

**THE CORPORATION OF THE
MUNICIPALITY OF TEMAGAMI**

BY-LAW NO. 04-585

**Being a by-law to establish Human Resources Policies and Procedures for the Municipality of
Temagami**

WHEREAS the Municipal Act, 2001, S.O., 2001, c.25, part VI, Section 270, as amended, states that a municipality and a local board shall adopt policies with respect to the hiring of employees and other Human Resources Policies;

AND WHEREAS the Municipal Council of the Corporation of the Municipality of Temagami deems it advisable to enact a by-law to establish Human Resources Policies and Procedures.

NOW THEREFORE the Council of the Corporation of the Municipality of Temagami hereby enacts as follows:

- (a) The Corporation of the Municipality of Temagami Human Resources Policy and Procedures Manual attached hereto as Schedule "A" form part of this by-law;
- (b) This by-law shall not be interpreted to contradict or violate any statute or regulation of the Province of Ontario;
- (c) If a court of competent jurisdiction declares any section or part of a section of this by-law invalid, it is the intention of Council that the remainder of this by-law shall continue to be in force.

BE TAKEN AS READ A FIRST time on this 9th day of December, 2004.

READ A SECOND AND THIRD time and finally passed this 9th day of December, 2004.



MAYOR



CAO



Human Resources Policy
and
Procedure Manual

*Bylaw
04-585*

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SECTION OF MANUAL Introduction	EFFECTIVE DATE, DD/MM/YY 1/1/2005
SUBJECT Introduction	INDEX HR INTRO-10
OBJECTIVE To provide a comprehensive set of Human Resources policies and administration procedures that collectively defines an effective and consistent approach to employee relations within the Municipality of Temagami.	
POLICY The purpose of the Human Resources Policy and Procedures (HRPP) Manual is to communicate these policies to all employees and to guide supervisory staff in carrying out their human resource responsibilities. Council requires and expects staff to adhere to the policies and procedures set out in the HRPP and as it is amended from time to time. The application of these corporate policies and procedures is intended to provide for fair and consistent treatment of all employees. The HRPP may be accessed by all employees.	
DEFINITIONS None	
PROCEDURE/GUIDELINES Responsibility Any employee who identifies a need for a new or revised policy or procedure should advise the Chief Administrative Officer or designate, or their Supervisor of their recommendation. Responsibility for the drafting of Human Resources policies, coordination of input and the required annual review of the HRPP is assigned to the Chief Administrative Officer or Designate. Approvals The responsibility for the administration of Council's Human Resources policies rests with the Chief Administrative Officer, or designate. Distribution The HRPP and subsequent revisions to individual policies and procedures will be distributed to all employees, in printed form. Application The HRPP is intended to provide necessary information to all employees in order that they make informed decisions while carrying out their own duties. Employees are encouraged to seek clarification as the need arises.	
POLICIES/LEGISLATION None	
APPENDICES None	

SECTION OF MANUAL Administration	EFFECTIVE DATE, DD/MM/YY 1/1/2005
SUBJECT Equal Employment Opportunity	INDEX HR AD 10
OBJECTIVE To comply with the Human Rights Act.	
POLICY To provide equal opportunity to all employees and applicants for employment.	
DEFINITIONS None	
PROCEDURE/GUIDELINES The Municipality will provide equal opportunity to all qualified employees and applicants for employment without having regard to race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, record of offences, marital status, family status or handicap. Reasonable accommodation will be made for persons with disabilities. This policy applies to hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absences, compensation and training.	
POLICIES/LEGISLATION Human Rights Act 1990	
APPENDICES None	

SECTION OF MANUAL Administration	EFFECTIVE DATE, DD/MM/YY 1/1/2005
SUBJECT Discrimination	INDEX HR AD 20
OBJECTIVE To provide a work environment that supports the productivity, personal goals, dignity and self-esteem of every person.	
POLICY To provide guidelines to all staff on acts of discrimination.	
DEFINITIONS "Discrimination" - Any action, or inaction that differentiates between employees, imposes a disadvantage or withholds an advantage on the basis of a protected ground.	
PROCEDURE/GUIDELINES The Municipality of Temagami will not discriminate or countenance discrimination by staff, against any employee or job applicant on the protected grounds of race, colour, religion or creed, sex age, pregnancy, marital or family status, sexual orientation, or any other ground prescribed by any law that applies to the Municipality of Temagami. This policy applies to hiring, training, placement, promotion, termination, layoff, recall, transfer, leaves of absence and compensation. The responsibility for creating and maintaining a positive work environment rests with all employees. In addition to avoiding discrimination, the Municipality of Temagami will not, and employees should not, condone behavior in the workplace that is likely to undermine work relationships or productivity. Supervisors and co-workers are expected to recognize and refrain from actions that offend, embarrass or humiliate others, whether deliberate or unintentional. Supervisors have a responsibility to respond immediately to stop any activity in the workplace that undermine this policy, irrespective of whether or not there has been a complaint. Employees have an equal responsibility to not be frivolous, or make vindictive accusations. Inaction in respect of this policy, on the part of any employee, may result in disciplinary action.	
POLICY/LEGISLATION Employment Standards Act 2000 Human Rights Act 1990	
APPENDICES None	

SECTION OF MANUAL Administration	EFFECTIVE DATE, DD/MM/YY 1/1/2005
SUBJECT Harassment	INDEX HR AD 30
OBJECTIVE To provide guidelines on the identification of and procedures for prohibiting harassment in the workplace that complies with all applicable Provincial statutes.	
POLICY To prohibit harassment of all employees in the performance of their duties, within or outside the workplace, or as a result of their employment relationship with the Municipality.	
DEFINITIONS "Harassment" - any unwelcome behavior, or conduct or communication directed at an individual that is offensive to that individual and is based on any of the protected grounds. It may be persistent, or sporadic, and may create an intimidating, offensive or embarrassing work environment. "Sexual Harassment" - any offensive sexual comment, gesture, physical contact, or demand of sexual favours, real or perceived, that is deliberate and unwelcome, or that should be known to be unwelcome. It may create an intimidating, offensive or embarrassing work environment. Among the behaviours that may constitute harassment are: - Unwelcome sexual advances and unwelcome requests for sexual favours, proposed explicitly or implicitly, as a term or condition of an individual's employment. - Submission to or rejection of such conduct by an individual is considered bias in employment decisions affecting such individuals; or such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment. - Any such prohibited conduct resulting from the failure on the part of management to take appropriate corrective action when management is aware, or should reasonably have been aware, of such conduct.	
PROCEDURE/GUIDELINES Accountability of Supervisors: Each employee responsible for the management and supervision of employees is accountable for maintaining a work environment that is free of harassment. This responsibility includes: - Communicating this policy to all employees and ensuring that they are not subjected to insulting, degrading or exploitive treatment related to their race, ancestry, place of origin, colour, ethnic origin, religion, citizenship, creed, sex (gender), sexual orientation, physical or mental disability, age, marital status, pregnancy, family status or political belief during the course of their employment.	

- Refraining from threatening or insinuating, implicitly or explicitly, that an employee's submission to sexual or other similar or related advances will positively or negatively impact on the employee's performance evaluation, wages, advancement potential, assigned duties, hours of work, or any other condition of employment or career development.
- Refraining from establishing or encouraging inappropriate personal relationships with subordinates may result in a real or perceived impact on the subordinate's employment or career development.
- Reporting any conduct which is in violation of the foregoing policy immediately to the Supervisor or the Chief Administrative Officer.

Harassing conduct includes but is not limited to:

- Unwelcome and offensive flirtations, advances, propositions or insultations;
- Verbal comments which are personally derogatory in nature;
- Graphic verbal or written commentaries about an individual's body;
- Display in the workplace of sexually suggestive objects or materials, or objects and materials that are degrading in nature;
- Sexually oriented words, either of a degrading nature or intended to be complimentary.

Any employee who believes that they have been the subject of harassment has an obligation to promptly report the alleged act to the appropriate Supervisor. It must be understood by all employees that, in order for the Municipality to thoroughly investigate and remedy any alleged incident of harassment, such incidents must be brought to the immediate attention of their Supervisor. The following steps should be followed by an employee who has a complaint of harassment:

- An employee, who feels comfortable doing so, shall directly inform the person engaging in such harassing conduct that the conduct is offensive and must stop. At this point, the employee may report such conduct to the Supervisor or Chief Administrative Officer.
- Any employee who does not wish to communicate directly with the person whose conduct is offensive, for whatever reason, or if the offender has refused to discontinue the offensive conduct, shall immediately report such conduct to the Supervisor or the Chief Administrative Officer.
- All management staff who becomes aware of harassing conduct which is in violation of this policy and the guidelines set forth above must report such conduct immediately to the Chief Administrative Officer.

All reports of harassing conduct will be promptly investigated under the direction of the Chief Administrative Officer. Under no circumstances shall anyone other than the Chief Administrative Officer, except with written consent of the Chief Administrative Officer, investigate any claims of harassing conduct. All investigations or allegations of harassment shall be conducted with full regard to the confidential and personal nature of the allegation and the person or persons involved.

The following procedures shall be adhered to by the Municipality in investigating any complaint of alleged harassment:

- The Chief Administrative Officer or personal designate who receives that complaint shall contact the individual claiming harassment and obtain all details of the complaint, including, but not limited to, the names of witnesses, if any.
- The Chief Administrative Officer or personal designate may meet with the employee or rather individual who has been identified as the harasser and any other individuals who may provide pertinent information.
- The alleged harasser shall be provided an opportunity to describe the event(s) which may be subject to the complaint and will be provided with certain details of the alleged complaint.
- If appropriate, the results of the investigation may be given to the individual who filed the complaint and to the individual identified as the harasser. Certain documentation, or summaries thereof, collected in the investigation may also be placed in the files of the involved employees.
- If the findings of the investigation support the allegation of harassment, the complaint may be upheld and reference to the incident and the results of the investigation shall be placed in the file of the involved employees.
- If the findings of the investigation do not support the allegation of harassment, the complaint may be dismissed and reference to the incident and the results of the investigation shall be placed in the file of the complainant only.
- If the findings of the investigation reveal the existence of a problem other than harassment, appropriate action shall be taken to correct the problem and prevent its recurrence.
- Any employee of the Municipality who is found, after appropriate investigation, to have engaged in harassing conduct will be subject to disciplinary action. The nature of the disciplinary action shall depend upon the particular circumstances involved in the harassing conduct. If the circumstances warrant, disciplinary action may involve termination of the offending employee's employment with the Municipality.

The Municipality shall take all necessary steps to ensure that any harassment complaint will not reflect negatively on the complainant; or affect that employee's employment, performance evaluation, wages, advancement potential, assigned duties, hours worked, or any other condition of employment or career development.

Similarly, the Municipality shall take all necessary steps to ensure that an employee, who is accused of harassment and subsequently cleared of the accusation following an investigation, will not be viewed or reflected upon negatively, or will the incident affect the employee's employment performance evaluation, wages, advancement potential, assigned duties, or any other condition of employment or career development.

POLICIES/LEGISLATION

Employment Standards Act 2000

Human Rights Act 1990

APPENDICES

None

SECTION OF MANUAL Administrative	EFFECTIVE DATE, DD/MM/YY 1/1/2005
SUBJECT Employee Relations	INDEX HR AD 40
OBJECTIVE To develop and foster quality leadership in its management of employees.	
POLICY Each Department of the Municipality of Temagami is responsible for providing its employees with effective leadership.	
DEFINITIONS Quality leadership in the workplace shall be defined as managers leading others by earning their respect for the manager's understanding of the employee's needs and a commitment to fairly assist employee's to achieve these needs.	
PROCEDURE/GUIDELINES Management should be synonymous with leadership, rather than implying the notion of being "the boss". Sound, effective leadership strives to encourage and coach employees to achieve quality results, safely, cost-effectively and efficiently, while having regard for the importance of trying to meet the individual needs of the employee and the needs of the Municipality and its citizens. Management, staff should: <ul style="list-style-type: none"> - Treat employees as being individually important and respect them. - Do a good job of representing employees and others. - Make every effort to interpret and explain Municipal policies and be certain that employees understand them. - Be an example employee. - Go out of the way to thank an employee who does a good job. If you have to reprimand someone, do it in private. - Let employees know that you are giving them every opportunity to develop their skills and potential for advancement. - Always evaluate employees carefully and objectively. Judge them honestly. - Always try to improve an employee's confidence in you by dealing with them in a considerate, firm and fair manner. - Always try to assign employees tasks that are consistent with their present skills and abilities. 	
POLICIES/LEGISLATION Human Rights Act 1990	
APPENDICES None	

SECTION OF MANUAL Administrative	EFFECTIVE DATE, DD/MM/YY 1/1/2005
SUBJECT Complaint Resolution	INDEX HR AD 50
OBJECTIVE All employees, whether they are management, regular or part-time staff, will be treated fairly, justly and equally.	
POLICY To provide a consistent practice for complaint resolution.	
DEFINITIONS Complaint Resolution is the process in which a complaint of one or more employees involved in an issue is rectified.	
PROCEDURE/GUIDELINES All employees must be able to bring any complaints or recommendations dealing with safety, health standards, proper working conditions, performance appraisals, discipline and fair management practices to the attention of their Supervisor, without fear of reprisal. Any disputes, controversies or suggestions should first be discussed by the employee and the immediate Supervisor. Such discussions are to take place in the privacy of the Supervisor's office. The complaint resolution procedure is as follows: - The employee brings the situation to the attention of the Supervisor. - The Supervisor investigates and provides a solution, or an explanation to the employee(s) within 10 working days. - In the event the Supervisor fails to respond to the complaint within 10 days, the employee may refer the complaint, in writing, to the Director. - The Director reviews the matter and provides an answer to the employee within 10 working days. At this point, the Director may call upon the Chief Administrative Officer to help resolve the complaint. - If a satisfactory solution has not been agreed upon, the employee may request that the complaint be reviewed by the Chief Administrative Officer. - If the Chief Administrative Officer cannot fulfill the employee's expectations and the conflict persists, the employee may decide to refer the matter, in writing, to the attention of Council. Council's decision is final.	
POLICIES/LEGISLATION None	
APPENDICES None	

SECTION OF MANUAL Administrative	EFFECTIVE DATE, DD/MM/YY 1/1/2005
SUBJECT Human Resources Policy Dispute Resolution	INDEX HR AD 60
OBJECTIVE To deal with any employee dispute, as quickly as possible, through a formal dispute resolution procedure.	
POLICY To provide a formal dispute resolution procedure with differences between the Municipality and an employee.	
DEFINITIONS "Dispute" - any difference arising between the Municipality and an employee relating to the interpretation, application, administration, or alleged violation of the Human Resources Policies of the Municipality.	
PROCEDURE/GUIDELINES All employees shall have the right to make use of the dispute resolution procedure described below. Probationary employees shall not have recourse to the dispute resolution procedure. Step 1: <i>Supervisor:</i> The employee will bring the situation to the attention of the Supervisor as soon as possible after the occurrence of the situation creating the dispute. The employee will explain the nature of the situation and the suggested solution, if there is one. The dispute should make specific reference to the policy or procedure that is alleged to have been violated. After careful listening to the facts of the matter, the Supervisor will investigate and provide a solution or an explanation to the employee. In the event the Supervisor fails to respond to the dispute within 10 working days, the employee may proceed to the next step. Step 2: <i>Director:</i> If the answer or settlement that the Supervisor proposes to the employee does not resolve the situation, the employee may refer the problem in writing to the Director. The disputed situation and proposed resolution are put in writing at this point to establish the facts of the case and prevent them from being misunderstood later on. The Director will review the facts of the matter and provide an answer to the employee within five working days. At this point, the Director may call on the Chief Administrative Officer as a resource to help resolve the dispute. Step 3:	

The Chief Administrative Officer: If a satisfactory solution has not been arrived at, after Steps 1 and 2, the employee may request that the dispute be reviewed by the Chief Administrative Officer. If necessary, the Chief Administrative Officer may convene forums necessary to develop a satisfactory solution.

The employee will be informed of the final decision arising from the review conducted by the Chief Administrative Officer.

Special Circumstances:

There may be special circumstances where the employee would prefer not to discuss the nature of the dispute with the Supervisor. In the event, the employee may elect to contact the Chief Administrative Officer who may review the matter, help the employee define the problem and convene any proceedings necessary to develop a satisfactory solution.

Time Limit for Filing a Dispute:

All disputes should be reported and filed by employees as soon as possible; preferably within a period of not more than ten business days.

POLICIES/LEGISLATION

Employment Standards Act 2000

APPENDICES

None

SECTION OF MANUAL Employment Practices	EFFECTIVE DATE, DD/MM/YY 1/1/2005
SUBJECT Staff Recruitment	INDEX HREP10
OBJECTIVE To establish a recruitment and selection process that results in job vacancies being filled by the most qualified candidate.	
POLICY Each Department of the Municipality of Temagami is responsible for recruiting its staff in accordance with budgeted hours, pay rates and expenditures approved by Council.	
DEFINITIONS <i>Volunteer Status:</i> Individuals who, on a regular basis, provide volunteer services to the Municipality of Temagami and who are registered as a volunteer with a Municipal Department. <i>Volunteer Facilities:</i> Temagami Fire Hall, Temagami Public Library, Temagami Arena and any other seasonal programmes or facilities.	
PROCEDURE/GUIDELINES All vacancies are posted internally at all Municipal locations for a period not exceeding five (5) working days. Postings should include: the position title, reporting relationship, a brief description of the job and associated requirements, qualifications and experience. Where no internal candidate from employee/volunteer applications is deemed to be qualified for the position, the Municipality will conduct an external search for additional candidates. Any existing employee/volunteer may submit an application for any job vacancy that is posted. The Municipality will base its selection process on skill, ability, aptitude, knowledge, experience and qualifications for the job. Where two internal candidates are deemed to have identical qualifications, the employee/volunteer with the greatest seniority will be selected. Should an employee/volunteer wish to apply for a job vacancy, the applicant must submit an application and any other information requested in the job posting to the Chief Administrative Officer no later than the fifth (5th) working day following the initial posting of the position.	
POLICIES/LEGISLATION Employment Standards Act 2000	
APPENDICES None	

SECTION OF MANUAL Employment Practices	EFFECTIVE DATE, DD/MM/YY 1/1/2005
SUBJECT Employment of Family Members	INDEX HR EP 20
OBJECTIVE To provide guidelines on the hiring of family members.	
POLICY The Municipality of Temagami permits hiring of family members of employees in accordance with the guidelines incorporated within this policy.	
DEFINITIONS Family is defined as a spouse, common-law spouse, father, mother, sister, brother, son, daughter.	
PROCEDURE/GUIDELINES <p>The Municipality of Temagami attempts to avoid any employment practice that may give rise to a conflict of interest, or other type of human resources problem that may occur in cases of recruiting, maintaining order, maintaining discipline and terminating employees who are a family member of another employee.</p> <p>The immediate family members of the Chief Administrative Officer and Elected Officials shall not be employed by the Municipality in any capacity if the procedure for hiring an immediate family member set out below has not been followed:</p> <ul style="list-style-type: none"> - Standard competition procedures have been followed; - The applicant is the most qualified candidate; - Influence was not exerted on the recruiting Supervisor; - Potential conflicts of interest or other human resources problems do not appear to exist; and - The members of the hiring committee were not related to the successful candidate. <p>The immediate family members of Department Heads shall not be employed where such employment would be within the same department.</p> <p>The immediate family members of Management/Supervisory personnel other than Department Heads shall not be employed where such employment would be under the direct or indirect reporting authority of Management/Supervisory personnel.</p> <p>In the event that in the future through marriage between staff members; a staff member's promotion to a Manager/Supervisory level; or a Municipal Election a conflict with this policy is created, the Chief Administrative Officer will undertake a review. Such review will seek to find a solution that is consistent with the purpose of this policy and the relevant provisions of the Human Rights Code, as well as acceptable to the parties concerned.</p> <p>This policy shall not be enforced so as to prevent the promotion of an existing employee to a supervisory or other responsible position.</p>	

POLICIES/LEGISLATION

Employment Standards Act 2000

APPENDICES

None

SECTION OF MANUAL Employment Practices	EFFECTIVE DATE, DD/MM/YY 1/1/2005
SUBJECT Training and Development	INDEX HR EP 30
OBJECTIVE To provide guidelines for the provision of staff training and development opportunities.	
POLICY The Municipality of Temagami recognizes the importance of training and development of staff and encourages enrollment in career-related education and professional development programs.	
DEFINITIONS None	
PROCEDURE/GUIDELINES The Municipality may provide employees with financial assistance for such programs. To qualify for financial assistance, an employee must be a regular full-time employee of the Municipality prior to becoming enrolled in a particular course(s) of study. The course must also have direct application to the individual's present or potential responsibilities with the Municipality in the future. Consideration of financial assistance may also be given to areas of study that are deemed to have an indirect relationship to the individual's present, or potential responsibilities in the future. Financial assistance must be approved by the Chief Administrative Officer. A written request for approval and budget purposes must be submitted to the employee's Supervisor. Educational and professional development programs may be undertaken at the employee's initiative, or upon the request of the Supervisor in accordance with departmental organizational requirements and objectives. Employee initiated educational and professional development programs may be eligible for financial assistance of 100% of tuition expenses; with 50% being payable upon registration and 50% upon successful completion of the course. Where an employee is requested by the Municipality to enroll in a career related educational or professional development program and apply the related costs to the budget of the employee's department.	
POLICIES/LEGISLATION None	
APPENDICES None	

SECTION OF MANUAL Employment Practices	EFFECTIVE DATE, DD/MM/YY 1/1/2005
SUBJECT Orientation Program	INDEX HR EP 40
OBJECTIVE To develop an orientation checklist for each new employee.	
POLICY To provide an overview of the Corporation's expectations of the new employee in their position, and to familiarize the individual with their new work environment and explain the terms of their compensation, employee benefits and working conditions.	
DEFINITIONS None	
PROCEDURE/GUIDELINES Employee Orientation Process: - Provide a warm and cordial welcome to new employees and make them feel at ease on their first day. - Review the Municipality rules of conduct and policies that will affect the employee in question. New employees need to have all of their questions answered. This review should cover such matters as wages, overtime, deductions, responsibilities for attendance, how to notify their supervisor in the case of absence or lateness, working hours, holidays and vacation schedules, rest periods, dress and safe work practices. - Who are their fellow employees? Help the new employee become acquainted. Be sure to tell present employees about the new employee before they arrive and then introduce them before they begin work. - Help the new employee become familiar with their new work environment. It will take new employees some time to be fully oriented; however, by the end of their first day they should feel at home in the Department. They should be shown the locations of the time clocks, washrooms, how to get tools, supplies and materials, etc. - How their job fits into the business operations of the Department and the Municipality. The new employee needs to feel that the work they will do is important. When you give them assignments, show them how their responsibilities fit into the overall operation of the Department and how they are contributing to the success of the Municipality. - Keep the doors of communication open. You will want to emphasize to the new employees that everyone starting a new job has mixed feelings and possible fears about their new environment. You will want to be sure the new employee knows that you are the best source of information about their job. Don't assume that they will come to you on their own for information; tell them to ask questions about anything that isn't clear to them. If you can't be available at all times, appoint an assistant, or one of their co-workers to answer questions and help them with problems.	

How is the employee doing? Effective follow up on a new employee can help you determine the effectiveness of hiring and orientation programs and minimizes the cost of mistakes. For most positions, the new employee's potential can be fully assessed after three or four months. Making an early determination on the employee's suitability during the probation period is critically important.

POLICIES/LEGISLATION

None

APPENDICES

None

SECTION OF MANUAL Employment Practices	EFFECTIVE DATE, DD/MM/YY 1/1/2005
SUBJECT Probationary Period	INDEX HR EP 50
OBJECTIVE To provide the employee and the Municipality of Temagami with a period of mutual evaluation.	
POLICY All newly hired employees are subject to a probationary period, commencing on the first day of their employment Permanent appointment, as an employee of the Municipality of Temagami, is conditional upon satisfactory performance during the formal probationary period.	
DEFINITIONS None	
PROCEDURE/GUIDELINES The following conditions apply to probationary employment: <ul style="list-style-type: none"> - The probationary period for full time non-union employees is (3) months. - Prior to completion of the probationary period, the Supervisor reviews the employee's performance during the probationary period with the employee and renders an employment continuation decision. - The probationary period may be extended to a maximum of one year, if necessary, at the discretion of the Supervisor. - The employee will be advised that the probationary period has been successfully completed and a wage adjustment, if warranted, will be authorized and confirmed by the Supervisor. - During their probationary period, probationary employees are entitled to all rights and privileges, except those with respect to discharge. - Employment of unsatisfactorily performing employees may be terminated at any time during the formal probationary period. <p>It is the responsibility of the Supervisor to ensure that the performance of a probationary employee is monitored and that proper documentation is completed and forwarded to the Chief Administrative Officer at the conclusion of the Probationary period.</p>	
POLICIES/LEGISLATION None	
APPENDICES None	

SECTION OF MANUAL Employment Practices	EFFECTIVE DATE, DD/MM/YY 1/1/2005
SUBJECT Performance Review	INDEX HR EP 60
OBJECTIVE To develop a performance review system intended to highlight the strengths and weaknesses of the employee's performance and to set specific goals, objectives and performance expectations.	
POLICY The Municipality of Temagami conducts annual performance appraisals to evaluate employee's performance relative to the duties and responsibilities of their position; to identify any areas requiring improvement or development; and to establish performance goals for the next year. Performance appraisals also assess the suitability of the employee to assume additional responsibilities, or be promoted, and to determine the employee's eligibility for wage progression.	
DEFINITIONS None	
PROCEDURE/GUIDELINES The following conditions apply to the completion of Performance Planning and Review Forms: - All Supervisors are responsible for completing a Performance Planning and Review Form for each of their staff by the end of March every year. - The completed form, including the Supervisor's comments and signature, are presented to the employee for their comment and signature. A copy of the signed appraisal is given to the employee. - A copy of all completed forms, involving wage increase is forwarded to the Chief Administrative Officer for processing. Wage increases can only be effected once a performance appraisal is completed and new performance standards are set. - The completed Performance Planning Review Form and new performance standards are placed in the employee's personnel file maintained by the Treasurer. Performance Appraisals for Directors are completed by the Chief Administrative Officer and the Chief Administrative Officer's appraisal is completed by Mayor and Council.	
POLICIES/LEGISLATION None	
APPENDICES Performance Planning and Review Form	

SECTION OF MANUAL Employment Practices	EFFECTIVE DATE, DD/MM/YY 1/1/2005
SUBJECT Length of Service	INDEX HR EP 70
OBJECTIVE To recognize the length of service that an employee has with the Municipality for entitlement purposes.	
POLICY To foster, through its management practices, an environment that will encourage long term service and progressively enhanced ability in the work force.	
DEFINITIONS <i>Seniority</i> : the length of continuous service with the Municipality from date of hire.	
PROCEDURE/GUIDELINES For vacation scheduling purposes, seniority will be based on the total hours worked, exclusive of overtime or holiday hours paid over the preceding twelve (12) month period of time. During the three month probationary period, an employee will not accumulate seniority; however, upon successful completion of the probationary period, seniority shall be retroactive to the date of hire. If a work-related sickness or accident prevents a regular employee from working, an employee's seniority is maintained and continues to accumulate up to 24 months from the date of an accident or sickness. If an employee qualifies for maternity and/or parental leave, the employee will be entitled to the leave without loss of seniority.	
POLICIES/LEGISLATION None	
APPENDICES None	

SECTION OF MANUAL Employment Practices	EFFECTIVE DATE, DD/MM/YY 1/1/2005
SUBJECT Personnel Files	INDEX HR EP 80
OBJECTIVE To provide a guideline on documentation that is permitted to be retained in an employee's personnel file.	
POLICY A personnel file is a record of information about an employee's employment with the Municipality. Some of this information must be collected by law for income tax, employment insurance benefits and pension purposes.	
DEFINITIONS <i>None</i>	
PROCEDURE/GUIDELINES Records of events including promotions, transfers, special assignments, and other employment changes are documented in personnel files. Tardiness, absenteeism, and work related issues are also noted; as are copies of the employee's performance review. Employees may submit information on educational and professional development achievements and on community service, or other forms of personal recognition. Employees are required to advise the Treasurer of any changes in their home address, telephone number, marital status, dependents, beneficiary, or persons to notify in case of emergency. The Supervisor will advise the Treasurer of salary adjustments and changes in the employment status such as promotions. The personnel file is kept confidential. An employee, Director of the Department or the Chief Administrative Officer may view and obtain a copy of information in a personnel file at any time. Otherwise, information can only be released with the employee's approval. All personnel files are kept in the Treasurer's office. When employees resign, retire or are terminated, the Municipality is required by law to retain their personnel files for three years.	
POLICIES/LEGISLATION Employment Standards Act 2000 Income Tax Act 1985 OMERS Legislation 1990 Freedom of Information and Privacy Protection Act 1990	
APPENDICES <i>None</i>	

SECTION OF MANUAL Employment Practices	EFFECTIVE DATE, DD/MM/YY 1/1/2005
SUBJECT Employee Recognition	INDEX HR EP 90
OBJECTIVE To provide a service award system for staff.	
POLICY Long Service Awards: In recognition of dedicated service to the citizens of the Municipality of Temagami, employees with ten (10) or more years of service, and thereafter at five (5) year intervals, shall be presented with an award deemed by the Municipality to be fitting and appropriate. The value of the award shall be \$5.00 per year of service for eligible, long-term service employees. Retirement Awards: Upon retirement from active service with the Municipality, Council shall present a gift to retiring employees with ten (10) or more years of service. The value of the gift shall not exceed \$250.00	
DEFINITIONS <i>None</i>	
PROCEDURE/GUIDELINES The award or gift is normally presented at a meeting of Council by the Mayor, in the case of Supervisors, or by the respective committee chair with other employees. The employee's Department shall be responsible for the purchasing of an appropriate gift and arranging the presentation of the award with the Mayor or committee chair.	
POLICIES/LEGISLATION <i>None</i>	
APPENDICES <i>None</i>	

SECTION OF MANUAL Employment Practices	EFFECTIVE DATE, DD/MM/YY 1/1/2005
SUBJECT Outside Employment	INDEX HREP 100
OBJECTIVE To provide a guideline on employee's involvement in outside employment.	
POLICY The Municipality considers it acceptable for employees to undertake additional employment in cases where such employment does not conflict with the interests of the Municipality and the performance of the individual as a Municipal employee.	
DEFINITIONS None	
PROCEDURE/GUIDELINES Direct employment with another municipality within the district of Nipissing is considered to be a conflict of interest. Consequently, no employee shall be permitted to be employed by another municipality within the District of Nipissing while they are working full-time for the Municipality. Any employee whose outside employment is determined to represent a conflict of interest, or whose outside employment is affecting the employee's performance as a Municipal employee, will be approached by their Supervisor and requested to terminate their other employment. If the employee does not wish to cooperate and terminate their outside employment, the individual may be subject to disciplinary action including termination of employment. Municipality of Temagami employees will normally not be allowed to bid on Municipal or other Municipal contracts within the District of Nipissing or be employed under such contracts. Any exceptions to this policy must be approved by the Chief Administrative Officer.	
POLICIES/LEGISLATION None	
APPENDICES None	

SECTION OF MANUAL Employment Practices	EFFECTIVE DATE, DD/MM/YY 1/1/2005
SUBJECT Hiring of Former Employees	INDEX HREP 110
OBJECTIVE To provide guidelines on the hiring of former employees.	
POLICY The Municipality will consider the re-employment of former employees who are deemed to be eligible and have indicated a desire to return to employment with the Municipality. Retired employees will, however, only be considered for temporary, part-time employment with the Municipality.	
DEFINITIONS Former employees must satisfy the following requirements to be eligible for re-employment: - The former employee's personnel records indicate satisfactory or better job performance and that they left the Municipality's employ voluntarily, or through no fault of their own. - Applicants for re-employment must also possess the skills and qualifications currently required by the position.	
PROCEDURE/GUIDELINES Any employee who has been discharged for cause will not be re-hired. Supervisors who are approached by a former employee for possible re-employment, or want to approach a former employee, must first verify that the individual is eligible for re-employment through contact with the Chief Administrative Officer. Once a former employee's eligibility has been confirmed, the normal interview and selection process should be pursued in filling the vacancy in question. A reference check should be carried out with the employers of the individual since they left their employment with the Municipality. Any rehired employees must successfully complete a three month probationary period before the person becomes a full time employee.	
POLICIES/LEGISLATION None	
APPENDICES None	

SECTION OF MANUAL Employment Practices	EFFECTIVE DATE, DD/MM/YY 1/1/2005
SUBJECT Drivers License Abstract	INDEX HR EP 120
OBJECTIVE To minimize the risk in safeguarding the Municipality of Temagami's employees, clients, citizens and assets.	
POLICY Employees must have a valid driver's license in order to perform those jobs with the Municipality that require the operation of a Municipally owned vehicle. It is the policy of the Municipality of Temagami to require individuals to complete a Driver's License Abstract to the Municipality prior to being offered employment for positions that require operating a Municipally owned vehicle. Existing employees of the Municipality whose designated position includes the operation of Municipal vehicles/equipment will be required to renew their check at least twice a year.	
DEFINITIONS None	
PROCEDURE/GUIDELINES <u>Application</u> This policy applies to positions of employment that require the operation of a Municipally owned vehicle in the fulfillment of their duties and responsibilities of employment. <u>Responsibilities</u> New Hires shall be responsible for obtaining a Driver's License Abstract and submitting the Driver's License Abstract to the Chief Administrative Officer prior to the commencement of employment. Existing employees who are required to drive vehicles on behalf of the Municipality will be subject to periodic license reviews to confirm that the employee continues to hold a valid drivers license. Such check shall be done at least twice a year. All Municipal employees who hold positions requiring a license shall report to the Municipality any driving related convictions they may have incurred since their last license check. <u>General Provisions:</u> Employees shall sign a Driver's License Abstract Consent Form that authorizes the Municipality of Temagami to obtain a copy of the employee's driving record. Municipal employees will be provided a copy of the abstract to confirm its content. The original signed form shall be placed in the employee's personnel file. Upon receipt of a fresh abstract, the old one will be destroyed. A Review Committee shall be established when an employee self-declares or the Driver's License Abstract is returned unfavourable. Each unfavourable check will be reviewed and dealt with on a case-by-case basis. The Review Committee shall be comprised of the Director and Supervisor of the affected Department and the Chief Administrative Officer.	

This policy shall be implemented consistent with any terms and conditions of employment, the Human Rights Code and the Municipal Freedom of Information and Protection of Privacy Act.

POLICIES/LEGISLATION

Ontario Human Rights Code
Ministry of Transportation of Ontario

APPENDICES

Driver's License Abstract Consent Form

SECTION OF MANUAL Employee Conduct	EFFECTIVE DATE, DD/MM/YY 1/1/2005
SUBJECT Absenteeism and Tardiness	INDEX HR EC 10
OBJECTIVE To comply with the Employment Standards Act.	
POLICY Employees perform services necessary for the Municipality to meet its objectives and overall mandate. In exchange for wages and benefits, employees must maintain an attendance record satisfactory to the Municipality.	
DEFINITIONS None	
PROCEDURE/GUIDELINES Employee are responsible for notifying their Supervisor, at least two hours prior to their scheduled work period that the employee will be unable to report to work. Such notice will provide management with sufficient time to find a replacement, if necessary. Failure to comply with this requirement may result in another employee having to carry an additional workload, or being deprived of a work opportunity. The employee's Supervisor is responsible for providing accurate attendance information to the Treasurer in order that accurate compensation records can be maintained (i.e. sick pay, leave of absence with pay, vacation pay, etc.) Employees who have not contacted their Supervisor following three (3) consecutive days of absence without notification will be deemed to have abandoned their employment with the Municipality and the appropriate termination documentation will be issued; unless a satisfactory explanation is provided to the Municipality. The reasons for a termination of employment on absenteeism grounds must be documented on the pertinent personnel form, include a detailed record of the specific times and dates of the absence and be filed with the Treasurer.	
POLICIES/LEGISLATION Employment Standards Act 2000	
APPENDICES None	

SECTION OF MANUAL Employee Conduct	EFFECTIVE DATE, DD/MM/YY 1/1/2005
SUBJECT Code of Ethical Conduct	INDEX HR EC 20
OBJECTIVE To comply with the Conflict of Interest Act.	
POLICY All employees of the Corporation of the Municipality of Temagami will adhere to the Municipality's Code of Ethical Conduct to ensure that there is no conflict between their personal interests and official duties. Failure to comply with any of these procedures will expose an employee to disciplinary action and/or action through the Courts.	
DEFINITIONS None	
PROCEDURE/GUIDELINES Code of Ethical Conduct, Municipality of Temagami <ul style="list-style-type: none"> - Employees will promote the goals, objectives and policies of the Municipality of Temagami. - Employees will acknowledge and recognize the dignity and worth of every person they serve and with whom they work. - Employees will disclose in writing to their Supervisor any business, commercial, or financial interest where such interest might be construed as being in actual or potential conflict with their official duties. This written disclosure is kept in the employee's personnel file for the duration of employment. - Employees will not engage in any business, dealing, or transaction or have a financial or other personal interest, which is in conflict of interest with the discharge of their official duties. - Employees will accord, in the performance of official duties, equality of treatment to all persons and, without restricting the generality of the foregoing, shall refrain from according preferential treatment to any person, group or organization. - Employees, their immediate family, and family members residing in their household, may not sell goods, materials or services to the Municipality without the express permission of the Chief Administrative Officer. - Employees will not place themselves in a position where they could derive any benefit or gain from any Municipal contacts, persons, groups, companies or organizations with which the Municipality does business. - Employees will not benefit from the use of information acquired or used, and that is not generally available to the public, during the course of official duties. 	

- Employees will not engage in any outside work, private employment, business, or undertaking for any person, group or organization, which might interfere with the performance of their duties as a Municipal employee, without the prior approval of their Supervisor and Chief Administrative Officer.
- Employees will not, except as specifically provided by policy, use Municipal property or equipment for activities or purposes not associated with the discharge of official duties.
- Employees will not demand, accept or agree to accept from a person, group or organization that wishes to have business or dealings or has business or dealings with the Municipality, a gift, benefit, favour, discount, hospitality or gratuity.

If employees are uncertain whether some activity falls within these Code of Ethical Conduct guidelines, the employee should discuss the situation with their Supervisor. Examples of types of activities and interests that the Municipality may find inappropriate include, but are not limited to, the following:

Outside Employment (also see HR EP 100):

Employees may take supplementary employment, including self-employment unless it:

- Constitutes a conflict of interest;
- Interferes with the employees ability to carry out their duties with the Municipality;
- Involves the use of Municipal premises, equipment or supplies; or
- Places the employee in a real or apparent conflict of interest with the Municipality.

Gifts and Gratuities:

Employees may not accept gifts or entertainment from customers, contractors or suppliers of the Municipality. Employees may not demand or agree to accept payments, services or other incentives from contractors or suppliers of the Municipality that are intended as a solicitation of business.

Political Activities:

Any employee of the Municipality who is nominated as a candidate in a federal, provincial or municipal election must take an unpaid leave of absence beginning the day the nomination is announced. If the employee is successful in the election, he or she must resign effective on the day the unpaid leave began. If the employee is unsuccessful, the employee is entitled to return to work effective the day after the election.

Outside Directorships:

The Municipality encourages its employees to become involved in charitable, civic and industry groups. However, before accepting an office or directorship with such an organization, the employee must first obtain approval from their Supervisor to ensure that there is no real or perceived conflict of interest and that these outside duties will not conflict with individual's duties with the Municipality.

Public Appearances:

Employees may not speak publicly, on behalf of the Municipality, at a meeting, conference or seminar, or to the media on any topic that involves the Municipality, the employee's duties or area of expertise within the Municipality's administrative structure unless prior approval has been given by the Supervisor.

POLICIES/LEGISLATION

Conflict of Interest Act 1990

APPENDICES

None

SECTION OF MANUAL Employee Conduct	EFFECTIVE DATE, DD/MM/YY 1/1/2005
SUBJECT Employee Confidentiality Statement	INDEX HR EC 30
OBJECTIVE To comply with the Information and Protection of Privacy Act, Employment Standards Act and Municipal Act.	
POLICY All new Municipality of Temagami employees, who in the course of carrying out their duties will have access to and be dealing with records containing confidential or personal information, must sign an "Employee Confidentiality Statement" (<i>pursuant to Section 47 (c) of the Municipal Freedom of Information and Protection of Privacy Act and Ontario Regulation 823</i>) as a condition of a written offer of employment to ensure the security and confidentiality of records and personal information under the control of the Corporation of the Municipality of Temagami.	
DEFINITIONS None	
PROCEDURE/GUIDELINES - A written offer of employment is conditional upon the completion of an "Employee Confidentiality Statement" by a new employee. - The "Employee Confidentiality Statement" is signed, dated, witnessed, and placed in the individual's personnel file with the Treasurer. - A new employee's refusal to sign an "Employee Confidentiality Statement" after signing a written offer of employment voids and nullifies the written offer of employment. - Although not currently required, employees hired before the implementation of this policy are encouraged to sign an "Employee Confidentiality Statement".	
POLICIES/LEGISLATION Information and Protection of Privacy Act 1990 Employment Standards Act 2000 Municipal Act 2001	
APPENDICES Employee Confidentiality Statement	

SECTION OF MANUAL Employee Conduct	EFFECTIVE DATE, DD/MM/YY 1/1/2005
SUBJECT Security of Property and Theft	INDEX HR EC 40
OBJECTIVE To provide for the security of Municipal property.	
POLICY Preserving and safeguarding Municipal property is a responsibility shared by all employees.	
DEFINITIONS None	
PROCEDURE/GUIDELINES Equipment, materials and supplies that are the property of the Municipality, are to be used only for business purposes on the Municipality premises and must be protected from theft, misuse or damage. No Municipal property may be borrowed without the authorization of a Supervisor. This policy does not extend to Municipally-owned motor vehicles which may be signed out to individual employees for work-related travel. Theft of Municipal property, or of a fellow employee's property while at work, may result in dismissal and criminal charges.	
POLICIES/LEGISLATION None	
APPENDICES None	

SECTION OF MANUAL Employee Conduct	EFFECTIVE DATE, DD/MM/YY 1/1/2005
SUBJECT Dress Code	INDEX HR EC 50
OBJECTIVE To provide guidelines to allow staff to make wardrobe decisions based upon a range of acceptable dress.	
POLICY To ensure that the basic standards of employee dress permit informality appropriate to a business-like work environment.	
DEFINITIONS "Business Casual" wear means clean, neat, tailored clothing.	
PROCEDURE/GUIDELINES These guidelines apply to all non-uniformed employees in the Municipal Hall, facilities and worksites. Exceptions to these guidelines will be permitted where particular forms of dress are required to perform particular job functions. For example, some Parks and Recreation Staff and Public Works Staff are required to dress in a manner appropriate to their job responsibilities and work environment. Examples of specific items of clothing that are deemed not to be acceptable include, but are not limited to: <ul style="list-style-type: none"> - Muscle shirts - Halter, tank and tube tops - Sweat pants - Spandex shorts Casual does not imply poorly fitting clothing. Clothing should be without holes or frayed areas. As a rule of thumb, anything the employee would wear to the gym, beach, or to clean the garage would not be considered business casual wear. Employees should, however, take their day's schedule into account. If an employee is attending a Council meeting, or meeting with external customers, more traditional business attire may be appropriate.	
POLICIES/LEGISLATION None	
APPENDICES None	

<p>SECTION OF MANUAL Employee Conduct</p>	<p>EFFECTIVE DATE, DD/MM/YY 1/1/2005</p>
<p>SUBJECT Disciplinary Procedures</p>	<p>INDEX HR EC 60</p>
<p>OBJECTIVE To establish procedures to be followed in taking corrective disciplinary action.</p>	
<p>POLICY The purpose of discipline is correction. It is important to ensure that employees perform their duties in compliance with Municipal rules, directives, regulations, instructions and procedures since the objectives of the Municipality cannot be achieved without a high level of acceptance and conformity.</p>	
<p>DEFINITIONS None</p>	
<p>PROCEDURE/GUIDELINES Discipline is intended to be constructive in correcting an employee's unacceptable conduct or actions. A Supervisor should be prompt and positive in identifying that a deficiency exists in performance or conduct. The matter should then be investigated to obtain all pertinent facts concerning the unacceptable behaviour before disciplinary action is taken. There are four levels of progressive discipline as follows: - Level 1 Formal Verbal Warning (documented in summary fashion) - Level 2 Written Warning - Level 3 Subsequent Written Warning or Suspension with Pay - Level 4 Termination of Employment When an unacceptable incident occurs, it must be determined, based on the severity of the incident, which level of discipline is appropriate. Actions warranted at level 1 and 2 will be dealt with by the Supervisor. Action taken at Level 3 and 4 would involve the Director and/or the Chief Administrative Officer. The following sections of this policy fully outline each disciplinary level: Level 1 - Formal Verbal Warning A formal verbal warning is given to an employee following an incident of unacceptable behaviour. A record of the reprimand is to be made in the employee's file. The employee's Supervisor will hold a formal discussion with the employee. During this discussion, the Supervisor shall: - Review the improper conduct or unsatisfactory performance leading to the verbal warning; - Identify the required standards of conduct and/or performance; - Consider any reasonable explanation offered by the employee; - Plan corrective action which may involve training; - Establish a reasonable time limit for improvement, if appropriate;</p>	

- Advise the employee of the meaning of a verbal warning;
- Advise the employee that more serious steps will be taken, up to and including termination, if the conduct and/or performance does not improve within the established time limit;
- Document the interview discussion on either a Disciplinary Action Form or in a letter and request that the employee sign an acknowledgement that the discussion took place;
- File the documentation in the employee's file.

Level 2 - Written Warning

Should a written warning be required, the Supervisor will consult with the Director to secure approval of the action being taken.

Prior to this discussion, a written warning letter must be drafted for approval by the Director.

The written warning discussion shall be conducted by the employee's Supervisor and the following procedure followed:

- Review the improper conduct or unsatisfactory performance leading to the verbal warning;
- Identify the required standards of conduct and/or performance;
- Consider any reasonable explanation offered by the employee;
- Plan for additional training, if required;
- Establish a reasonable time limit for improvement, where appropriate;
- Advise the employee that the discussion constitutes a written warning;
- Advise the employee that if the conduct or unsatisfactory performance does not improve by the agreed upon date, further disciplinary action will be taken up to and including termination of employment;
- Once the discussion has taken place, the employee and Supervisor are requested to sign the written warning, acknowledging that the discussion took place and that the severity of the disciplinary action is understood. In the event an employee chooses not to sign the written warning, another Supervisor must be invited to witness refusal;
- The documentation must be placed in the employee's file and a copy provided to the Treasurer for filing.

Level 3 - Subsequent Written Warning or Suspension with Pay

At this stage, the Director and/or the Chief Administrative Officer should be consulted. After reviewing the situation, a plan of action to correct the unacceptable performance will be determined. The Director and/or Chief Administrative Officer will advise whether a second written warning or suspension with pay is deemed to be required.

Any employee facing a second written warning or suspension with pay will meet with the Director and the Chief Administrative Officer.

It is important that the employee understands the reasons for the warning, or suspension, and that this disciplinary measure is the final step before termination of employment.

The suspension must be with pay and should be at least one day, but not more than three days, in duration. The Chief Administrative Officer must be informed of this action.

Copies of the disciplinary warnings will not be made available to the employee by the Municipality; however, employees wishing to review the contents of their file may do so at any time in the company of the Treasurer.

In the event a verbal or written warning has been given and the employee's conduct has been corrected or performance has improved as required, the letter of warning will be removed from the employee's personnel records after a period of one year.

The Supervisor will notify employees at time such documentation is removed from their file.

Level 4 - Termination of Employment

If after the written warning, the unacceptable behavior is not satisfactorily corrected within the specified time period, termination of employment may result. The following procedure is to be followed at this level:

- Prior to the termination interview, the Supervisor, the Director and the Chief Administrative Officer (in case where management position is being terminated) shall discuss the situation.
- The Supervisor is responsible for ensuring that the disciplinary information in the employee's file is properly documented and the file contains all pertinent information concerning the employee.
- During the termination interview, all documentation is to be discussed with the employee.

Once the decision is made to terminate employment, a termination form must be completed indicating the reason for termination. All documentation regarding the termination must be attached and submitted to the Treasurer for retention. All termination forms require two levels of approval and the reason code must be appropriately noted.

POLICIES/LEGISLATION

Employment Standards Act

APPENDICES

None

SECTION OF MANUAL Health, Safety and Security	EFFECTIVE DATE, DD/MM/YY 1/1/2005
SUBJECT Health, Safety and Security	INDEX HR HS 10
OBJECTIVE To comply with the requirements of the Occupational Health and Safety Act.	
POLICY The Municipality of Temagami recognizes the importance of respecting all its resources and assets, both human and physical. The Municipality's foremost concern is for the safety and well being of its employees.	
DEFINITIONS None	
PROCEDURE/GUIDELINES In fulfilling this commitment, the Municipality will provide and maintain a safe and healthy work environment for all employees that is in compliance with legislative requirements and standards. Individual employees and management share a responsibility for reducing accidents and time lost by performing their jobs in a safe and healthy manner. Injuries and costly property damage losses can be controlled through good management systems and practices, combined with the active involvement and cooperation of employees. Directors and Supervisors are responsible for: - Training each employee in the safe performance of their duties through orientation and proper job instruction; - Enforcement of safe operating procedures; - Regular inspection and maintaining good housekeeping in work areas to prevent hazards from developing. - Ensuring that a written report is provided to the Treasurer within 24 hours of a work-related accident or injury; - Accident investigations; - Compliance with applicable safety and health regulations; - reporting unsafe conditions; - Ensuring chemicals have a complete Material Safety Data Sheet (MSDS) accessible to all employees; - Ensuring the following responsibilities applicable to employees are fully executed. Employees are responsible for their own safety and health in the workplace and the safety and health of their co-workers. Each employee is responsible for:	

- Performing their jobs within statutory safety and health requirements; including wearing protective clothing and equipment if required and using common sense and thinking "safety" when performing all duties;
- Unsafe working conditions and practices must be reported to the employee's Supervisor and recommendations made for corrective action. Hazards must be eliminated immediately and reported to the employee's Supervisor;
- In the event an employee suffers a work-related personal injury or illness, a report of same must be made to the employee's Supervisor as soon as practicable and, in no case, later than the end of their shift on the day the injury occurs.

The Employer is responsible for:

- Providing equipment, materials and protective devices as prescribed in legislation;
- Ensuring equipment, materials and protective devices are maintained and in good condition;
- Ensuring prescribed measures and procedures are carried out in the workplace.

Ensuring the equipment, materials and protective devices provided by the Municipality are used as prescribed and without limiting the strict duty imposed, the Municipality of Temagami shall:

- a. Provide information, instruction and supervision to the worker;
- b. In a medical emergency for the purpose of the diagnosis or treatment, provide upon request, information in the possession of the Municipality, including unrestricted confidential business information to a legally qualified medical practitioner and to such other persons as may be prescribed;
- c. When appointing a Supervisor, appoint a competent person;
- d. Acquaint a worker or person in authority over a worker with any hazard in the work and in the handling, storage, use, disposal and transport of any article, device, equipment, biological or physical agent;
- e. Not knowingly permit a person who is under such age as may be prescribed through legislation to be in or about a workplace;
- f. Take every precaution reasonable in the circumstances for the protection of the worker;
- g. Post, in the workplace, a copy of the Occupational Health and Safety Act and any explanatory material prepared by the Ministry, both in English and the majority language of the workplace, outlining the rights, responsibilities and duties of the worker;
- h. Establish an occupational health service for workers as prescribed by the Occupational Health and Safety Act. "Prescribed" means prescribed by regulation made pursuant to the Occupational Health and Safety Act;
- i. Where an occupational health service is established as prescribed, maintain the same according to the standards prescribed in the Occupational Health and Safety Act;
- j. Keep and maintain accurate records of handling, storage, use and disposal of biological, chemical or physical agents;

- k. Keep and maintain and make available to the worker affected, such records of the exposure of a worker to biological, chemical or physical agents;
- l. Notify an inspector who is appointed under the Occupational Health and Safety Act of the use, or introduction into the workplace of such biological, chemical, or physical agent;
- m. Prepare and review, at least annually, a written Occupational Health and Safety Policy, and develop and maintain a program to implement that policy;
- n. Carry out training programs for workers, Supervisors and committee members as prescribed by the Occupational Health and Safety Act.

POLICIES/LEGISLATION

Occupational Health and Safety Act 1990

APPENDICES

None

SECTION OF MANUAL Health, Safety and Security	EFFECTIVE DATE, DD/MM/YY 1/1/2005
SUBJECT Health and Safety Enforcement and Discipline	INDEX HR HS 20
OBJECTIVE To comply with the Occupational Health and Safety Act.	
POLICY All employees have a responsibility to observe and promote safe work practices and a healthy workplace.	
DEFINITIONS None	
PROCEDURE/GUIDELINES All Supervisors have responsibility to see that their staff work safely and healthy work conditions are maintained at all times. Safety training will be provided to all employees operating equipment, or working around equipment, and safety manuals will be available to such staff. Unacceptable health and safety performance will not be tolerated. The success of the Municipality's accident prevention and loss control program depends on the full support and commitment of every employee. Employees are expected to observe safety rules, use any protective equipment provided, and immediately report hazardous conditions or injuries to their Supervisor. Employees will not be discriminated against or disciplined for reporting a legitimate safety concern or hazard, or for refusing unsafe work.	
POLICIES/LEGISLATION Occupational Health and Safety Act 1990	
APPENDICES None	

SECTION OF MANUAL Health, Safety and Security	EFFECTIVE DATE, DD/MM/YY 1/1/2005
SUBJECT Workplace Hazardous Materials Information System	INDEX HR HS 30
OBJECTIVE To comply with the Occupational Health and Safety Act by establishing a Workplace Hazardous Materials Information System.	
POLICY The Municipality believes in maintaining a working environment that is safe and healthy for every person at all times.	
DEFINITIONS WHMIS is a national system designed to ensure that everyone working with chemicals is properly informed, trained and uses them according to health and safety procedures. WHMIS applies to hazardous materials known as controlled products.	
PROCEDURE/GUIDELINES A Material Safety Data Sheet (MSDS) must be provided by the supplier for every controlled product purchased by the Municipality. The MSDS describes the hazard created by the product, safe handling procedures and the steps to take if employees come into contact with the product. Employees must always check the MSDS if they have not handled the product before, or are unsure about the proper procedure to be followed. A container of any controlled product will be labeled according to its hazard and the MSDS will be available to everyone handling it. If an employee will be using, or coming into contact with controlled products, the employee will be trained in the proper handling of each product. This training will be updated and reinforced periodically. If an employee needs further information, at any time, they must check with their Supervisor.	
POLICIES/LEGISLATION Occupational Health and Safety Act 1990	
APPENDICES None	

SECTION OF MANUAL Health, Safety and Security	EFFECTIVE DATE, DD/MM/YY 1/1/2005
SUBJECT Right to Refuse Unsafe Work	INDEX HR HS 40
OBJECTIVE To comply with the Occupational Health and Safety Act requirements respecting unsafe work procedures.	
POLICY The right to refuse unsafe work is a law that applies to all workers in this Province. The Municipality fully supports the application of this law. If a Municipal employee has reason to believe that any equipment, machine, or device is likely to endanger the employee or a co-worker, they are required to report it to their Supervisor immediately.	
DEFINITIONS None	
PROCEDURE/GUIDELINES When a Supervisor is informed of an unsafe work situation, the Supervisor will immediately investigate the concern and attempt to resolve the situation, or satisfy the concern. If the Supervisor still has a reason to believe that the employee could be in danger, the employee may be assigned to other reasonable work and a government inspector contacted to assist in a further investigation. Any employee who acts in compliance with, or seeks enforcement under, the provisions of provincial health and safety legislation will be fully protected from retaliatory actions.	
POLICIES/LEGISLATION Occupational Health and Safety Act 1990	
APPENDICES None	

SECTION OF MANUAL Health, Safety and Security	EFFECTIVE DATE, DD/MM/YY 1/1/2005
SUBJECT Accident Investigation	INDEX HR HS 50
OBJECTIVE To comply with the Occupational Health and Safety Act on guidelines for accident investigations.	
POLICY To comply with all Provincial Occupational Health and Safety requirements. All accidents sustained by employees while on the job will be investigated to determine their cause and the action required to prevent further occurrence of such accidents and injuries.	
DEFINITIONS None	
PROCEDURE/GUIDELINES Assuming the individual is physically capable, employees are responsible for reporting accidents immediately. It is the responsibility of the employee's Supervisor to initiate an Employee Injury Report and an accident investigation. It is also the responsibility of the Supervisor to ensure that recommended corrective action is taken. The employee's Director is responsible for ensuring that all persons carry out their duties and responsibilities in accordance with the provision of the Occupational Health and Safety Act. Procedure - All accidents (disabling, non-disabling injuries, as well as occupational diseases) will be reported and investigated within 24 hours of their occurrence and the findings of the investigation will be recorded on an Employee Injury Report. - All accidents will be investigated by the Supervisor. The ultimate responsibility for the investigation rests with the head of the department. The employee injury report must be sent to the Chief Administrative Officer immediately. The remainder of the investigation report must be completed when necessary parties are available to do so. The completed report will be sent to those requiring copies, be placed in a confidential file and the information kept confidential as required by the Freedom of Information and Protection of Privacy Act. - The Chief Administrative Officer, or Treasurer, will be responsible for the completion and forwarding of all required documentation to the Ministry of Labour and Workers Compensation Board. - The employee (for lost time cases) will be responsible for providing medical certification confirming the injury as soon as possible after the incident/accident and thereafter on a monthly basis until the employee returns to regular or modified duties. - Recommendations and corrective action will be recorded on the Accident Investigation Form. The Form will note who is responsible for the corrective action and a completion date will be established.	

- One copy of the Accident Investigation Form will be forwarded to the Treasurer.
- The Chief Administrative Officer will periodically analyze all recent Accident Investigation Forms completed by the Municipality to identify trends and determine appropriate recommendations for corrective action.

Where an accident has occurred and the injury so caused is aggravated because of lack of, or failure to use protective equipment, the Supervisor may be subject to disciplinary procedures at Level 2 of the disciplinary process and may be suspended pending an investigation by the Chief Administrative Officer.

POLICIES/LEGISLATION

Occupational Health and Safety Act 1990

APPENDICES

Employee Injury Report

Accident Investigation Form

SECTION OF MANUAL Health, Safety and Security	EFFECTIVE DATE, DD/MM/YY 1/1/2005
SUBJECT Return to Work Program	INDEX HR HS 60
OBJECTIVE To comply with the Workplace Safety and Insurance Act (Bill 99) and Human Rights legislation.	
POLICY Employees are a valuable asset and a most essential part of the Municipality's organization. An early and safe return to work program contributes, not only to the rehabilitation of injury or illness, but to the overall objectives of the Corporation.	
DEFINITIONS None	
PROCEDURE/GUIDELINES Employers are obligated to provide modified work for employees injured at work, in accordance with the requirements of the Workplace Safety and Insurance Act (Bill 99) and with Human Rights legislation for non-work related injuries and illnesses. The Municipality of Temagami supports early and safe return to work and will provide modified duties for their employees. The objectives of the Early and Safe Return to Work program are: - To have the employer and the employee work together to facilitate an early and safe return to suitable work, having regard for the following conditions: - the employee has the skills for, or can be trained to carry out this work; - the work is within the employee's physical abilities; and - the work maintains the worker's pre-injury earnings (where possible). - To provide an early and safe return to work that results in a shorter period of disability and restores the employee to their previous level of well being as quickly as possible; - To provide modified work for the employee, that is both safe and productive. The work provided should not expose the employee to conditions that might aggravate the original injury or illness and allow the employee to fully recover; - To maintain the employee's and their family's sense of confidence and self-esteem during the period of disability. The modified work will be tailored to each employee's specific needs, employing a team effort, as appropriate, in the modified work rehabilitation planning and with responsibilities respectively assigned as follows: Employer - The Municipality completes a Form 7 within three working days of hearing of a work-related accident and provides a copy to the employee;	

- The Municipality contacts the worker as soon as possible after the injury and maintains communication throughout the workers recovery and return to work;
- The Municipality provides early, safe and suitable work for the employee, that is in compliance with the injured worker's functional abilities;
- The Municipality will provide WSIB with regular updates on the progress of the employee's return to work;
- Where and as soon as possible, the Municipality will return the injured worker to pre-injury wages.

Employee

- Immediately reports all work related injuries to the Supervisor;
- Advises the Supervisor as soon as outside medical assistance for work related injury/illness is sought;
- Contacts the employer as soon as possible after the injury occurs and maintains contact throughout the recovery and return to work.
- Files a claim with WSIB by either signing the employer's Form 7, or by completing a Form 6. If a Form 6 is completed, provides the employer with a copy. (Occasionally WSIB will ask the employee to complete Form 6 even though they have signed the employer's Form 7, indicating that WSIB requires additional information on the claim);
- Gives written consent to the release of the functional abilities report to the employer that has been prepared by the attending health professional. Obtains this information from their doctor and provides it to the employer;
- Assists the employer, if requested, in identifying appropriate employment and Provide WSIB with any information requested on the progress of their return to work.

WSIB

- The WSIB reviews the progress of the employer and injured worker in achieving an early and safe return to work;
- The WSIB acts as a mediator between employer and employee to resolve return to work issues.

WSIB will decide upon matters of non-compliance in the return to work activities and determine fines or reductions in benefits for the worker and employer.

POLICIES/LEGISLATION

Workplace Safety and Insurance Act (Bill 99) 1997

Human Rights Legislation 1990

APPENDICES

None

SECTION OF MANUAL Health, Safety and Security	EFFECTIVE DATE, DD/MM/YY 1/1/2005
SUBJECT Workers Compensation	INDEX HR HS 70
OBJECTIVE To comply with the Workplace Safety and Insurance Act (Bill 99), Human Rights legislation and the Workers Compensation Act.	
POLICY The Municipality will notify the Workers' Compensation Board in the event that an employee is injured on the job and comply with the requirements of the Workers' Compensation Act.	
DEFINITIONS None	
PROCEDURE/GUIDELINES Employers are obligated to provide modified work for employees injured at work, in accordance with the requirements of the Workplace Safety and Insurance Act (Bill 99) and with an employee prevented from performing their regular work with the Municipality, as the result of an occupational accident incurred in the course of their employment with the Municipality that is recognized by the Workers' Compensation Board as compensable within the meaning of the Workers' Compensation Act, may receive from their accumulated sick leave credits, if any, the difference between the amount payable by the W.C.B and their regular net wage or salary. Where such compensation applies, the Municipality shall pay the employee, as set out above, and the W.C.B payment shall be paid to the Municipality of Temagami. In order for the Workers' Compensation Board to pay compensation benefits, the following conditions must be satisfied: - There must be an employer-worker relationship. Workers include full-time, part-time and temporary employees, whether they are salaried or hourly rated; - The worker must have suffered a personal injury; - The injury must arise out of, and be incurred during the course of employment. Where an injury is caused solely by the serious and willful misconduct of the worker, no benefits are payable unless the injury results in death or serious disability. Employee's Obligations The employee must fulfill certain obligations in order to receive compensation for lost time due to injuries sustained at work. They are: - Obtain first-aid treatment immediately; - Report the details of the accident to their Supervisor promptly; - Receive medical treatment by a doctor or other qualified practitioner and inform the doctor that the injury was work-related; - Complete and promptly return any forms received from the Workers' Compensation Board.	

The Municipality is required to provide assistance and perform certain duties when an employee is injured on the job as follows:

- Provide first aid to the employee;
- Record the first aid attention given in the Health and Safety Binder under the Accident Log Sheet;
- Provide transportation to a hospital, doctor, or the employee's home, if required, at the expense of the Municipality;
- Report any injury that requires medical treatment or involves time off work to the Treasurer, who, in turn, will record the details of the accident and notify the Workers' Compensation Board. The Municipality must report every on the job injury to the WCB within three days of learning of the injury and provide the Board with any further information it requests about the injury;
- Pay the employee's wages and benefits for the day or daily work period when the injury occurred. If the employee is off work for more than one day because of the injury, the Workers' Compensation Board will pay for lost earnings.

The Municipality, in accordance with Provincial legislation, will re-employ workers who are injured on the job and who are ready to return to work. Such persons will be re-employed in the same job they held prior to the injury, or in a similar position. If required, the Municipality will accommodate workers by making reasonable changes to the work or work place to suit the needs of the injured worker.

POLICIES/LEGISLATION

Workplace Safety and Insurance Act (Bill 99) 1997

Human Rights Legislation 1990

Workers Compensation Act 1984

APPENDICES

None

SECTION OF MANUAL Health, Safety and Security	EFFECTIVE DATE, DD/MM/YY 1/1/2005
SUBJECT Smoking in the Workplace	INDEX HR HS 80
OBJECTIVE To comply with the Workplace Safety and Insurance Act (Bill 99), Human Rights legislation and the Workers Compensation Act on the regulation of smoking in public places.	
POLICY The Municipality is dedicated to providing a healthy, comfortable and productive work environment for its employees and citizens.	
DEFINITIONS None	
PROCEDURE/GUIDELINES <p>Secondhand smoke is a known health hazard that will be treated in the same manner as any other health hazard by removing it from the workplace, so as not to place employees at any risk. This goal will be achieved through efforts to protect non-smokers and to help smoking employees adjust to restrictions on smoking.</p> <p>Smoking will not be permitted in the workplace. The only exception will be in designated smoking areas.</p> <p>The success of this policy will depend upon the thoughtfulness, consideration and cooperation of smokers and non-smokers. All employees share the responsibility for adhering to and enforcing this policy. Any smoking violation should be brought to the attention of the employee's Supervisor and, if necessary, be referred to the CAO for a final decision. In all cases, the right of the non-smoker to protect their health and comfort will take precedence over an employee's desire to smoke.</p> <p>Signs displaying the following statement will be posted at strategic locations through the work place: This is a smoke free workplace.</p> <p>Visitors, when necessary and new employees at the time of hiring will be advised of this policy. Employees who violate the Municipality's smoking policy will be subject to disciplinary action.</p>	
POLICIES/LEGISLATION Workplace Safety and Insurance Act (Bill 99) 1997 Human Rights Legislation 1990 Workers Compensation Act 1984	
APPENDICES None	

SECTION OF MANUAL Health, Safety and Security	EFFECTIVE DATE, DD/MM/YY 1/1/2005
SUBJECT Substance Abuse	INDEX HR HS 90
OBJECTIVE To provide staff guidelines on substance abuse.	
POLICY The Municipality recognizes that substance abuse is a danger to the health and safety of its employees and citizens and will ensure that any associated hazard is removed from the workplace.	
DEFINITIONS None	
PROCEDURE/GUIDELINES The Municipality, at its sole discretion, may take steps to accommodate and assist an employee who has a substance abuse problem. Information on alcohol and substance abuse, referrals to organizations and agencies providing services for alcoholism and substance abuse will be provided, in confidence, by the CAO to any employee upon request. Alcohol and illegal drugs will not be permitted on Municipal property. Employees under the influence of alcohol and illegal drugs will be subject to disciplinary action up to and including termination of employment. Employees who report to work under the influence of alcohol or drugs will be sent home immediately and will not be allowed to work their scheduled shift. The employee's Supervisor will be responsible for documenting all incidents of substance abuse in the workplace. The employee's Supervisor will contact the Chief Administrative Officer and report the individual and circumstances surrounding the violation of this policy. The CAO, in conjunction with the Supervisor, will determine appropriate corrective and disciplinary action. Repeated incidences of substance abuse and unwillingness to address such a problem can lead to an employee having their employment terminated for just cause.	
POLICIES/LEGISLATION Occupational Health and Safety Act 1990 Workplace Safety and Insurance Act (Bill 99) 1997	
APPENDICES None	

SECTION OF MANUAL Health, Safety and Security	EFFECTIVE DATE, DD/MM/YY 1/1/2005
SUBJECT Life Threatening Illnesses	INDEX HR HS 100
OBJECTIVE To maintain a healthy work environment by respecting and upholding the rights of its employees.	
POLICY The Municipality recognizes that employees may develop a life threatening illness (e.g. cancer, heart disease, HIV, etc.).	
DEFINITIONS None	
PROCEDURE/GUIDELINES If an employee confides in their Supervisor that the employee has a life threatening illness, the employee's Supervisor will advise the Chief Administrative Officer. The CAO, in conjunction with the Supervisor, will determine an appropriate course of action as required in the circumstances. The Municipality has an obligation to provide a reasonable accommodation in the work schedule or duties of an employee with a life threatening illness when the employee's condition so requires. If an employee's illness reaches the point where work schedules are disrupted or adjustments have to be made, a medical certificate may be required that refers only to the employee's capability to continue working. It need not mention the life threatening illness. Management and fellow employees are encouraged to be supportive, in any way they can, of an employee with a life threatening illness. The Municipality has an obligation to protect the confidentiality of an employee's medical status. The Municipality will ensure that information about a life threatening illness is disclosed only where there is informed consent on the part of the involved employee.	
POLICIES/LEGISLATION Occupational Health and Safety Act 1990 Workplace Safety and Insurance Act (Bill 99) 1997 Human Rights Act 1990	
APPENDICES None	

SECTION OF MANUAL Compensation Practices	EFFECTIVE DATE, DD/MM/YY 1/1/2005
SUBJECT Classifications of Employment	INDEX HR CP 10
OBJECTIVE To provide for the definition of classifications of employment.	
POLICY For purposes of salary administration, eligibility for overtime payments and employee benefits, the Municipality assigns its employees to employment classes.	
DEFINITIONS Refer to procedure/guidelines.	
PROCEDURE/GUIDELINES For purposes of salary administration, eligibility for overtime payments and employee benefits, the Municipality assigns its employees to the following employment classes: <ul style="list-style-type: none"> - Regular Full Time Employees: Employees who work 35 hours or more per week and maintain continuous regular employment status. - Regular Part Time Employees: Employees who consistently work less than 35 hours per week. - Temporary Full Time Employees: Employees whose service is intended to be of limited duration, such as during the summer months, and who work 35 hours or more per week. - Temporary Part Time/Casual Employees: Employees who work less than 35 hours per week and whose service is intended to be of a limited duration during the summer months. <p>Employees should direct any questions regarding their employment classification to the Treasurer.</p>	
POLICIES/LEGISLATION Employment Standards Act 2000	
APPENDICES None	

SECTION OF MANUAL Compensation Practices	EFFECTIVE DATE, DD/MM/YY 1/1/2005
SUBJECT Salary Administration Program	INDEX HR CP 20
OBJECTIVE To comply with the Pay Equity Act.	
POLICY Positions will be placed on the wage scale by the Job Evaluation Committee in accordance with the position's rating by the McDowall Job Evaluation System which meets the requirements of the Pay Equity Act.	
DEFINITIONS None	
PROCEDURE/GUIDELINES <p>Progression steps on the wage scale, adjustment of job content, re-evaluation, appeals, administration and maintenance of the system will be managed by staff in accordance with this policy.</p> <p>The Treasurer will maintain a complete employee listing showing pay band, wage rate and position title, hours of work, progression step schedule and effective date.</p> <p>Annually, or as required, the CAO will recommend to Council appropriate revisions to the wage scale, benefits and other working conditions. Following approval by Council, any revisions will be communicated to employees by letter from the Treasurer.</p> <p>Salary on Appointment</p> <p>Each new employee is initially appointed to the probationary staff for a period of 3 months. Each probationary employee will be paid the probationary/minimum rate of the pay band of the position to which the employee is appointed.</p> <p>New employees, who meet or exceed the minimum qualifications of their position, may be placed in the pay band applicable to their experience and qualifications that is approved by the Treasurer in consultation with the department concerned. Such a candidate will serve a 3 month probation period from the day of hire and will progress to their next step in the salary range as outlined in the wage structure.</p> <p>Progression Through the Salary Range</p> <p><i>Satisfactory Performance</i></p> <p>Providing that work performance has been satisfactory, employees who are not at the job rate (maximum) for their pay band, shall be granted an increase in wage at the steps prescribed in the wage scale. Such increases will take effect on the first day of the pay period following the individual's anniversary date.</p> <p><i>Unsatisfactory Performance</i></p>	

Salary step progression and other periodic wage increases may be deferred where an employee fails to perform to the required standards for the position. Such a deferral requires the agreement of the employee's Supervisor and the Treasurer.

When it becomes evident that an employee's performance falls below the required level, a program of corrective action must be set out by the Supervisor.

If the Supervisor considers a wage increase should not be granted, the employee will be formally advised of the ways in which their work is not satisfactory. This must be done sufficiently in advance of the wage increase date to provide the employee with a reasonable opportunity to improve their performance.

If the employee's performance has not improved by the time of the wage increase anniversary date, a wage increase may be deferred for a period of up to six months during which time the employee's performance should again be reviewed. If no improvement is noted, the increase may be deferred up to an additional six months.

If during the second deferral period, the employee's performance has not improved sufficiently to warrant granting an increase, demotion or dismissal will be considered.

Where an employee has been denied a salary step progression increase due to unsatisfactory performance, their anniversary date will be adjusted to match the deferral. A wage increase may be recommended on the deferral anniversary date and a new anniversary date would thereby be established.

Anniversary Date Determination

The anniversary date is a date established for each employee for use in salary administrative procedures. It is the date of the employee's appointment, or other transaction as determined by the Treasurer.

Lateral Appointment

Where an employee is appointed to a position in the same pay band as the position which the employee previously held, there will be no change in rate of pay or anniversary date.

Reclassification

Where a position is assigned to a higher pay band by the Job Evaluation or through appeal, the employee's new rate of pay and anniversary date will be determined as described below in the "Salary on Promotion" section of this policy.

Salary on Promotion

Promotion occurs when the incumbent in a position is assigned to another position in a higher pay band, or when the duties of the employee's present position are changed and the position is then re-evaluated and placed in a higher pay band.

An employee who is promoted shall receive the next higher wage rate in the pay band of the new classification except:

(a) where such a change results in an increase of less than 5%, the employee shall receive the next higher wage rate in the pay band; and

(b) an employee's new wage rate may never exceed the maximum of the new pay band

A new anniversary date is established based upon the date of promotion. In the case of an appeal resulting in an upward adjustment, the effective date will be that of the evaluation under appeal.

Demotion Beyond Employee's Control (Red Circle)

Demotion beyond an employee's control may include circumstances such as the following:

- (a) A change in duties due to reorganization;
- (b) A change due to re-assignment of duties;
- (c) Re-evaluation of a position;
- (d) Changed evaluation on appeal;
- (e) Cessation of a market adjustment;
- (f) Abolition of a position with no suitable vacancy in the same pay band;
- (g) A change in duties to accommodate medical restrictions;

Employees so demoted are identified as having a "red circled" wage rate. "Red circled" wages will be adjusted by a pay freeze; that is a "red circled" wage is ineligible for any form of wage increase until the wage for the newly evaluated pay band rises to equal the "red circled" rate. At this time the wage is no longer "red circled".

A new anniversary date is established based upon the date on which the correct rate is achieved and the "red circle" ends.

POLICIES/LEGISLATION

Pay Equity Act 1990

McDowall Job Evaluation System

APPENDICES

None

SECTION OF MANUAL Compensation Practices	EFFECTIVE DATE, DD/MM/YY 1/1/2005
SUBJECT Job Evaluation	INDEX HR CP 30
OBJECTIVE To comply with the McDowall Job Evaluation System.	
POLICY To develop and maintain a clear and accurate record of job responsibilities within the Municipality, to keep salaries relative to job responsibilities and to maintain internal equity among positions, the Municipality has adopted a policy of maintaining and evaluating current job descriptions for each position.	
DEFINITIONS None	
PROCEDURE/GUIDELINES All positions will be evaluated by a Job Evaluation Committee. This Committee will be composed of up to the three voting members representing a cross section of departments. Alternates may be appointed to replace members who are unavailable or for turnover purposes. The Committee is appointed by the Mayor and shall consist of at least one employee from each department. The Committee will be chaired by the CAO as a non-voting member. Training of the Committee will be the responsibility of the CAO. Meetings will be held quarterly. The Job Evaluation Committee will be responsible for rating all newly created positions and those existing positions which have undergone material change. Employee Initiated Evaluations An employee may request a re-evaluation of their position if material changes have occurred. The employee will revise the Job Information Questionnaire for review and comment by the responsible Supervisor and approval by the Supervisor. The Job Information Questionnaire will be forwarded to the Treasurer for presentation to the Job Information Committee. If the Job Evaluation Committee finds that material change has occurred, the position will be evaluated. Any resulting change in pay band will be effective on the first day of the pay period following the date the completed Job Information Questionnaire was received by the Treasurer. Corporation Initiated Evaluations The Job Information Questionnaire will be completed by the responsible Supervisor. Where there is an incumbent, the incumbent will be given the opportunity to review the Job Information Questionnaire which will then be approved by the Supervisor. The Job Information Questionnaire will be forwarded to the Treasurer for presentation to the Committee. Where the position is vacant, the Supervisor of the position will complete a Job Information Questionnaire for approval by the Treasurer. The Job Information Questionnaire will be forwarded for presentation to the Committee.	

Where a job posting or advertisement is required, the Treasurer may assign a temporary evaluation and pay band. Any change in wage rate resulting from the review by the Job Evaluation Committee will be effective the first day of the pay period following the Job Evaluation Committee Meeting.

Communication

Following rating by the Job Evaluation Committee, the Treasurer will advise the affected employee(s) of the following:

- (a) The individual's new wage rate;
- (b) The individual's pay band and progression step;
- (c) A ladder chart indicating the various pay bands in the exempt group; and
- (d) The job classifications associated with each pay band;

Position point scores will not be released at any time.

Appeal Process

No later than one month following receipt of notification of the results of job evaluation, an incumbent or Supervisor may appeal the ranking of a position based solely on one or both of the following conditions:

- (a) The belief that the information in the Job Information Questionnaire was insufficient for the Job Evaluation Committee to make an accurate assessment;
- (b) The belief that the job is not properly ranked in comparison to another equivalent position within the Municipality. Where no reasonable comparison can be made within the department, comparisons may be made across departments.

An incumbent must submit a letter of appeal to the responsible Supervisor outlining the reasons why they feel the job should be re-examined. The Supervisor will comment on the letter of appeal and forward the letter and comments to the Treasurer.

If the appellant believes that there was insufficient information in the original Job Information Questionnaire for the Job Evaluation Committee to make an accurate assessment of the position, they may submit a revised Job Information Questionnaire form together with the letter of appeal, to the Treasurer.

Review on Appeal by Job Evaluation Committee

The incumbent and Supervisor may attend the meeting of the Job Evaluation Committee to present the appeal. The Job Evaluation Committee may question them to clarify aspects of the position. The appellants will then be excused from the meeting.

The Job Evaluation Committee will first determine if material change has occurred. If so, the Committee will conduct a new evaluation of the position. If further questions are raised, the Treasurer will obtain additional information or clarify issues before the Job Evaluation Committee renders its decision.

The Treasurer will write to the appellants advising them of the Job Evaluation Committee's decision.

In all cases, employees are to be cautioned that any review or appeal can result in confirmation of the current pay band, downgrading or upgrading.

Evaluation Maintenance

A maintenance review of all Job Information Questionnaire's will be completed at least every four years on a program basis (25% per year). This will ensure the accuracy of the Job Information Questionnaire as a measure of work being performed. This type of maintenance review will require that each Job Information Questionnaire be reviewed by the incumbent(s) and Supervisor(s) to determine whether material change has occurred. If material change has occurred, the Job Information Questionnaire will be re-rated by the Job Evaluation Committee.

Temporary Ratings

Where a temporary position is needed and an appropriate Job Information Questionnaire does not exist, a concise new Job Information Questionnaire will be established and a temporary rating assigned by the Treasurer. This rating shall be used to determine the pay band. Where a temporary position is filled for more than six months, a Job Evaluation Committee rating shall be done based on a Job Information Questionnaire with input from the incumbent.

Market Adjustment

Where the Treasurer and the relevant Director recommend that, for demonstrated external job market reasons, it is necessary to pay more than the wage rate associated with the evaluated pay band, the CAO may recommend same to Council. All employees assigned to the affected job classification will be paid in the adjusted pay band. The circumstances of each market adjustment shall be reviewed every 12 months and, when no longer justified, shall be adjusted downward. The Job Evaluation Committee shall be advised of all cases where market adjustments are in effect.

POLICIES/LEGISLATION

Pay Equity Act 1990

McDowall Job Evaluation System 1997

APPENDICES

Job Evaluation Change Summary Form

Job Information Questionnaire

SECTION OF MANUAL Compensation Practices	EFFECTIVE DATE, DD/MM/YY 1/1/2005
SUBJECT Regular Working Hours	INDEX HR CP 40
OBJECTIVE To comply with the Employment Standards Act.	
POLICY The number of available work hours in a week or in a day may fluctuate. While the Municipality has provided, in its "Classification of Employment Policy HR CP 10" certain definitions for part-time and full-time employees, this does not constitute any form of guarantee of hours of work per day, per week, or days of work per week.	
DEFINITIONS None	
PROCEDURE/GUIDELINES A schedule of working hours shall be established by the Supervisor based on departmental requirements and budget appropriations. Changes to the working schedule shall normally be posted, at the latest, on the Thursday, preceding the scheduled work week. Only the hours actually worked by employees, according to their work schedule or those hours approved by the Supervisor shall be subject to remuneration. Situations may arise, from time to time, that will result in the employee's attendance at work being less than the regular work week. Examples that may give rise to such situations are approved absences from work to attend medical or dental appointments. This time must be made up, as soon as possible, and certainly no later than by the end of the succeeding week.	
POLICIES/LEGISLATION Employment Standards Act 2000	
APPENDICES None	

SECTION OF MANUAL Compensation Practices	EFFECTIVE DATE, DD/MM/YY 1/1/2005
SUBJECT Overtime	INDEX HR CP 50
OBJECTIVE To comply with the Employment Standards Act.	
POLICY The Municipality will pay for overtime in accordance with the Employment Standards Act and made Regulations there under, when necessary, for hours worked in excess of 44 hours per week. All overtime must be pre-approved by the employee's Supervisor.	
DEFINITIONS None	
PROCEDURE/GUIDELINES Overtime shall be kept to a minimum and should not form a regular part of the work schedule. Overtime will only be approved when necessary for the essential operation of the Department. Full time employees in a salary position of Supervisor and above who work a nominal 35 hour week and salary is normally expressed in annual terms. While these employees work a minimum of 35 hours per week, their jobs regularly require considerably more time than that. This additional effort and the requirement of attending after hour meetings is compensated for with five days paid time off in lieu per calendar year. This time in lieu is to be prorated in an employee's first and last years and is to be taken within the calendar year it is earned, or it is forfeited. The CAO may authorize additional time off in lieu in circumstances that are unique or extraordinary. Department Heads may make such written recommendations to the CAO. Full time employees below the Supervisor level shall work seven or eight hours per day for a total of 35 or 40 hours per week as required by their position description. If these employees are required to work in excess of the normal work day or normal work week, compensation shall be at the normal rate up to and including 44 hours per week for all authorized hours worked. Compensation is at time and one half for authorized hours in excess of 44 hours per week as per the Employment Standards Act	
POLICIES/LEGISLATION Employment Standards Act 2000	
APPENDICES Overtime Authorization Form	

SECTION OF MANUAL Compensation Practices	EFFECTIVE DATE, DD/MM/YY 1/1/2005	
SUBJECT Break Periods	INDEX HR CP 60	
OBJECTIVE To comply with the Employment Standards Act.		
POLICY The Municipality complies with Employment Standards Act provisions respecting time off for required break periods. Break entitlements are determined by the length of the employee's work periods.		
DEFINITIONS None		
PROCEDURE/GUIDELINES Employee meal and work break entitlements are as follows:		
Length of Work Period	Meal Break	Work Break
4 hours or less	0	0
Over 4 less than 5	0	1-15 minute paid
Over 5 up to 7	1/2 hour paid	or 2 -15 minute paid
Over 7	up to 1 hour unpaid	2-15 minute paid
Management is responsible for ensuring that employees receive their required break entitlements in accordance with the length of their work periods.		
Employees should advise Management if they have not had a scheduled break.		
During the course of a normal work day, each employee will normally be entitled to a 15 minute break in the morning and a 15 minute break in the afternoon without loss of pay.		
Where an employee is recalled by their Supervisor to perform work during their scheduled break period, the break will be deemed not to have taken place. The break will be rescheduled in its entirety, or the Municipality may pay the employee for the time worked in lieu of the break.		
Management employees are responsible for ensuring that they also take their applicable breaks.		
POLICIES/LEGISLATION Employment Standards Act 2000		
APPENDICES None		

SECTION OF MANUAL Compensation Practices	EFFECTIVE DATE, DD/MM/YY 1/1/2005
SUBJECT Regular Pay Procedures	INDEX HR CP 70
OBJECTIVE To provide regular pay procedure guidelines.	
POLICY The Municipality shall pay wages and salaries in accordance with any contract of employment, and in accordance with the salary administration program as determined by Council.	
DEFINITIONS None	
PROCEDURE/GUIDELINES Pay days shall be every second Wednesday except when the Wednesday falls on a statutory holiday in the week in which a pay day occurs. In these cases, pay day will be on the Tuesday of that week. Wages and salaries shall be paid in strict accordance with the above noted practices. In special circumstances, requests for pay on any other date (e.g. early pay requests) will be considered only upon receipt of a written request approved by the Chief Administrative Officer.	
POLICIES/LEGISLATION Employment Standards Act 2000	
APPENDICES None	

SECTION OF MANUAL Benefits Information	EFFECTIVE DATE, DD/MM/YY 1/1/2005
SUBJECT Group Insurance Benefits	INDEX HRB 10
OBJECTIVE To provide an overview of benefit coverage.	
POLICY The Municipality covers the costs of the following insured, dental and medical benefits for regular full-time employees who have successfully completed their probationary period and as may be required, have completed a waiting period established by the insurer.	
DEFINITIONS None	
PROCEDURE/GUIDELINES Please refer to the Municipality of Temagami Group Administration Manual for a detailed outline of coverage.	
POLICIES/LEGISLATION Sun Life Financial Corporation	
APPENDICES None	

SECTION OF MANUAL Benefits Information	EFFECTIVE DATE, DD/MM/YY 1/1/2005
SUBJECT Sick Leave Provisions	INDEX HR B20
OBJECTIVE To provide guidelines on sick leave provisions.	
POLICY Sick leave shall be granted to all regular full-time employees, upon the successful completion of their probationary period, as a non-occupational short-term disability plan, computed from the employee's last date of hire as a full-time employee.	
DEFINITIONS Sick leave means the period of time an employee is permitted to be absent from work by virtue of being sick or disabled, or because of an accident for which compensation is not payable under the Worker's Compensation Act.	
PROCEDURE/GUIDELINES Sick Leave benefits will commence on the first day of disability due to accident or sickness at a 100% rate and will be payable for a maximum period of six days per year. Benefits for Short Term Disability are outlined below: Short term disability commences on the 7th day due to illness or the 1st day due to accident not covered by WSIB at a rate of 60% of the employees normal pay up to a maximum of \$623.00 per week. Benefits for Long Term Disability are outlined below: - Monthly Amount: 66.67% of monthly earnings, subject to a maximum of \$3000; - Benefit Payment/Waiting Period: 17 weeks (or cessation of Weekly Income Benefit payments, if later); - Age Termination: 70 - Maximum: 85% of inflation-indexed, pre-disability earnings. The Municipality shall arrange for an insurance company to provide an Insured Long Term Disability Benefit Plan which provides the benefits listed above. Proof of Illness: an employee may be required to produce a certificate from a duly qualified medical practitioner for any illness at the employer's request. Sick Leave during Leave of Absence or Vacation: When an employee, is given a leave of absence without pay for any reason, or is laid off because of lack of work and returns to service of the Municipality upon expiration of such leave of absence, or is on vacation the employee shall not receive sick leave benefit payments during the period of such absence, but shall retain their eligibility for sick leave benefits, if any, existing at the time such leave commenced.	

Sick Leave Without Pay: Sick Leave without pay may be granted, at the sole discretion of the Municipality, to an employee who does not qualify for sick leave with pay.

Sick Leave Records: A record of Sick Leave usage is kept by the Municipality. Employees should review and verify their record at the end of each calendar year and bring any errors to the attention of the Treasurer.

The Municipality's sole obligation for long term disability benefits referenced herein is to pay its portion of the applicable premiums. This guideline is merely an outline of the benefits provided. The benefits mentioned herein are adjudicated and administered by an insurance company selected by the Municipality.

The Municipality will provide employee's with booklets that detail their current benefits and insurance plans. These are available from the Treasurer. The terms of the Group Insurance Benefits policies are subject to change without notice. In case of a conflict between this guideline and the terms of a benefits plan provided by an insurance company, the terms of the relevant benefits plan will govern.

POLICIES/LEGISLATION

Employment Standards Act 2000

Sun Life Financial Corporation

Safety Insurance Board Act 1997

APPENDICES

None

SECTION OF MANUAL Benefits Information	EFFECTIVE DATE, DD/MM/YY 1/1/2005
SUBJECT Emergency Leave	INDEX HRB 30
OBJECTIVE To comply with the Employment Standards Act.	
POLICY The Municipality recognizes that under certain circumstances an employee may require an emergency leave of absence.	
DEFINITIONS Sick leave means the period of time an employee is permitted to be absent from work by virtue of being sick or disabled, or because of an accident for which compensation is not payable under the Worker's Compensation Act.	
PROCEDURE/GUIDELINES Such leave will be permitted subject to the following conditions: An employee who is entitled to emergency leave may take up to 10 days unpaid leave of absence in the event of: - Personal illness, injury or medical emergency; - Death, illness, injury, medical emergency or urgent matters relating to: - a spouse or same-sex partner; - a parent, step-parent, foster parent, child, step-child, foster child, grandparent, step-grandparent, grandchild or step-grandchild of the employee, the employee's spouse or the employee's same-sex partner; - the spouse or same-sex partner of an employee's child; - a brother or sister of the employee; - a relative of the employee who is dependent on the employee for care or assistance. A request for Leave of Absence must be submitted in writing to the employee's Supervisor. - The written request must outline the reason for requesting the Leave of Absence, the date the Leave of Absence will begin and the date the employee expects to return to work. The Supervisor must recommend to the CAO whether the employee's request for the Leave of Absence should be granted. Employees earn seniority and credit for length of service and length of employment while on emergency leave, as if they were at work. While an employee is on emergency leave, the employer must continue to pay its share of the premiums for certain benefit plans (i.e. pension plans, life, accidental death, extended health insurance plans and dental plans) that were offered before the leave.	

POLICIES/LEGISLATION Employment Standards Act 2000
APPENDICES None

SECTION OF MANUAL Benefits Information	EFFECTIVE DATE, DD/MM/YY 1/1/2005
SUBJECT Jury Duty	INDEX HRB 40
OBJECTIVE To comply with the Employment Standards Act	
POLICY Employees who are subpoenaed to serve on a jury will be exempt from all regularly scheduled work periods for the duration of their jury duty.	
DEFINITIONS None	
PROCEDURE/GUIDELINES Employees whose service on a jury causes them to lose regular scheduled work, will be entitled to receive their regular wage, less any money received as a juror. Employees are required to present proof of service on a jury and the amount of compensation received for performing this service. Payment will be made, in the same manner, to an employee who has been subpoenaed as a witness in cases involving a public interest. If an employee is subpoenaed as a witness in a case involving personal interest, the leave of absence will be without pay. The employee's Supervisor will be responsible for reporting this information to the Treasurer in order that accurate payroll and personnel records are maintained.	
POLICIES/LEGISLATION Employment Standards Act 2000	
APPENDICES None	

SECTION OF MANUAL Benefits Information	EFFECTIVE DATE, DD/MM/YY 1/1/2005
SUBJECT Bereavement Leave	INDEX HRB 50
OBJECTIVE To comply with the Employment Standards Act	
POLICY In the event of the death or grave illness of an immediate family member, an employee who has successfully completed their probationary period will be eligible for up to three (3) days off from regularly scheduled work without loss of pay. The Municipality will pay those regularly scheduled hours that the employee will miss as a result of the bereavement leave.	
DEFINITIONS Immediate family members shall be defined as spouse, common law spouse, son, daughter, grandparents, grandchildren, step-children, sister, brother, mother, father, mother-in-law, father-in-law, sister-in-law, brother-in-law or any second degree relative who has been residing in the household.	
PROCEDURE/GUIDELINES In the event of the death of a spouse living at home or a child under the age of 21 years, an additional two (2) days may be granted. Employees shall be granted one (1) day without loss in pay to attend the funeral of aunts, uncles, nieces, and nephews. An employee shall be granted a leave of absence of up to a maximum of four (4) hours in order to serve as a pallbearer. If an employee desires any additional bereavement leave with pay, it must be requested in writing by the employee. Approval will be granted at the discretion of the employee's Supervisor. Employees must notify their Supervisor of the bereavement in their family and the days they will not be reporting to work. The employee's Supervisor will be responsible for reporting bereavement information to the Treasurer so that accurate payroll information can be maintained. Note: Exceptions to this policy must be approved by the Department Head and/or Chief Administrative Officer.	
POLICIES/LEGISLATION Employment Standards Act 2000	
APPENDICES None	

SECTION OF MANUAL Benefits Information	EFFECTIVE DATE, DD/MM/YY 1/1/2005
SUBJECT Maternity and Parental Leave	INDEX HRB 60
OBJECTIVE To comply with the Employment Standards Act	
POLICY Three months prior to the commencement of a Maternity or Parental Leave, the employee is required to submit a request in writing to their Supervisor and to the Treasurer. A medical certificate noting the estimated date of delivery is also required.	
DEFINITIONS None	
PROCEDURE/GUIDELINES During the employee's Leave of Absence, benefit coverage will be maintained. The employee must, however, prepay the employee's portion of benefit premiums prior to the leave. To facilitate the prepayment, the Treasurer will automatically deduct the exact amount of the premiums from the employee's last pay cheque prior to the beginning of the maternity/parental leave. The employee's Supervisor is responsible for ensuring that all necessary information is forwarded to the Treasurer. If an employee wishes to terminate a maternity/parental leave prior to the latest permitted date, a minimum of two weeks notice must be given in writing prior to returning to work. Every effort will be made to ensure the employee's current position is available upon their return to work. If for some reason the employee's position no longer exists, the employee will be offered a comparable position with no effect on the employee's length of service, benefits and compensation. An employee who does not wish to return to work must notify the CAO in writing. A letter of resignation will be placed in the employee's personnel file and the Treasurer will be advised of the employee's resignation by the employee's Supervisor. During such leave the Chief Administrative Officer, Director, or Treasurer may employ a part-time, contract or transferred employee to fill a maternity or parental leave vacancy. The compensation for the employment of a part-time, contract or transferred employee to fill a maternity or parental leave vacancy will be at the rate of 75% of the current salary of the employee who is on leave.	
POLICIES/LEGISLATION Employment Standards Act 2000	
APPENDICES None	

SECTION OF MANUAL Benefits Information	EFFECTIVE DATE, DD/MM/YY 1/1/2005
SUBJECT Vacation	INDEX HRB 70
OBJECTIVE To provide for vacation entitlement.	
POLICY For the purposes of computing entitlement for vacation for full time regular employees based on calendar year January 1st to December 31st.	
DEFINITIONS None	
PROCEDURE/GUIDELINES Upon hire, employees are entitled to 10 days vacation (2 weeks) subject to employment negotiations. Vacation entitlement thereafter will be awarded by adding an additional 5 days vacation entitlement after every five years of full time employment to a maximum of 30 days.	
After 5 Years	Additional 5 Days
After 10 Years	Additional 5 Days
After 15 Years	Additional 5 Days
After 20 Years	Additional 5 Days
In year of hire vacation will be pro-rated for each full calendar month worked up to December 31st. Upon termination of employment the employee is paid the pro-rated annual portion of unused vacation entitlement. Vacation requests must be in writing and approved by Supervisor prior to use of vacation time as per the Vacation Request Form.	
POLICIES/LEGISLATION None	
APPENDICES Vacation Request Form	

SECTION OF MANUAL Benefits Information	EFFECTIVE DATE, DD/MM/YY 1/1/2005
SUBJECT Statutory Holidays	INDEX HRB 80
OBJECTIVE To comply with the Employment Standards Act.	
POLICY It is the policy of the Municipality to observe the Provincial Statutory Holiday requirements for full and part time employees as may be declared by Council during each year.	
DEFINITIONS None	
PROCEDURE/GUIDELINES Notwithstanding any other provisions of this policy, part-time employees will only receive statutory holiday pay in accordance with the provisions of the Employment Standards Act. Statutory holiday provisions for employees, who by virtue of their positions are required by the Municipality to work on Statutory Holidays, shall be in compliance with the Employment Standards Act. When a recognized Statutory Holiday falls on a Saturday or Sunday, it may be celebrated on the preceding Friday or following Monday as may be declared by Council. Employees shall be granted 1 Float holiday, to be taken by mutual agreement with the Supervisor. All full time employees who are eligible to receive Statutory Holiday pay in meeting the provincial requirements will be paid for the following Statutory Holidays:	
New Year's Day	Labour Day
Good Friday	Thanksgiving Day
Easter Monday	Victoria Day
Civic Holiday	Christmas Day
Canada Day	Boxing Day
Remembrance Day	1/2 day on the last working day before Christmas Day
1 Float Day	1/2 day on the last working day before New Year's Day
If a paid holiday falls during an employee's vacation period, it will not be counted as a vacation day.	
POLICIES/LEGISLATION Employment Standards Act 2000	

APPENDICES

None

SECTION OF MANUAL Benefits Information	EFFECTIVE DATE, DD/MM/YY 1/1/2005
SUBJECT Conference and Convention Expenses	INDEX HRB 90
OBJECTIVE To provide for guidelines on conference and convention expenses.	
POLICY To provide for members of Council and Staff to attend conferences, conventions, meetings, workshops or seminars.	
DEFINITIONS None	
PROCEDURE/GUIDELINES	
Members of Council	
<p>Permission for members of Council to attend conferences, conventions, meetings, workshops or seminars shall be granted by Council at any regular or special meeting of Council or upon receipt of any notice of a conference, convention, meeting or workshop or seminar of any relevant association or organization. Prior approval of Council must be obtained to attend any conference, convention, meeting, workshop or seminar outside of the Province of Ontario.</p>	
Staff	
<p>The procedure to obtain permission for staff of the Municipality of Temagami to attend conferences, conventions, meetings, workshops or seminars upon receipt of any notice of a conference, convention, meeting, workshop or seminar for any relevant association or organization shall be as follows:</p>	
<p>a. Forms prepared by the Treasurer shall be used for requesting permission to attend conferences, conventions, meetings, workshops and seminars and for claiming reimbursement for expenses.</p>	
<p>b. A request for permission to attend a conference, convention, meeting, workshop or seminar by a member of staff shall be submitted to the respective Supervisor for comment. If attendance is deemed desirable or necessary and funds are available in the respective departments share of the conference budget and there has been regard for any previous attendance at the association or organization sessions, the application shall be forwarded to the CAO for final approval.</p>	
<p>c. A Director's attendance request form shall be submitted to the CAO for approval and, in the case of the CAO, to the Mayor for approval.</p>	
<p>d. All approvals including those where notice of the function is limited, will be in accordance with the procedures set out in this guideline.</p>	
<p>e. Prior approval of Council must be obtained to attend any conference, convention, meeting, workshop or seminar outside of the Province of Ontario.</p>	

Budget for Attendance

Every effort shall be made to enable members of staff to attend training courses to improve their knowledge pertinent to the performance of their duties and responsibilities.

The budget for attendance at conference, conventions, meetings, workshops or seminars shall be set each year by Council under the heading of "Conference, Conventions" with each department allocated an annual amount.

There shall be separate allocations for members of Council and for staff.

Each Department shall submit annually, prior to Council's budget review and at a time requested by the Treasurer, a list of requests for conferences, conventions, meetings, workshops and seminars with estimated costs for attendance. Supervisors shall have the authority to transfer funds within their respective share of conferences, conventions, budget where it is deemed advisable to allow attendance at a conference, convention, meeting, workshop or seminar that was not included in the list submitted at the beginning of the year.

Reimbursement

Members of Council and members of staff who have been authorized to attend conventions and conferences, or who have been nominated or appointed by Council to a municipal association of which the Municipality is a member or who have been elected to the Board of Directors of a municipal association of which the Municipality is a member, or who have been elected to the Board of Directors of a municipal association, approved by Council shall be reimbursed as follows:

- Attendance at conventions and conferences by members of Council shall be in accordance with policy established from time to time by Council;
- Registration will be paid either directly to the delegate (upon submission of the approved claim form) or through prior registration by the Municipality;
- Overnight accommodation;
- Miscellaneous expenditures for items such as parking, local transportation, meals and gratuities while in attendance at conventions and conferences.

Where transportation is not arranged by department staff, members of Council and staff attending conventions and conferences shall be reimbursed on a per kilometer basis for the use of their personal vehicles at a rate to be determined by Council by by-law from time to time. Currently the rate is 40 cents per kilometer.

Where Council has agreed to support the nomination of an individual to a Municipal Association the Municipality will reimburse that nominee up to a maximum of five hundred (\$500.00) for promotional material, upon submission of an official receipt. The securing of the promotional material shall be the responsibility of the nominee. An amount in excess of \$500.00 must have prior approval of Council.

All expense claims shall be submitted to the CAO for approval and in the case of the CAO to the Mayor.

POLICIES/LEGISLATION
None
APPENDICES
None

SECTION OF MANUAL Benefits Information	EFFECTIVE DATE, DD/MM/YY 1/1/2005
SUBJECT Business Expenses	INDEX HRB 100
OBJECTIVE To provide for the payment of business expenses.	
<p>POLICY</p> <p>It is expected that individuals who incur business expenses, either through the use of corporate credit cards or other means, will exercise their best judgment when incurring such expenses.</p> <p>This policy governs business-related expenditures incurred by staff, or Council members and is intended to include the following:</p> <ul style="list-style-type: none"> - Payments to credit card agencies, such as a visa card owned by the Municipality (Corporate Credit Cards); - Reimbursement as a result of the submission of an expense report; - Advances to assist in the payment of future business-related expenses. 	
DEFINITIONS None	
<p>PROCEDURE/GUIDELINES</p> <p>The issuance of a Municipally-owned credit card (Corporate Credit Card) should be restricted to the Mayor and those Supervisors that have a need to make substantial expenditures on a regular basis conducting Municipal business. Other employees should either claim reimbursement on expense reports, or request an advance to facilitate specifically expected outlays.</p> <p>No member of Council, other than the Mayor, shall be issued a Corporate Credit Card.</p> <p>Council shall approve the issuance of all corporate credit cards based on its acceptance of what constitutes a substantial need. Demonstration of a substantial need will be based on such factors as the nature of the individual's duties, the expected performance standards for that position and the level of expenditure required in carrying out that function.</p> <p>The list of Corporate Credit Card holders should be reviewed and approved annually.</p> <p>Permitted Expenditures</p> <ul style="list-style-type: none"> - Expenditures should be incurred for business-related expenses only. - All credit card expenditures are subject to normal approvals that are contemplated in the Municipality's purchasing policies or other policies and no such approvals are superceded by this policy. - No personal expenditures are allowed under these, or any other policies of the Municipality. <p>Payment Processing Advances</p> <p>Request for advances must be completed on a cheque requisition form and provide the following information, as applicable:</p>	

- Purpose of advance;
- Nature of the business being conducted;
- Names of others involved;
- Date and place;
- Approval of the “signing authority”.

After the expenditures covered by the advance are incurred, a duly completed expense report along with pertinent documentation must be provided within one week to the Treasurer. The reimbursement request must be reduced by the full amount of the advance. Where there are funds remaining, the balance owing to the Municipality must be remitted with the expense report.

Corporate Credit Cards

All requests for payment of Corporate Credit Card expenses and expense account reimbursement must include, as a minimum, the following information as applicable:

- Original and card holder receipt;
- Date and place (ensure that date on front of receipt matches date of occurrence);
- Names of all those to whom the expenditure applied;
- The nature of the expenditure (i.e. meals, supplies, conference expense);
- The nature of the business that was conducted;
- Approval of the signing authority.

In the case of Corporate Credit Cards, statements must immediately be provided to the card holders for reconciliation with the card holder and original receipt. The card holders must submit the statement for payment (properly completed as set out above) within 10 days in order to ensure that payment due dates are met. In the case of extended absences, it is expected that arrangements to produce pertinent information before departure should be completed.

The Treasury Department will reconcile all requests for payment and verify that the supporting documentation has been provided as set out above. Expenditures for payment that do not fully comply with the above terms will not be processed. Cases of non-compliance will be brought to the attention of the Treasurer and the CAO.

Signing Authority

For the purpose of this policy, and unless otherwise concluded, the “signing authority” will be as follows:

Individual Incurring Expense	Signing Authority
Staff Members	Supervisor
Supervisor	Director
Director	Chief Administrative Officer and Treasurer
Chief Administrative Officer	Mayor and Treasurer
Mayor	Chief Administrative Officer and Treasurer

In extenuating circumstances where timely approval may be difficult due to extended absences, there may be circumstances where it is appropriate to complete the “signing authority” approval process after actual payment period. In these situations, it is imperative that the Treasurer ensure that approvals be completed immediately upon the return of the signing authority.

Inspections for Compliance

Peculiar, or abnormal situations in the incurring or reporting of expenditures will be reported immediately by the Treasurer to the CAO. Non-compliance with this policy will be reported by the Treasurer and to Council.

The Treasurer will submit quarterly reports of expenses covered by the policy to the CAO. All pertinent documentation will be made available during this review.

POLICIES/LEGISLATION

None

APPENDICES

None

SECTION OF MANUAL Benefits Information	EFFECTIVE DATE, DD/MM/YY 1/1/2005
SUBJECT Professional and Technical Association Fees	INDEX HRB 110
OBJECTIVE	
POLICY To provide for the payment of professional and technical association fees on behalf of employees.	
DEFINITIONS None	
PROCEDURE/GUIDELINES The Municipality will reimburse employees for professional and technical association fees that are directly related to the requirements of their position. The prior approval of the Supervisor and receipts are required. Refer to the Business Expense Policy for payment.	
POLICIES/LEGISLATION None	
APPENDICES None	

SECTION OF MANUAL Termination of Employment	EFFECTIVE DATE, DD/MM/YY 1/1/2005
SUBJECT Termination	INDEX HRT10
OBJECTIVE To comply with the Employment Standards Act.	
POLICY Subject to any grievance procedure set forth in the Municipality's policies, and except in the case of dismissal for cause, the Municipality may terminate the employment of any employee in accordance to Section 54 of the Employment Standards Act. As well, any such employee may resign upon giving the Municipality notice.	
DEFINITIONS None	
PROCEDURE/GUIDELINES The timing of the notice to be given to an employee by the Municipality shall depend upon the length of the employee's period of employment with the Municipality, as follows: EMPLOYER NOTICE PERIOD (a) at least one week before the termination, if the employee's period of employment is less than one year; (b) at least two weeks before the termination, if the employee's period of employment is one year or more and fewer than three years; (c) at least three weeks before the termination, if the employee's period of employment is three years or more and fewer than four years; (d) at least four weeks before the termination, if the employee's period of employment is four years or more and fewer than five years; (e) at least five weeks before the termination, if the employee's period of employment is five years or more and fewer than six years; (f) at least six weeks before the termination, if the employee's period of employment is six years or more and fewer than seven years; (g) at least seven weeks before the termination, if the employee's period of employment is seven years or more and fewer than eight years; or (h) at least eight weeks before the termination, if the employee's period of employment is eight years or more. 2000, c. 41, s. 57. EMPLOYEE NOTICE An employee to whom notice has been given under this section shall not terminate his or her employment without first giving the employer written notice:	

(a) at least one week before doing so, if his or her period of employment is less than two years; or

(b) at least two weeks before doing so, if his or her period of employment is two years or more. 2000, c. 41, s. 58 (6).

An employee attaining the age of sixty-five shall be retired. However, at the option of the Municipality, an employee may be retained past the age of sixty-five.

Where the Municipality wishes to retain an employee past the age of sixty-five, it shall notify the employee of its wishes between the 90th and 30th day preceding the employee's sixty-fifth birthday.

TERMINATION OF EMPLOYMENT FORM

A termination of employment form is to be completed by the Supervisor processing the termination. The Supervisor will also ensure that all Municipal assets in the employee's possession are returned. The completed form will be forwarded to the Treasurer for payroll processing and filing.

POLICIES/LEGISLATION

The Employment Standards Act 2000

APPENDICES

Termination of Employment Form



The Corporation of the Municipality of Temagami
PERFORMANCE PLANNING AND REVIEW SYSTEM (NON UNION)

Name: Position: _____

Definition of Ratings

- Exceedingly Effective (5): Performance results in extraordinary achievements. Consistently contributes to the objectives of the organization.
- Very Effective (4): Generates results above those expected. Contribute in a significant manner to the objectives of the organization.
- Effective (3): Effective in fulfilling all position requirements and may occasionally generate results above those expected of the position.
- Inconsistent (2): Performance sometimes meets position requirements. Seldom exceeds and often falls short of desired results.
- Ineffective (1): Consistently falls short of performance standards. Situation requires immediate review and action.

A. WORKING RELATIONSHIPS: responding to internal and external customers; exchanging ideas and opinions; conflict resolution working with others; flexibility and open-mindedness; promoting mutual respect; ensuring and providing customer satisfaction.

1 2 3 **Eh** 5 NA

A. QUALITY OF WORK: ability to provide neat, accurate, and thorough quality work; accuracy and attention to detail; commitment to quality standards; making continuous improvements; monitoring quality levels; develops and implements effective solutions; effectiveness and completeness.

i 2 3 **Eh** 5 DNA

C. JOB KNOWLEDGE: understanding of job duties and responsibilities; having necessary job skills and knowledge; understanding/promoting company missions and values; keeping current with new developments and existing policies and procedures.

i 2 3 4 **Eh** DNA

D. PRODUCTIVITY: managing workload, managing priorities, developing work procedures, time management, meeting deadlines, etc.

i **Eh** 3 4 **Eh** NA

E. COMMUNICATION: verbal and written communication; producing accurate and punctual documentation; sharing information with others; listening skills, etc.

i 2 3 4 5 DNA

F. INITIATIVE/INNOVATION: tackling problems; taking independent action; seeking out new responsibilities; recognizing and acting on opportunities; generating new ideas; self development; creative problem solving; adapting to change; etc.

i 2 **Eh** 4 5 DNA

G. MANAGEMENT: establishing a focus and direction; implementing company policies and procedures; conflict resolution; establishing clear performance standards; resolving performance problems; providing feedback and coaching; defining roles and responsibilities; delegating responsibility; collaborative management; making thoughtful and systematic decisions.

i 2 Eh 4

5

NA

OVERALL PERFORMANCE: Based on the above ratings and their importance to the position, please rate the employee's overall performance.

i

2

3

4

5

NA

GOALS

Short Term:

Long Term:

Training/Career Development Requests/Requirements:

EVALUATOR COMMENTS:

EMPLOYEE COMMENTS:

EVALUATOR SIGNATURE: _____

Date: _____

EMPLOYEE SIGNATURE: _____

Date: _____

ADDITIONAL COMMENTS

A. _____

B. _____

C. _____

D. _____

E. _____

F. _____

G. _____



**The Corporation of the Municipality of Temagami
DRIVER'S ABSTRACT CONSENT FORM**

I, _____ (First) _____ (Middle) _____ (Last)

of _____

the holder of Ontario Driver's Licence Number: _____

Date of Birth do hereby authorize the above named

company to obtain a copy of my driving record (abstract) as per Policy No.: _____

Signature of Driver

Date

Personal information will be used for the purposes of the Driver's Abstract Consent Form only, in accordance with the Freedom of Information and Protection of Privacy Act.

Statement of Driving Record - **SAMPLE**

Search Ref. Code: _____

Search Date: _____

Name: _____

Driver's Licence: _____

_____ Date of Birth: Sex: Height: _____

_____ Class: DL Expiry: DL Cond: _____

Demerit Points: Date First Licenced: DL Status: _____

Convictions, Discharges and Other Actions

Action Count:



**The corporation of the Municipality of Temagami
EMPLOYEE CONFIDENTIALITY STATEMENT**

Pursuant to Section 47(c) of the Municipal Freedom of Information and Protection of Privacy Act and Ontario Regulation 823.

I, am an employee working in _____
the Department of the Corporation of _____
the Municipality of Temagami as (position). _____

I hereby acknowledge and understand the following:

That the Municipal Freedom of Information and Protection of Privacy Act provides standards for and requires administrative, technical and physical safeguards to ensure the security and confidentiality of records and personal information under the control of the Corporation of the Municipality of Temagami.

That Ontario Regulation 823 intends to apply access and security considerations in the day-to-day administration of an institution's records and requires measures be taken to prevent unauthorized access to an institution's records.

I further acknowledge and understand that in the course of carrying out my duties, I will have access to and will be dealing with records containing confidential information and/or personal information which reveals the identity of the person who is the subject of the record or the identity of a person who has provided information about the subject of the record.

I hereby agree to hold such information confidential and except as may be legally required, will not disclose or release it to any person at any time without proper consent or authorization.

I further agree to take appropriate security measures to prevent unauthorized access to confidential information.

Dated at the Municipality of Temagami, this day of, 20 _____ .

Witness

Employee Signature



The Corporation of the Municipality of Temagami
EMPLOYEE INJURY REPORT

Name: _____

Address: _____

Telephone: _____

Date Hired: _____

Supervisor: _____

Date and Time of Injury: _____

Date and Time Reported: _____

1. Did the accident causing an injury occur on Municipal premises?

2. To whom was the accident reported?

3. Where did the accident occur?

4. Describe how the accident happened?

Dated: _____

Employee's Signature: _____

What protective equipment was the employee Wearing?

Shoes Head Gear Respirator Nothing

Goggles Other Gloves

Which body parts were injured (left or right)?

Eye Leg Back Hand Chest Respiratory

Head Foot Other

Accident Witnessed by: _____

Describe in detail what was witnessed:

Date: _____

Witness Signature: _____



The Corporation of the Municipality of Temagami
ACCIDENT INVESTIGATION FORM

TO BE COMPLETED BY SUPERVISOR:

1. What do you consider the cause of this accident/incident?

2. What immediate action did you take to prevent a re-occurrence?

3. Are there additional corrective actions that can be taken?

4. Was there any willful misconduct associated with this accident? If yes, explain.

5. Do you have reason to doubt the history of this accident/incident?

6. What modified duties could be available?

Dated: _____ Supervisor's Signature: _____

TO BE COMPLETED BY DIRECTOR:

1. Did the Supervisor take appropriate action to prevent re-occurrence?

2. Are you making additional corrective actions?

3. Comments:

Dated: _____ Supervisor's Signature: _____



The Corporation of the Municipality of Temagami
JOB EVALUATION CHANGE SUMMARY FORM

Position Number: _____ Title: _____ Dept: _____

Job Evaluation and Human Resources Use Only

Date Received: _____ Date of Evaluation: _____

Date Filed: _____ Date Entered Payroll: _____

Committee Finds Material Change Has: _____ E] Has Not Occurred: D

Summary for completion by Department:

1. The attached Job Information Questionnaire is:

Employee Initiated O Management Initiated D Maintenance Cycle

2. Indicate (X) where, in your opinion, the changed job part(s) may have affected any of the following factors. Briefly explain the substance of the change. Attach additional explanation if necessary.

Education: Change No Change
 Explanation: _____

Experience: Change No Change
 Explanation: _____

Decision/Skill: Change No Change
 Explanation: _____

Ingenuity/Creativity: Change No Change
 Explanation: _____

Independent Action: Change No Change
 Explanation: _____

Budget & Funds: Change No Change
 Explanation: _____

Mental Effort: Change No Change
 Explanation: _____

Confidentiality: Change No Change
 Explanation: _____

Supervision/Staff: Change No Change
Explanation: _____

Influencing Others: Change No Change
Explanation: _____

Physical Skill/Effort: Change No Change
Explanation: _____

Mental Stress: Change No Change
Explanation: _____

Sign Off

I concur or comments attached _____
Employee Date

I concur or comments attached _____
Supervisor Date

I concur or comments attached _____
Director Date



The Municipality of Temagami

JOB INFORMATION QUESTIONNAIRE

INSTRUCTIONS

This questionnaire asks about your job, and job related factors. It is not concerned with your performance or the performance of anyone else in the job.

Please review the questionnaire and take the time to complete it accurately. If you feel you need more space, attach extra page. There is no "right" or "wrong" answers. We are only looking for information.

Please attach a copy of your job description to the completed questionnaire.

When you have completed the questionnaire, review it with your Supervisor. Each of you signs it, when you are satisfied with it and return one clear, legible copy to: _____

By: (date due): _____

IDENTIFICATION

JOB TITLE YOUR NAME _____

DEPARTMENT TITLE OF SUPERVISOR _____

APPROVED _____

Employee's Signature

Supervisor's Signature

Date

JOB DESCRIPTION INFORMATION (PROVIDED IN ATTACHED JOB DESCRIPTION)

JOB PURPOSE:

In a few words, describe the basic purpose of your job.

JOB EVALUATION INFORMATION

1. SKILL GAINED BY EDUCATION AND TRAINING

A. In today's education systems, what type of schooling courses, degrees or formal training is required for a new person on this job?

B. How long does it take to complete the schooling listed above?

C. What special skills or training is needed to perform the job or operate the equipment necessary to perform the job?

2. SKILL GAINED BY EXPERIENCE

How much "on the job" learning time both on this and any preceding jobs do you estimate is required for a new person with the stated education and training to be able to perform the job adequately?

About:

- | | | | | | |
|----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|----------------------------------|----------------------------------|
| <input type="checkbox"/> 1 month | <input type="checkbox"/> 3 Months | <input type="checkbox"/> 6 Months | <input type="checkbox"/> 1 Year | <input type="checkbox"/> 2 Years | <input type="checkbox"/> 3 Years |
| <input type="checkbox"/> 4 Years | <input type="checkbox"/> 5 Years | <input type="checkbox"/> 7 Years | <input type="checkbox"/> 10 Years | <input type="checkbox"/> More | |

3. DECISIONS AND SKILL IN OPERATIONS

Describe the guidelines and procedures established for your job. These could be:
(i) established by the organization; (ii) recognized occupational or technical standards; or
(iii) recognized standards of a licensed occupation.

A. What types of problems and situations do you deal with on a regular basis and what do you do to resolve them?

B. What activities of your job do you consider non-routine?

C. What type of machinery, equipment or tools do you use?

4. INGENUITY AND CREATIVITY

A. What changes are you required to make to established processes, procedures and work methods?

B. What new policies, procedure, systems or products are you required to develop or create?

C. What original research or artistic endeavours is part of your responsibilities?

5. INDEPENDENT ACTION

A. List 3 decisions you make or duties you perform without reference to superiors or subsequent checks.

- 1. _____
- 2. _____
- 3. _____

B. List decisions on which you seek consultation with, or approval from a superior.

- 1. _____
- 2. _____
- 3. _____

6. BUDGETS AND FUNDS

Please describe the responsibilities you have for:

A. Budgets

B. Purchasing

C. Investing

7. MENTAL EFFORT AND RESPONSIBILITY FOR ERRORS

A. Describe the mental attention or concentration required by you in performing the job to avoid errors.

B. Describe errors that could occur from any action or decision as you carry out the responsibilities of your job.

C. What would be the consequences of these errors on you organization and others?

D. What would be required by yourself or others to correct these errors?

8. RESPONSIBILITY FOR CONFIDENTIAL INFORMATION

A. Do you work with any information or data you consider to be confidential? If so, please describe.

B. How often do you work with this information or data?

C. What would be the effect on this organization if these data or information were disclosed?

9. RESPONSIBILITY FOR SUPERVISION AND STAFF ADVICE

A. Do you supervise others? YES NO _____

B. How many employees do you supervise?

Indicate in the appropriate box the number of staff for whose work you are fully accountable.

Full-Time Employees 1-2 3-12 13-35 36-60 61-100 101-180 181+

Part-Time Employees 1-2 3-12 13-35 36-60 61-100 101-180 181+

C. Do you coordinate contractors or outside independent groups? If so, please describe.

D. Please describe advice or training you may provide and to whom.

10. INFLUENCING OTHERS

With whom are you required to work in doing your job? Use titles or group description.

Person or Group Contacted	How Often	Purpose

11. PHYSICAL SKILL AND EFFORT

A. In what positions do you work, (sitting, standing, and walking) and how often can you change positions?

B. Please describe activities you are required to do in your job that produce physical fatigue, including visual attention.

- C. Please describe any operations that you perform that require speed, dexterity, precision and finger movements. Remember to include office equipment, machinery and appliances that are operated. Also include the frequency and/or length of time of each operation.

<u>Operation</u>	<u>Frequency/Length of Time</u>
_____	_____
_____	_____
_____	_____
_____	_____

12. MENTAL STRESS AND WORKING CONDITIONS

- A. Describe situations at work that you feel produce mental stress by such factors as: disruption to lifestyle, pressures for production, hours or time of work, exposure to suffering, travel, control of work pace, etc.

- B. Describe your exposure to undesirable elements of your work environment. Such elements include: noise, heat, cold, fumes, vibration, chemicals, disease, injury, radiation, etc. Outline the specific hazard or element and the frequency of exposure to these elements.

- C. Describe any possibility for injury or work related diseases that may occur when performing your job.

Thank you for your co-operation.



The Corporation of The Municipality of Temagami

OVERTIME AUTHORIZATION FORM

Date: _____

Employee Name: _____

Department: _____

Employee Signature: _____

Supervisor Approval: _____

Director Approval: _____

OVERTIME WORKED

REASON: _____

Start Time: _____

Finish Time: _____

Overtime Hours: _____

Less Dinner Break: _____

Net Overtime Hours: _____

OVERTIME TAKEN IN LIEU

Total Hours: _____

Note: All overtime must be approved in **advance** by Supervisor or Director.

This form must be forwarded to the Treasurer on the following working day.



REQUEST FOR VACATION TIME

In accordance with Section 15.1 (1)(2)(3)(4)(5) of the Employment Standards Act; an employer shall record information concerning an employee's entitlement to vacation time and vacation pay in accordance with this section.

Name: Department: _____

DAYS REQUESTED

FROM TO _____

FROM TO _____

FROM TO _____

FROM TO _____

FROM TO _____

FROM TO _____

FROM TO _____

FROM TO _____

FROM TO _____

Total number of days requested: _____

Date: _____ Signature: _____

Supervisor Approval: _____ Approved: _____

Signature of Authorized Supervisor: _____

Date: _____

Approved by Director/Designate: _____

Date: _____



TERMINATION OF EMPLOYMENT FORM

Employee Name: _____
 Employee Number: _____
 Department: _____
 Department Number: _____
 Employee Address: _____
 Job Title: _____
 Last Day Worked: _____

REASON FOR TERMINATION

- Shortage of Work (Layoff) 1
- Illness or Injury
- Retired
- Strike or Lockout
- Quit
- Dismissal
- Return to School
- Pregnancy/Parental
- Other

Specify: _____
 Comments: _____

TERMINATION CHECK CHART

Recall and/or obtain the following

	Received	Not Received
Tools and Equipment <u>D D</u>	_____	_____
Cell Phones <u>D O</u>	_____	_____
Personal Protective Equipment <u>D O</u>	_____	_____
Purchasing, Credit, Telephone, Identification, Security Cards <input type="checkbox"/> <input type="checkbox"/>	_____	_____
Building Entrance Keys <input type="checkbox"/> <input type="checkbox"/>	_____	_____
Office, Desk and Filing Cabinet Keys <u>D O</u>	_____	_____

Advise the following people of termination

- Switchboard/Reception D
- Information Technology O

 Authorized Signature

 Date