstances affecting his or her ability to perform the essential duties and functions of the position in question.

Upon receipt of a request from an employee for modified work or accommodation of some type, the Township shall:

- Determine and request from the employee, further information as required in order to respond to the employee's request (Doctor's notes and information etc.)
- Address the employee's request taking into account at the minimum the employee needs (medical or otherwise). The Township's legal obligations under any applicable legislation such as the Ontario Human Rights Code, the availability of work which is suitable to the employee's needs, and all other relevant circumstances.

If the Township determines that it is not able to provide modified work or accommodate the employee's needs, it shall so advise the employee in writing, with reasons.

## **29. ALCOHOL AND SUBSTANCE ABUSE**

**The job performance of any employee must not be impaired by alcohol or drugs at any time during the workday or while on Township business.**

The illegal use, possession, sale or distribution of alcohol or illicit drugs at the Township's workplaces is prohibited.

Employees are expected to:

- Check with their physician regarding the effects of any drugs prescribed to them. Employees are required to advise their supervisor of any job performance impairment

which might be expected due to the use of a prescribed drug so that alternate work arrangements can be made if possible.

- Use over the counter drugs responsibly and be aware of any side effects their use may have on their job performance.

There must be willingness and commitment on the part of any employee affected by alcohol or drug abuse to resolve the issue, as the employee has an obligation to regularly be available for work in a timely and fit fashion.

Employees who have a substance abuse problem are encouraged to seek treatment or counseling through appropriate means. (See page 18- Employee assistance)

Employees are not to tolerate an alcohol or substance abuse problem of a co-worker that jeopardizes workplace safety. Any suspected substance abuse problem should be taken up with the co-worker involved or referred to their immediate supervisor or the Clerk-Treasurer.

The Township will make reasonable efforts to support, assist and if appropriate under the Ontario Human Rights Code, to accommodate any employee affected by alcohol or substance abuse. **The co-operation of the employee is required in order to enable the Township to provide these measures.**

### **30. OCCUPATIONAL HEALTH and SAFETY**

In accordance with its obligations under the Occupational Health and Safety Act, the Township is committed to providing and maintaining safe and healthy working conditions for all its employees.

The Township and its employees equally share the responsibility for reducing accidents and absenteeism by performing their jobs in a safe and healthy environment. Injuries and property damage losses can be controlled through sound management systems and practices, combined with active employee involvement and cooperation.

Supervisors have the following responsibilities:

- Training each employee in the safe performance of his or her duties through orientation and proper job instruction
- Enforcement of safe operation procedures
- Regular inspection and ensuring of good housekeeping of work areas to prevent hazards from developing
- Conducting accident investigations thoroughly and promptly

- Compliance with applicable safety and health regulations
- Reporting of any unsafe conditions that are beyond the control of the supervisor
- Ensuring chemicals have complete MSDS sheets accessible to all employees
- Maintenance of records regarding employee's health related problems or complaints, even if not work related

Employees are responsible for their own safety and health in the work place and the safety and health of their co-workers which includes the following:

- Performing their jobs within safety and health requirements. This includes wearing protective clothing and equipment if required, and using common sense and thinking safety when performing all duties
- Unsafe working conditions and practice must be reported to the employee's immediate supervisor and recommendations for corrective action made. Hazards must be corrected immediately and reported to their Supervisor and Clerk-Treasurer
- In the event that an employee suffers a work related personal injury or illness he/she must report it to his immediate Supervisor or the Clerk-Treasurer.

The Roads Department must have two (2) staff members on duty during normal working hours at all times.

**For Further information, guidelines and requirements refer to; By-Law 2010-13 – The Township of Tudor and Cashel Health and Safety Employee Handbook issued February 2010)**

### **31. SMOKING IN THE WORKPLACE**

Smoking is **strictly prohibited** in all work areas and all areas open to the Public.

### **32. RECOURSE**

Employees who believe that this policy has been violated, or that this policy has not been applied correctly may take the following steps;

- Discuss the matter with his/her immediate Supervisor
- If appropriate, file a written request for review with the Clerk-Treasurer, all requests for review must contain full details in support of the employee's position
- If warranted, advance the request for review to Council

Employees should initiate the process described above as soon as possible after the circumstances giving rise to the employee's concern, and in any event, within five (5) working days.

**The decision of Council shall be final and binding.**

### **33. PRIVATE VEHICLES**

From time to time, employees may be required to use their personal vehicle for Township business. In such cases, employees shall be reimbursed for all business-related travel using their private vehicle at the rate currently agreed to by Council per kilometer.

### **34. PROFESSIONAL FEES and DUES**

Annual dues for occupational certifications or professional designation of employees who are required to obtain and retain such designations as part of their employment with the Township shall be reimbursed with the approval of Council for such dues upon submission of an invoice or receipt.

### **35. AMENDMENT OF POLICY**

This policy may be amended by by-law passed by the Council of the Township of Tudor and Cashel.

Any proposed amendments shall be posted and/or distributed to all affected employees for review and comment prior to adoption of an amending by-law by the Township.

## Appendix A

### Corporation of the Township of Tudor and Cashel

#### Code of Business Conduct (Ethics)

Employees of the Corporation of the Township of Tudor and Cashel are expected to adhere to the highest standards of personal and professional competence, integrity and impartiality.

The purpose of this Employee Code of Business Conduct document is to establish a policy statement, adopted by Council, which outlines the highest practices expected by the municipality of its employees. The code will represent general standards for all employees and aims to be comprehensive but not exhaustive.

The following categories are recommended for inclusion in the Code:

1. Confidential information
2. Communication
3. Conflict of Interest
4. Gifts and Benefits
5. Misappropriation of Funds, Electronics & Materials
6. Use of Municipal Property
7. Relationship with Staff and Members of Council
8. Political Involvement
9. Hiring of Relatives
10. Implementation/Enforcement
11. Media Relations

#### **1. Confidential Information**

All municipal employees have access to confidential information. Employees **shall not** make such information public unless it is deemed public information through Council or the Municipal Freedom of Information and Protection of Individual Privacy Act. Where an employee is unsure of the status of any information, he/she shall confirm with the Clerk-Treasurer before any release of information.

The following are examples of confidential information care should be exercised in these cases:

- Items under litigation
- Personnel matters
- Information about suppliers which might be useful to competitors



- Information which infringes upon the right to privacy of others (only release information according to the provisions of the Municipal Freedom of Information and Protection of Individual Privacy Act)
- Sources of complaints about a variety of matters where the identity of the complained is given in confidence
- Items under negotiation
- Information supplied in support of license applications, etc., where such information is not part of public documentation
- Schedule of prices in contract tenders

## **2. Communication**

- Official Information related to policies and resolutions of Council, will be accurately communicated to portray the result of any intent of the Council of the Corporation of Tudor and Cashel, even if they disagree with the issue so that there is respect for the decision making process of Council.
- Official information related to decisions and resolutions made by Council will be communicated to the community and the media in an official capacity as directed by Council. In most instances information concerning adopted policies, resolutions and by-laws will be conveyed openly and accurately by Administration unless otherwise directed by Council, Acts or Regulations.

## **3. Conflict of Interest**

A conflict of interest is defined as any circumstance that interferes with, or potentially may interfere with the employee's first obligation, that being to provide loyal, impartial and devoted service to the Corporation of the Township of Tudor and Cashel. In considering whether a conflict of interest exists, the relationships of the employee and his or her relatives and friends with suppliers, contractors and other third parties who deal with the Township should be reviewed in order to determine whether or not a conflict of interest exists. If the employee has any doubt about whether or not he or she is in a conflict of interest position, he or she should consult with his/her immediate supervisor or the Clerk-Treasurer.

An employee will be considered to have a conflict of interest where he/she, or a family member, has a direct or indirect financial interest in matters, including contracts with the municipality, and where the employee could influence the decision of the Corporation with respect to those financial matters.

A conflict of interest exists where the employee could directly influence the decision made in the course of performing his/her duties. This includes exerting influence over the decision-maker.

If a conflict of interest exists because of an employee's personal or family interest in a property matter, a business dealing with the Corporation, or similar circumstances, the employee shall notify the Clerk-Treasurer, and he/she will make appropriate alternative arrangements to handle the matter. Of course, if the employee is not sure of conflict, the advice of the Clerk-Treasurer **shall** be sought and a discretionary decision made by the Clerk-Treasurer on the matter.

Employees **shall not** sell goods, material or services to the Corporation unless directed by Council. An exception, with the approval of the Clerk-Treasurer could be where an employee competes, outside of regular working hours, in competitive bidding on a fee for service basis, to supply goods materials or services.

Employees **shall not** engage in private employment or render service for any person or corporation which has or may have business dealings with the Corporation of the Township of Tudor and Cashel. Where such action occurs, the Clerk-Treasurer **shall** be notified and discretionary action pursued.

Employees shall recognize that they are seen to exert influence on public policy decisions, or on the other hand, have positions requiring neutrality and trust in dealing with the public. If an employee wishes to exercise his/her rights as a private citizen in respect to decision by Council and/or Administration, their intentions shall be made to the Clerk-Treasurer or Reeve and appropriate measures taken to protect the integrity of the Corporation.

On the acceptance of an offer of employment from the Township, new employees shall declare in writing any personal or business interest, which may directly or indirectly give rise to a conflict of interest. The new employee shall provide the Clerk-Treasurer with a confidential report in writing describing the circumstances.

During the course of his or her employment, all employees shall immediately declare in writing to the Township any conflict of interest that has arisen affecting that employee.

In all cases where a conflict of interest may exist, the Township shall consider the matter and respond accordingly. The Township may or may not provide the affected employee the opportunity to remedy the conflict of interest.

#### **4. Gifts and Benefits**

In order to preserve the image and integrity of the Corporation, business gifts and invitations of hospitality shall be discouraged.

However, the Corporation recognizes that moderate hospitality is an accepted courtesy in any business relationship. The key is to not reach the level where it becomes obvious that an influence on a business matter is sought or implied. All employees, when in doubt regarding a gift or invitation, **shall** consult the Clerk-Treasurer.

## 5. Misappropriation of Funds, Electronics and Materials

Employees of the Corporation of the Township of Tudor and Cashel who are in a position to deal with monies for taxes, or any other monies, must meet the highest level of integrity dealing with such monies. All monies must be deposited to the bank on a weekly basis, unless during tax time when it is necessary to deposit daily.

Supervisors, who have the use of Corporate credit cards must adhere to the following rules for use:

- A receipt or a document supporting the charge (ie: letter, invoice marked paid by the credit card, etc.) must be provided with the credit card statement for payment.
- No bill will be paid without the supporting documentation or receipt of payment.
- Where there is any indication that FRAUD on the credit statement it is the responsibility of the individual whose name is on the credit card to advise the Clerk-Treasurer who will arrange for the immediate cancellation of the credit card and request the bank to investigate.

The use of electronic equipment (e-mail) outside of regular business reasons is to be kept to a minimum. The Corporation of the Township of Tudor and Cashel does understand that some interaction with family and friends is common throughout the business world, but it **must not deter or interfere** with the function of the Township, nor should it in any way disrupt the hourly work required by each employee.

## 6. Use of Municipal Property

Municipal property, equipment, or supplies, **shall not** be used by employees for personal use, these will only be used for activities connected to official duties or associated community activities having the sanction and prior approval of Council or its Committees.

Employees whose duties require them to drive or be in charge of Township vehicles and equipment shall:

- Ensure that the vehicle or equipment is in satisfactory mechanical condition;
- Drive safely and responsibly and obey all highway traffic laws
- Employ all measures recommended for the safe use of vehicle and equipment
- Be personally responsible for the payment of all fines imposed for breaches of traffic regulations
- Be in possession of the appropriate driver's license
- Advise the Township of any loss of driver privileges, however temporary
- Not permit unauthorized persons to operate vehicles and equipment
- Report immediately any accidents or damage to vehicles or equipment

No employee shall make financial gain from the use of or sale of Municipal property including computer programs, technological innovations or other patentable items either while an employee of the Corporation or thereafter. All such property shall remain in the exclusive ownership of the Corporation.

## **7. Relationship of Staff and Members of Council**

Employees of the Township shall not be in a direct reporting/supervisory relationship with a family member, relative or person with whom the employee is involved in a common-law relationship with the exception of the following:

- If the qualifications of the Applicant exceed all other applicants, Council will make the final decision regarding employment.

If two employees of the Township become romantically involved during the course of their employment, they shall immediately report such relationship to the Clerk-Treasurer.

The Township shall consider the employees' situation and shall decide what course of action, which may include but not be limited to a reorganization of positions, a change in reporting structure or disciplinary action if deemed necessary.

Department Heads and Employees will:

- Acknowledge that the Clerk-Treasurer and Department Heads has/have the capacity to direct staff members to carry out specific tasks or functions
- Refrain from using their position to improperly influence members of staff in their duties or functions or to gain an advantage for themselves or others.
- Refrain from publicly criticizing individual members of staff or co-workers in a way that casts aspersions on their professional competence and credibility.

## **8. Political Involvement**

No employee shall have an involvement in a partisan manner, in municipal elections in the Township of Tudor and Cashel. Employees may become involved in other municipalities elections, as well as Provincial and Federal Elections.

Where an employee wishes to run for Council of the Township of Tudor and Cashel, he/she shall first seek a leave of absence to cover the campaign period, and if elected, pursuant to the Municipal Act, resign from his/her position with the Corporation.

## **9. Hiring of Relatives**

No employee shall influence, in any way, the hiring or appointment of relatives to positions within the municipality.

## **10. Implementation/Enforcement**

It is the responsibility of all Staff to ensure that this Code is enforced.

Where an employee has some reason to be concerned about a possible breach of this Code, the Clerk-Treasurer shall be consulted immediately, in the strictest of confidence. The Clerk-Treasurer is responsible for ensuring that the problem is appropriately addressed.

The observance of this Code of conduct shall be a condition of employment with the Corporation. Breaches of the Code will provide grounds for disciplinary action up to and including dismissal.

All employees shall read and subscribe to this Code.

A signed acknowledgement that each employee has read and understood both the Human Resources Policy and the Code of Conduct/Ethics document shall be placed in each employee's personnel file.

Conflict of Interest and Code of Conduct violations associated to the Clerk-Treasurer must be referred immediately to the Reeve and Council.

## **11. Media Relations**

Only Council or the Clerk-Treasurer or his/her designate shall comment to the media on all matters concerning staff operations, actions and functions of the municipality. This policy is not intended to restrict the ability of employees to express an opinion, or give input to, non-municipal matters.

However, where applicable, the employee shall make it clear that he/she is commenting as a private citizen and not in a capacity of a municipal employee.

Appendix B

CONFLICT OF INTEREST DECLARATION

This declaration is required for all employees hired by the municipality.

I have read Section 3 of the Human Resources Policy of the Township of Tudor and Cashel and agree to be bound by the same.

I hereby declare:

I am \_\_\_\_/am not \_\_\_\_ in a conflict of interest with the Township, and I am aware of no circumstances within the foreseeable future that may place me in a conflict of interest position with the Township.

I am \_\_\_\_/ or may be \_\_\_\_ in a conflict of interest position with the Township by reason of the following circumstance:

Dated at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_

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Signature of Employee