



THE CORPORATION OF THE MUNICIPALITY OF TEMAGAMI	
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Policy Name	Human Resource Handbook
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Policy Number	7.1
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Department	Human Resources
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Bylaw Approval	
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Revision Date	February 23, 2023
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# **GENERAL INFORMATION – Section 1**

## **1.1 - PURPOSE**

It is the purpose of this Employment Policy and Procedure Manual to recognize the mutual value of the terms and conditions of employment; to encourage an efficient and effective approach to the delivery of all municipal services; to promote the morale, well-being and security of all Employees of the Employer; and to provide direction and consistency in the Management of personnel matters.

## **1.2 - ACKNOWLEDGMENT**

Employees recognize the exclusive right of the Employer to operate and manage its business in all respects in accordance with its commitments and responsibilities and that the determination of methods, processes and means are solely the responsibility of The Corporation of the Municipality of Temagami.

It is understood that the Municipality of Temagami is responsible for the safety, health, comfort and general welfare of the citizens of our community; therefore, the Employees recognize that they must be prepared to assist in carrying out the services of the Employer whenever the services are required. The Employer agrees to follow the provisions of this Employment Policy and Procedure Manual; the Employment Standards Act as amended; and all other relevant and applicable Provincial and Federal legislation.

## **1.3 - SCOPE**

The policies and procedures in this manual apply to all Municipal Employees. This Employment Policy and Procedure Manual shall not apply to “contracted” Employees unless specifically referred to in their respective agreements.

Policies and procedures in this manual have an organization-wide application to provide a basis for consistent and appropriate decision-making, and provide guidance for Staff on many issues.

All Employees have the responsibility to familiarize themselves with the content of the policies and procedures and to conduct themselves accordingly. All Supervisors and managers have the responsibility to communicate with those Staff under their direction about the application of policies and procedures, to ensure compliance and to take corrective action when necessary.

The Municipality reserves the right to revise or add to the policies from time to time as deemed necessary. Employees will receive periodic updates to these policies and are expected to familiarize themselves with these changes.

The provisions of this policy manual are subject to any federal or provincial laws that may prohibit or restrict their applicability.

## **1.4 - APPLICATION/ENFORCEMENT**

It shall be the responsibility of Management and Supervisors to ensure the consistent and equitable application of these policies.

## **1.5 - IMPORTANCE AND CONTRACTUAL FORCE**

The following statements shall establish the importance and contractual force of the Municipality’s

policies including those contained within this policy manual:

- All Municipal Employees are required to review and abide by all the terms contained in this policy manual. Every possible effort has been made to make this manual comprehensive however it cannot address every possible situation. As such, the Municipality reserves the right to exercise discretion in the interpretation and enforcement of our policies and to revise or add to our policies from time to time as deemed necessary.
- If you have any questions about any of our policies or how to interpret them, please speak to your Supervisor or HR.

### **1.6 - REVIEW & AMENDMENT**

This manual shall be reviewed once per term of Council by the Management Team. Any policy that requires minor amendments prior to the review date, will be processed and forwarded on to Staff, to sign a new acknowledgement sheet with the understanding that they have read and understand the changes. Signed acknowledgement sheets are retained in the Employee's personnel file.

## VISION AND VALUE – Section 2

### **2.1 – EMPLOYMENT - VISION OF THE MUNICIPALITY OF TEMAGAMI**

- 1) Create a safe and considerate working environment for all Employees.
- 2) Encourage originality, innovation and promote enthusiasm in all Employees.
- 3) Create a distinctive and progressive corporate culture.
- 4) Make positive contributions to the community in which we operate and strive to become a model corporate citizen.

### **2.2 – EMPLOYMENT - VALUES OF THE MUNICIPALITY OF TEMAGAMI**

- 1) **Communication** - The most effective communication begins with listening. Leadership will set the example with active listening, especially when the information may be negative. An open environment encouraging discussion enhances involvement; feedback encourages improvement.
- 2) **Teamwork** - Teamwork is a necessity. Do not be limited by your job description but rather, act according to the situation. Draw on the skills and expertise of the team to achieve results.
- 3) **Responsibility** - Each Employee must understand their responsibilities clearly and execute them accordingly. Each Manager is responsible to assign and communicate those responsibilities.
- 4) **Hands on Approach** - Be available to contribute where required, visualize the situation, and take the necessary action.

### **2.3 - MISSION STATEMENT**

The Corporation of the Municipality of Temagami exists to serve its residents and those who come to experience the area. We are dedicated to creating and maintaining a balance between the global attraction of Temagami's wilderness and a successful business community. We are also dedicated to achieving the sustainable development of the Temagami area's natural resources, while conserving and ensuring the area's natural heritage and ecological diversity. (1998)

### **2.4 - COMMUNITY VISION**

We, the community of Temagami aspire to be the community of choice for ourselves and future generations.

We will achieve our vision through a healthy economy that respects the natural environment and builds on our tourism and natural resource heritage and sustainable secondary business sectors and vital neighbourhoods.

We will preserve and cherish our rich cultural roots, work collaboratively with our indigenous neighbours and celebrate the diversity of our people.”



# **STANDARDS OF CONDUCT & EMPLOYMENT PRACTICES –**

## **Section 3**

### **3.1 - GENERAL GUIDELINES**

All employees are urged to become familiar with The Corporation of the Municipality of Temagami rules and standards of conduct and are expected to follow these rules and standards faithfully in doing their own jobs and conducting the Municipality's business.

### **3.2 - REPORTING RELATIONSHIPS**

The Municipality's CAO/Treasurer shall be responsible directly to Council. The Department managers shall be responsible to the CAO/Treasurer and all other employees shall be responsible to the Managers concerned.

Every Municipal Representative is expected to think and act, at all times, in the best interest of the Municipality of Temagami and its residents.

### **3.3 - ADDRESS OR TELEPHONE CHANGE**

It shall be the responsibility of each employee to notify the Staff Member responsible for Human Resources of any change in the employee's address or telephone number in writing within five (5) calendar days of the change.

### **3.4 - RIGHT TO REVIEW PERSONNEL FILE**

An employee shall have the right to request an appointment for the purpose of reviewing the Municipality's personnel file maintained on their behalf. Any review shall be in the presence of an Employer representative.

The task of handling personnel records and related administration functions at The Corporation of the Municipality of Temagami has been assigned to the Staff Member responsible for Human Resources. Personnel files will be kept confidential at all times.

### **3.5 - ATTENDANCE AND PUNCTUALITY**

The Corporation of the Municipality of Temagami expects employees to be ready to work at the beginning of the assigned work day.

### **3.6 - ABSENCE AND LATENESS**

From time to time, it may be necessary for an employee to be late or absent from work. The Corporation of the Municipality of Temagami is aware that emergencies, illnesses, or pressing personal business that cannot be scheduled outside work hours may arise.

It is the responsibility of all employees to contact their immediate supervisor as soon as possible if they will be absent or late. The supervisor will inform all other affected parties.

### **3.7 - UNSCHEDULED ABSENCE**

Absence from work for three (3) consecutive days without notifying management or the Staff Member responsible for Human Resources will be considered grounds for termination, except in extenuating circumstances, where the employee is unable to notify as stated.

### **3.8 - CONFIDENTIAL INFORMATION AND NONDISCLOSURE**

By continuing employment with The Corporation of the Municipality of Temagami, employees

agree that they will not disclose or use any of The Corporation of the Municipality of Temagami's confidential information, either during or after their employment and will sign a confidentiality agreement to this effect.

### **3.9 - ETHICAL STANDARDS**

Employees are expected to make professional decisions consistent with The Corporation of the Municipality of Temagami's principles and standards as set forth in Municipal Policies and Bylaws.

### **3.10 - CONFLICT OF INTEREST**

No employee of the Municipality shall recommend or give preference to a business that is owned by their parent, child or spouse.

Where an employee of the Municipality of Temagami will have any interest, directly or indirectly, in any contract for goods or services, they shall disclose the interest and the general nature thereof in writing to the approval authority, prior to the contract being considered or awarded. They shall not attempt in any way to influence the decision of the awarding of the contract. Where the employee is the one responsible for the decision making, and/or the supervisory role after the contract is awarded, they shall notify their supervisor in writing prior to the awarding of the contract, in order that someone else may be delegated the decision making and/or the supervisory authority before, during and after the contract is awarded.

### **3.11 - DRESS CODE**

Employees of The Corporation of the Municipality of Temagami are expected to present a clean and professional appearance while conducting business. Dressing in a fashion that is clearly unprofessional, that is deemed unsafe, or that negatively affects The Corporation of the Municipality of Temagami's reputation or image is not acceptable.

These guidelines apply to all non-uniformed employees in the Municipal Office, 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.

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.

### **3.12 - USE OF EQUIPMENT AND VEHICLES**

The Corporation of the Municipality of Temagami will attempt to provide employees with the equipment needed to do their job. None of this equipment shall be used for personal use, nor removed from the physical confines of The Corporation of the Municipality of Temagami, unless it is approved for a job that specifically requires use of municipal equipment outside the physical facility. In some instances, employee equipment may be needed to carry out job and compensation rates will be negotiated as required.

### **3.13 - USE OF COMPUTER, PHONE AND MAIL**

The Corporation of the Municipality of Temagami property, including computers, phones, electronic mail, and voice mail, should be used only for conducting Municipality business. Incidental and occasional personal use of Municipality computers, phones, or electronic mail and voice mail systems may be permitted, but information and messages stored in these systems will be treated no differently from other business-related information and messages.

### **3.14 - USE OF INTERNET**

Employees are responsible for using the Internet in a manner that is ethical and lawful. Use of the Internet must solely be for business purposes and must not interfere with employee productivity.

### **3.15 - USE OF COMPUTER SOFTWARE**

The Corporation of the Municipality of Temagami does not condone the illegal duplication of software. The copyright law is clear. The copyright holder is given certain exclusive rights, including the right to make and distribute copies.

Downloading of other software must be authorized by the CAO/Treasurer in consultation with the IT Department.

### **3.16 - NON-SMOKING POLICY**

No smoking of any kind is permitted inside any The Corporation of the Municipality of Temagami offices, vehicles or equipment. Smoking may take place only outside The Corporation of the Municipality of Temagami facilities and not within 25' of the entrance. Smoking remnants must be safely disposed of in municipally issued receptacles. Littering will not be tolerated.

### **3.17 - GIFTS**

Advance approval from management is required before an employee may accept a gift of any kind from a citizen. Employees are not permitted to give unauthorized gifts to citizens.

# **HEALTH AND SAFETY STANDARDS – Section 4**

## **4.1 - POLICY STATEMENT**

The safety and health of employees is a priority. The Corporation of the Municipality of Temagami makes every effort to comply with all provincial and federal workplace safety requirements. Each employee is expected to obey all safety rules and exercise caution and common sense in all work activities.

## **4.2 - RESPONSIBILITIES**

Under compliance with the Occupational Health & Safety Act, it is the responsibility of the employer to:

1. Ensure required health and safety training is provided to each employee
2. Ensure employees are provided with proper equipment and trained to use it safely
3. Ensure supervisors and employees are aware of any known hazards in the workplace
4. Take every precaution reasonable in the circumstances to protect you
5. Post Health and Safety notices and identify where employees can read them
6. Post the names of workplace Representatives where employees can see them
7. Post the Occupational Health and Safety Act and the WSIB “In Case of Injury at Work” poster where employees can read them
8. Post Ministry of Labour orders where employees can see them
9. Rectify health and safety problems brought to their attention by the Health & Safety Representatives within a reasonable timeframe

Each workplace (Office, Public Works, Community Centre, etc.) will have an employee who has been identified as the Health and Safety Representative, who will:

1. Identify workplace hazards
2. Obtain information from the employer
3. be consulted about workplace testing
4. Make recommendations to the employer
5. Investigate work refusals
6. Investigate serious injuries
7. Request information from the Workplace Safety and Insurance Board (WSIB)

Employees must report any hazard or contravention of the Occupational Health & Safety Act to their Supervisor and the department Health & Safety Representative.

## **4.3 - HEALTH-RELATED ISSUES**

Employees who become aware of any health-related issue that may affect their ability to perform their job duties, shall notify their supervisor of health status as soon as possible.

## **4.4 - EMPLOYEE REQUIRING MEDICAL ATTENTION**

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. Employees shall report all work-related injuries and accidents immediately.

It is the responsibility of the employee's Supervisor to initiate an Employee Injury Report (WSIB Form) and to document the incident and accident investigation using the prescribed form. It is also the responsibility of the Supervisor to ensure that recommended corrective action is taken. The

employee's Manager 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.

#### **4.5 - WORKPLACE AND BUILDING SECURITY**

Employees are not allowed to use Municipal workplaces after hours for personal use without prior authorization from the CAO/Treasurer, or designate if the CAO/Treasurer is not available.

#### **4.6 - WEATHER-RELATED AND EMERGENCY-RELATED CLOSINGS**

At times, emergencies such as severe weather, fires, or power failures can disrupt Municipality operations. In such instances, the CAO/Treasurer will decide on the closure and will provide the official notification to the employees.

## **HIRING POLICY – Section 5**

### **5.1 - POLICY STATEMENT**

The Municipality of Temagami (Municipality) is an equal opportunity employer, whose goal is to evaluate and consider the skills, qualifications, and overall ability of any individual applying for a position within the municipality, without discrimination.

### **5.2 - PURPOSE & SCOPE**

The purpose of this policy is to provide a concise, systematic and equitable method of identifying and placing individuals for employment within the Municipality while remaining compliant with current legislation.

### **5.3 - GENERAL PROVISIONS**

- a) The hiring policy applies to all Departments, boards and committees within the Municipality, for which the Municipality has jurisdiction. This includes the hiring of full-time, part-time, and temporary/casual Employees.
- b) It is the intention of the Municipality that the most suitable candidate for each position be hired.
- c) The Municipality supports the merits of promoting from within the organization and succession planning when there are internal candidates with the necessary knowledge, skills, abilities and qualifications.
- d) The Municipality will not discriminate against any person in the course of hiring under the Protected Grounds of the Human Rights Code of Canada.
- e) If a selected applicant requests an accommodation for a disability, the Municipality shall consult with the applicant and provide or arrange for provisions of suitable accommodation that considers the applicant's disability.
- f) When a position where driving is an essential duty of the job, the Municipality will require that the successful candidate provide a three (3) year driver's abstract as well as a recent Commercial Vehicle Operator's Registration paid for at their own expense if applicable.
- g) An applicant supplying vast or misleading information may be subject to immediate termination from the hiring process and or their position.
- h) The Municipality requires a Vulnerable Sector Check completed prior to start date for those who work directly or indirectly with children or the vulnerable.
- i) Grade 12 is required

### **5.4 - HIRING PROCESS**

The following guidelines will be followed for the hiring of both full-time and part-time Employees for the Municipality.

At the Municipality's discretion, when deemed appropriate by way of qualified internal candidates, the Municipality may choose to post jobs internally for a period of one week, by means of emails, bulletin boards etc., before posting externally. Qualified applicants under the employ of the Municipality shall remain subject to the normal hiring processes, including interviews.

External job postings will be advertised by the Staff Member responsible for Human Resources (HR) on the Municipality's website and in the media deemed most appropriate (e.g. local paper, professional associations, web sites), for a minimum of two (2) consecutive weeks.

All candidates are to submit a resume and cover letter for review by the Staff Member Responsible for Human Resources and the respective Department Supervisor. Applicants shall, upon request, submit a minimum of three (3) professional references. All submissions will be reviewed, however only the most qualified candidates will be contacted for interviews.

## **5.5 - SELECTION AND INTERVIEW PROCESS**

### **CAO/Treasurer:**

The hiring committee should consist of the Mayor, Deputy Mayor, and appointed Councillor(s) and outside qualified person(s), as appropriate. The team shall prepare a written recommendation to Council for final approval.

### **Department Managers/Supervisors:**

The hiring committee should consist of the CAO/Treasurer, Councillors and the Staff Member Responsible for Human Resources.

### **Department Lead Hand/Foreman:**

The hiring committee should consist of the CAO/Treasurer, Department Manager and the Staff Member Responsible for Human Resources.

### **Department Employees:**

The hiring committee should consist of the Department Manager, Department Supervisor and the Staff Member Responsible for Human Resources.

In some cases, external experts in their field or Council members may be asked to join the hiring committee if appropriate.

The Staff Member Responsible for Human Resources will set up and facilitate the interviews. More than one interview and/or an employment skills test may be required to determine candidate suitability, depending on the position.

Exceptions to the interview and selection process may be made for hiring temporary or seasonal Employees when these positions are being filled by a person previously employed by the Municipality in the same or similar position, in an emergency situation, or when deemed appropriate by the CAO/Treasurer and the Staff Member Responsible for Human Resources.

## **5.6 - POTENTIAL HIRING CONFLICTS**

The Corporation of the Municipality of Temagami WILL NOT favour nor inhibit the hiring of relatives over others. All candidates will be given equal opportunity for employment, based upon qualifications and merit, regardless of relationship to either an employee or an elected official.

For the purposes of this policy statement:

“Relative” is, for the purposes of this policy and in conformity with the Ontario Human Rights Code, deemed to include the spouse, child or parent of an employee.

Employment will not be allowed where the potential employee would be subject, either directly or indirectly, to the supervisory control of a relative. In cases of promotion or transfers from within The Corporation of the Municipality of Temagami or in situations where related employees may, for any reason come into a supervisory relationship, The Corporation may consider alternatives to avoid that relationship.

Former Employees: A former Employee who left the Municipality on amicable terms may be eligible for reemployment. However, former Employees who left the Municipality without proper notice, or when employment was terminated for disciplinary reasons, shall not be eligible for reemployment.

### **5.7 - OFFER OF EMPLOYMENT**

References may be checked by the Staff Member Responsible for Human Resources, and with the receipt of a minimum of two (2) positive professional references, a conditional offer of employment will be made first verbally, then in writing to the successful candidate, and unsuccessful candidates will be closed off.

Should the applicant accept the offer of employment, they will be considered an Employee, and provided with a start date and required location to report for duty.

Confirmation of position may be required by Council resolution or by-law. Employee orientation will take place on the start date or within the first week of employment to assist the Employee in their duties. Not all aspects of the duties/position will be taught during the first week.

### **5.8 - PROBATIONARY PERIOD**

New Employees are required to complete a minimum three (3) month probationary period, with the option to extend for an additional three (3) months. Every effort will be made to help new Employees adapt successfully to their new work environment. The probationary period also provides Employees with the necessary time to become familiar with the Municipality and to evaluate whether or not they will be able to achieve their personal objectives or otherwise realize their full potential while employed here.



## **PERFORMANCE REVIEW – Section 6**

### **6.1 - PURPOSE**

The purpose of the performance review is to improve Employee effectiveness, to recognize job performance, and to identify opportunities for succession planning.

### **6.2 - RATIONALE**

Employees are accountable for their performance and are entitled to know what is expected of them, how they are performing and what resources are available to improve their performance. The performance review process provides the means to establish and maintain open dialogue between the Supervisor and Employee for the purpose of providing feedback to improve personal and professional performance.

### **6.3 - BASIC PRINCIPLES OF PERFORMANCE MANAGEMENT:**

- The Supervisor and the Employee work together to plan, monitor and review an Employee's work objectives.
- Performance Management is a continuous process of setting goals and assessing progress, not something limited to an annual performance review meeting.
- Throughout the performance Management process, Employees are encouraged to actively participate in the planning, evaluating, and improving their performance.
- Honesty and openness, with effective two-way communication are essential elements of the Supervisor/Employee relationship.

### **6.4 - OBJECTIVES**

- Provide feedback
- Identify performance gaps
- Provide positive reinforcement
- To assist with directing salary progression
- Human Resources and succession planning

### **6.5 - TIMELINES**

Upon successful completion of the probationary period and thereafter, yearly:

- The Department Supervisor is to conduct a performance review annually with each Employee.
- The CAO/Treasurer shall conduct performance evaluations for Department Supervisors;
- The Human Resource Committee Members of Council shall review the performance of the CAO/Treasurer annually, with input from the remainder of Council.

### **6.6 - GRID MOVEMENTS**

During the probationary period for a new hire, an Employee will be placed at the starting level and move to Step one once the probationary period has been successfully completed. Thereafter, step increases will be based on a combination of time in the position, performance and supplementary education. Eligibility for a step increase would occur after two years or after one year with supplementary education designed to advance the knowledge of the Employee. During the annual review the skill level will also be reviewed so that an increase in Step will be with an increase in skills.

For Management positions there will also be different factors which should include the overall performance of their Department, the increase in Departmental Staff members' skills as well as the manager's personal skill level and the advancement of longer-term Departmental goals. In essence, simply occupying a chair for a period of time will not equate to receiving a Step increase but rather, increased Management skills and job specific knowledge in addition to experience will culminate in a Step increase when warranted.

Employees and or managers with performance issues may not receive a pay increase for multiple years and may have a performance improvement plan (PIP) implemented. PIPs are usually implemented for a short period of time (3-6 months) and reviewed again to see if performance has been improved.

## **BENEFITS POLICY – Section 7**

### **7.1 - POLICY STATEMENT**

The Municipality of Temagami (Municipality) believes that having a comprehensive and competitive benefit package is a key component in supporting Employee and family health and well-being.

### **7.2 - PURPOSE & SCOPE**

The purpose of this policy is to outline the criteria under which Employees are eligible for benefit coverage. This policy shall apply to all full-time Employees of the Municipality.

### **7.3 - COMMITMENT**

The Municipality is committed to:

- Offering a balanced benefit program to help support Employees and their families during times of unexpected illness or accident;
- Providing the best value for the dollars spent;
- Supporting workplace health;
- Remaining competitive relative to market position, and
- Attracting and retaining Employees.

### **7.4 - ELIGIBILITY**

Full-time Municipal Employees are eligible for benefits, unless otherwise stated in an Employee contract, after the qualifying period of three (3) months.

Employees should be aware that certain premiums can be a taxable benefit. The Municipality is not an insurer as to the following benefits and the exact terms of the coverage must be ascertained from the provisions of the particular policies of the insurer.

### **7.5 - BENEFIT BOOKLET**

Employees will be provided with access to an electronic Benefits Booklet provided by the insurance carrier and are encouraged to visit the carrier's website. Copies of these documents can be printed as needed.

### **7.6 - CLAIMS**

Employees are required to submit their own claims to the applicable insurance carrier utilizing designated forms. Claims related to workplace injuries or illnesses are generally not eligible for payment through the Municipality's benefit plans. Please refer to the information available through the Workplace Safety and Insurance Board (WSIB) and contact your Staff Member responsible for Human Resources (HR).

### **7.7 - EMPLOYEE RESPONSIBILITIES**

Employees are responsible for:

- a) Completing detailed forms as applicable.
- b) Contact the Staff Member Responsible for Human Resources with any changes to dependent status within 31 calendar days of the effective date of the change.
- c) Submit claims within allowable periods or per the benefit provider's requirements.
- d) Contact the benefit provider customer service centre if they have questions with regard to their claim(s).
- e) Use available on-line benefit services when possible.

## **7.8 - MUNICIPALITY RESPONSIBILITIES**

The CAO/Treasurer is responsible for:

- a) Informing Council of potential issues concerning benefit plans.
- b) Submitting any necessary reports to Council to ensure changes to benefit plans are in line with demographic and market shifts.
- c) Exercise discretion relative to changes in benefit plans as a result of unusual circumstances

Human Resources is responsible for:

- a) Maintain Employee and benefit information in a confidential manner and to ensure compliance with privacy information legislation.
- b) Coordinate with insurance carriers to disseminate information and benefit updates to eligible Employees. Consult with the CAO/Treasurer on matters affecting benefit plans and market competitors.
- c) Work with Employees to resolve benefit related issues.
- d) Coordinate benefit initiatives with Third-Party Benefits Administrator.
- e) Retain benefit related documentation.
- f) Ensure consultation as appropriate with relevant parties.

## **7.9 - AMENDMENTS**

The Municipality may amend any of its benefit plans at any time and will endeavor to provide notification to Employees, as appropriate.

# **ONTARIO MUNICIPAL EMPLOYEE RETIREMENT SYSTEM**

## **(OMERS) – Section 8**

### **8.1 - ENROLLMENT**

Enrollment in the OMERS pension plan is mandatory for full-time Municipality of Temagami (Municipality) Employees on the date of hire.

All other employees are eligible to enroll in OMERS on a voluntary basis.

OMERS enrollment paperwork will be completed with the Staff Member responsible for Human Resources during orientation.

### **8.3 - CONTRIBUTIONS**

The Municipality will match regular Employee contributions. If an Employee is on leave, the Municipality will only match the contributions if they are on a statutory leave and the Employee has chosen to buy back their service.

### **8.4 - PARTICIPATION**

Participation in the pension plan shall continue until termination of employment, retirement, or death of the Employee, as the Employee shall not be able to opt out of the program once enrolled.

### **8.5 - MYOMERS.CA**

Once enrolled, OMERS will send each new Employee a welcome package in the mail. The Municipality encourages Employees to establish their myomers.ca account, to set up things like; beneficiaries, additional voluntary contributions, or change personal information.

## **EMPLOYEE RECOGNITION POLICY – Section 9**

### **9.1 - POLICY STATEMENT**

The Municipality of Temagami (Municipality) recognizes and values the efforts and accomplishments of our Staff members, and the contributions they make towards the success of the Municipality.

### **9.2 - PURPOSE & SCOPE**

The purpose of this policy is to ensure that Staff are recognized for their achievements in an appropriate fashion.

### **9.3 - RECOGNITION**

The Municipality may provide recognition in the following manners:

- Verbal or written congratulations and/or thanks;
- Ceremonies for the celebration and communication of excellence and/or achievement.

### **9.4 - ANNUAL RECOGNITION**

The Staff Member responsible for Human Resources will be responsible for reporting to Council on the annual Employee recognition list for years of Service and Service Appreciation.

### **9.5 - LENGTH OF SERVICE**

The Municipality recognizes and rewards Employees that have stayed with the organization at the following stages of their employment:

- 10 Years of Service – Gift or cash of \$50
- 15 Years of Service – Gift or cash of \$75
- 20 Years of Service – Gift or cash of \$100
- 25 Years of Service – Gift or cash of \$125
- 30 Years of Service – Gift or cash of \$150
- 35 Years of Service – Gift or cash of \$175
- 40 Years of Service – Gift or cash of \$200

### **9.6 - SERVICE APPRECIATION**

The Municipality shall provide departing gifts for Employees who leave through retirement or at the recommendation of the CAO/Treasurer and approved by Council, based on the following criteria:

- Employees with 10 to 15 years of service - \$200
- Employees with 15 to 20 years of service - \$250
- Employees with 20 to 30 years of service - \$300
- Employees with more than 30 years of service - \$350

The award or gift is normally presented at a meeting of Council by the Mayor. The employee's Department shall be responsible for the purchasing of an appropriate gift at the appropriate above.

In recognition of employees who leave the Municipality (on good terms) to move on to employment elsewhere, department staff may decide to hold “going-away” events during lunch or break periods at no expense to the Municipality.

## **HOURS OF WORK AND OVERTIME – Section 10**

### **10.1 - POLICY STATEMENT**

Hours of work are designed to enable the Municipality of Temagami to deliver services in the most efficient and effective manner. As such, the standard of work week for divisions may vary in accordance with the nature of the work that is performed.

### **10.2 - HOURS OF WORK**

The normal work week for all full-time Employees is either 37.5 hours per week or 40 hours per week.

Specific hours of work will be established departmentally because of the variations in the nature of work and the identified business requirements, and may occasionally be adjusted to allow for changing circumstances.

It is recognized that Management Staff may periodically be required to work extended hours to meet operational and planning commitments including emergency response, on behalf of the Municipality. Staff members called in to work under a “Declared State of Emergency” are expected to respond in view of the circumstances.

### **10.3 - BREAKS**

Work breaks are provided from work to relax and refresh Staff. Employees may take up to the equivalent of two (2) paid work breaks of 15 minutes each.

Employees are required to take an unpaid 30-minute meal break within the first five (5) hours of their work schedule. If an Employee is called upon to work during their meal break then they shall be given a meal break as soon as possible thereafter.

### **10.4 - OVERTIME**

Department Supervisors/Managers are expected to work the necessary overtime to fulfill their responsibilities. Attendance is often required at Council, Special Council, or other Committee/Board meetings outside of normal working hours. All Employees are encouraged to take time off during the same bi-weekly pay period to balance off hours to equal a regular biweekly period, however, the Municipality understands that this is not always possible. In times where this is not possible than overtime will be paid or banked at a rate of 1.5 times the normal rate.

All Other Employees - Overtime must be pre-approved by their Department Supervisors prior to being worked. Employees will be paid at or banked one and a half (1.5) times their regular hourly rate for hours worked in excess of their normal bi-weekly hours for that position or as laid out in their respective contracts.

An Employee’s contract of employment may provide a greater right or benefit with respect to overtime.

### **10.5 - BANKED HOURS**

Approved overtime hours can either be paid out at the Employee’s overtime rate or banked at time and one half and taken in lieu. An Employee shall not take time off in lieu when they do not have sufficient time in their bank to cover it, unless specifically granted by the CAO/Treasurer.

An Employee's overtime bank, shall not exceed their regular biweekly hours, Employee banks may be replenished up to that amount. Unused banked time is not eligible to be carried forwarded into a new year, unless approved by the CAO/Treasurer. It must be paid out.

All overtime must be documented and approved by the Employee's Supervisor.

#### **10.6 - TIME SHEETS**

Employees are responsible for reporting all hours worked in a timely fashion. All approved overtime must be included. All time sheets are to be completed online and submitted to their Supervisor for approval by the end of each bi-weekly pay period.

In the event that a time sheet includes information that is erroneous or omitted, Management shall work to correct the time sheet to accurately reflect the contributions of the Employee and will engage the Employee in a conversation to determine the hours worked.

Falsification of a time sheet is an act of fraud, and will not be tolerated. In the event that it is determined that a time sheet has been falsified and additional time has been added for work that was not performed, or hours are included for time where the Employee was not present, the Municipality will determine the appropriate disciplinary action to be taken.

#### **10.7 - CALL-OUT PAY**

Employees who are required to work on a call out basis (unscheduled, unexpected, or emergency) will be paid the minimum of four hours pay at 1.5 times their regular rate, for any hours above their normal bi-weekly hours.



# **ON-CALL POLICY – Section 11**

## **11.1 - POLICY STATEMENT**

The Municipality of Temagami requires public works employees to be on-call for pressing matters and emergencies related to the Municipality's water systems, wastewater systems, solid waste, roads, winter maintenance, and all other aspects of the position that may require immediate attention.

This policy sets a process for those employees to receive appropriate compensation when placed on-call.

## **11.2 - PROCEDURES**

The Municipality requires one, non-management, public works employee to be on on-call duty during weekends and holidays. Public works employees are scheduled to be on-call on a rotational basis. Municipality of Temagami public works employees shall receive compensation of \$50 per day for on-call shifts. This compensation will remain the same regardless of the day of the week or if on a holiday.

During the winter maintenance season, the public works employee who is on-call, will be responsible for making the determination whether or not roads need to be cleared of snow. If the employee that is on-call is unsure, they will call the Public Works foreman or Superintendent to seek direction.

In accordance with the On-Call Policy:

1. All Public Works staff with the exception of the Public Works Superintendent will be scheduled for on-call duties
2. On-call will be paid at a rate of \$50.00 per Day
3. On-call rates will be paid for employees for Friday night, Saturday, Sunday and Holidays
4. Should there be a callout, a minimum of four (4) hours will be charged over and above the callout daily rate.
5. If there are subsequent callouts within the initial four-hour period, it would be considered as only one callout.
6. The Public Works Superintendent will schedule the on-calls
7. One staff will be on-call each weekend
8. The staff on-call will have a pager or provide an alternate number to the call centre where they can be reached.
9. A municipal truck will be provided to the lead staff on the on-call weekend
10. On-call staff must be in within a half (.5) hour range of the Public Works office.

## **DISCONNECTING FROM WORK – Section 12**

### **12.1 - PURPOSE**

The Municipality of Temagami is committed to fostering a safe and healthy work environment for all employees. Recent technological advancements along with an increase in remote work arrangements have led to the risk of “hyper-connectivity”. Accordingly, this Policy sets out the Municipality’s expectations around work-related communications in an effort to assist employees in disconnecting from work during appropriate times.

### **12.2 - APPLICATION**

This Policy applies to all employees of the Municipality of Temagami.

### **12.3 - DISCONNECTING FROM WORK**

“Disconnecting from work” means not engaging in work-related communications, including emails, telephone calls, video calls or the sending or reviewing of other messages, so as to be free from the performance of work.

### **12.4 - WORKING HOURS**

This Policy does not amend an employee’s hours of work or rest periods. Employees’ hours of work and rest periods are defined pursuant to their employment contracts and/or by agreement with the employees’ managers in accordance with applicable employment standards legislation.

### **12.5 - EXPECTATIONS REGARDING WORK-RELATED COMMUNICATIONS**

In general, the Municipality does not expect employees to read or respond to work-related communications outside of their normal working hours, subject to the following exceptions:

- a) where operational or business needs require such communications and the employee has been given notice in advance;
- b) where such communications are required due to the nature of the employee’s duties;
- c) where the employee’s role is managerial or supervisory in nature, in which case operational or business needs may require communications outside of normal working hours;
- d) where the employee has been authorized to work flexible hours;
- e) in instances involving unforeseen operational or business needs;
- f) in cases of emergency;
- g) where such communication is required pursuant to another Municipal policy;
- h) where on-call coverage requires employees to answer or respond to work-related communications
- i) in other situations that may arise, at the discretion of the Municipality.

### **12.6 - TOOLS TO ENABLE DISCONNECTING FROM WORK**

Practices and customs for disconnecting from work may differ across the Municipality depending upon the nature of the work and the circumstances of the employees on a particular team. Employees should address ideas or concerns relating to disconnecting from work with their managers.

The following tools may assist employees in disconnecting from work, where appropriate:

- a) Automatic Replies – employees may consider enabling automatic replies indicating the dates that they are out of the office, the date they will return to the office, and an alternate point of contact during the employee’s absence.

- b) E-mail Signatures – employees may consider including reference to the timing of their e-mail communications in their signature block, such as “My working hours may not be your working hours. Please do not feel obligated to respond to this e-mail outside of your normal working hours.”
- c) Delay Delivery – employees may consider using the “delay delivery” function when sending e-mails if the timing of their communication may not align with that of the recipient (e.g. where the sender and recipient are in different time zones, or have different work schedules).
- d) Vacation Alerts – employees may consider including a vacation alert in their signature block indicating the dates of an upcoming vacation.

## **12.7 - QUESTIONS OR CONCERNS**

Employees with questions or concerns about this policy should contact their manager or the Staff Member responsible for Human Resources.

This policy is subject to change at the sole discretion of the Municipality. Employees will be notified of any such changes in accordance with applicable employment standards legislation.

## **STATUTORY HOLIDAYS – Section 13**

### **13.1 - POLICY STATEMENT**

Permanent full-time Employees of the Municipality of Temagami (Municipality) are entitled to a designated number of paid holidays each calendar year.

### **13.2 - PAID HOLIDAYS**

Each Employee who qualifies shall be paid at the regular daily rate for each of the following holidays:

- New Year's Day - Statutory
- Family Day - Statutory
- Good Friday - Statutory
- Easter Monday
- Victoria Day - Statutory
- Canada Day - Statutory
- Civic Holiday
- Labour Day – Statutory
- Thanksgiving Day - Statutory
- Christmas Day - Statutory
- Boxing Day – Statutory
- Floater Day
- .5 day on the last working day before Christmas Day
- .5 day on the last working day before New Year's Day

If the holiday falls on a Saturday or a Sunday, it will be observed on the preceding Friday or following Monday. The CAO/Treasurer may make recommendations to Council to observe the holiday on another day of the week.

Each Employee who qualifies shall receive the day off with pay for each of the following Holidays, if the Holiday lands on a regular week day. This allows staff the opportunity to participate in any celebration or event. When the Holiday falls on Saturday or Sunday, no paid day off will be granted.

- National Day for Truth and Reconciliation
- Remembrance Day

### **13.3 - QUALIFICATIONS**

All of the above listed Ontario statutory holidays of this policy shall be compensated in accordance with the Employment Standards Act.

### **13.4 - ALTERNATE HOLIDAY**

In the event that a full-time Employee is required to work on a statutory holiday, they will receive an alternate day off with pay at the Employee's regular rate at a time mutually agreed upon with the Department Supervisor or they will be paid at the premium rate for hours worked in accordance with their respective agreement.

# **VACATION LEAVE – Section 14**

## **14.1 – POLICY STATEMENT**

The Municipality of Temagami (Municipality) understands the importance of personal time off for its Employees. Employees are encouraged to use their vacation time for rest, relaxation, and personal pursuits. The Municipality recognizes that other paid time off may be required from time to time. As such, the purpose of this policy is to explain the standards, guidelines, and procedures for paid time for all permanent full time Employees.

## **14.2 - VACATION PERIOD**

For vacation purposes, a vacation entitlement year spans the calendar year, running from January 1st to December 31st.

## **14.3 - VACATION SCHEDULE**

All permanent full-time Employees shall be entitled to take annual vacation with pay based on the following schedule:

<b>Vacation Entitlement</b>	<b>Continuous Years of Service</b>
Pro-rated amount of ten (10) days	In first full calendar year after hire.
Ten (10) days	After one full calendar year.
Fifteen (15) days	After three (3) full calendar years
Twenty (20) days	After ten (10) full calendar years
Twenty-five (25) days	After fifteen (15) full calendar years
Thirty (30) days	After twenty (20) full calendar years

An Employee’s contract of employment or documented approved negotiations may provide a greater right or benefit with respect to vacation time.

During the hiring process, the CAO/Treasurer may, at their sole discretion, recognize and adjust the starting vacation entitlement for Management positions (Supervisors, managers, directors/Department Supervisors) based on previous relevant experience, employment conditions/contract or other extenuating circumstances.

## **14.4 - EARNED VACATION**

Vacation time will be earned in one calendar year and available to be taken in the following calendar year. Should employment end, for any reason, the employee will be paid out the remainder of their vacation bank, including a pro-rated amount for the current year.

## **14.5 - CONTINUOUS SERVICE**

Vacation entitlement is based on active continuous service. Because there is no break in the employment relationship during a statutory leave, the time on leave counts toward the completion of a vacation entitlement year.

Vacation credits will not accrue while an Employee is on Long-Term Disability or while on a Leave of Absence (other than a statutory leave) for more than two (2) months in one (1) year.

Employees are not entitled to accrue vacation during periods of sabbatical, or suspension from the Municipality.

In the event of broken service, i.e., an employee leaves the employ of the corporation and returns at a later date; the anniversary date shall be computed by using the first day of re-employment. Years of service in prior periods of employment will not be considered.

#### **14.6 - STATUTORY HOLIDAYS DURING VACATION**

In the event that an Employee is called into work on a statutory holiday or during their scheduled vacation time, the premium rate will be paid and their vacation time for that day will remain in their time bank. If a statutory holiday falls within an Employee's scheduled vacation time, the employees vacation time will not be used for that day.

#### **14.7 - VACATION PAY**

Part-time, contract, casual and seasonal Employees shall receive a percentage of wages in lieu of vacation time as per the vacation entitlement scale set out in the Employment Standards Act.

Employees shall receive vacation pay at the rate of four (4) percent of their earnings during their first four (4) vacation entitlement years. For every vacation entitlement year in which an Employee has five (5) years or more of service, they shall receive six (6) percent of their earnings.

#### **14.8 - SCHEDULING**

All vacation schedules are subject to the approval of the Department Supervisor to ensure that they do not interfere with the proper and efficient services or operations of the Department. Department Supervisor vacation time shall be approved by the CAO/Treasurer.

Vacation Time must be requested through the Municipality's online time tracking portal and pre-approved by the Department Supervisor. All approved time off will be posted on the Municipality's time off calendar in the Municipal Office.

The summer vacation schedule shall be completed by April 1st of each year. In scheduling the vacation of Employees, preference in the choice of date(s) will be given to Employees taking seniority into consideration, provided that, in the opinion of the Department Supervisor, the date(s) do not interfere with proper and efficient services or operations of the Department.

Vacation may only be taken once approval is received from their Supervisor/manager.

#### **14.9 - UNUSED VACATION**

All vacation time shall be used within the calendar year or paid out, unless prior approval has been granted by the CAO/Treasurer to roll it over into the following calendar year, up to a maximum of one year's entitlement for the employee.

#### **14.10 - ILLNESS OR ACCIDENT DURING VACATION LEAVE**

If an Employee's vacation is interrupted due to illness or accident requiring hospitalization, the period of hospitalization may be considered sick leave upon submission of a satisfactory medical certificate.

#### **14.11 - VACATION PAY ON TERMINATION**

If an Employee's services are terminated, vacation pay earned up to the date of termination will be paid to the Employee in accordance with the Employment Standards Act, 2000.

#### **14.12 – ON CALL SHIFTS DURING VACATION TIME**

When an Employee has scheduled on-call shifts during the same time as their vacation request, the Employee is responsible for ensuring that their on-call shift is covered during that time. The Department Supervisor will grant their request, with the clause that if they are not successful in finding a replacement for their on-call shift, they will make sure that they are available to cover it.

## **SAFETY FOOTWEAR AND CLOTHING ALLOWANCE – Section 15**

### **15.1 – POLICY STATEMENT**

The Municipality recognizes that employees will require certain PPE, Safety footwear, clothing and/or uniforms during the course of their employment. Some allowances will be made to reimburse permanent full-time employees for these costs.

### **15.2 - SAFETY FOOTWEAR ALLOWANCE**

The Employer will provide a Safety Footwear Allowance up to a maximum of \$200.00 for employees who require safety footwear in the course of their duties. To be eligible for reimbursement the footwear must meet the department specifications. Safety Footwear Allowance will not be paid to employees during their probationary period and will only be paid once during any twelve (12) month calendar year. Employees must submit a completed claim form and eligible receipts for authorization by their Supervisor.

### **15.3 - SAFETY CLOTHING AND SUPPLIES**

The following items of safety clothing are provided by the Municipality:

- Coveralls
- Summer T-shirts: orange with reflective markings
- Work gloves
- Hard hats
- Ear plugs
- Safety glasses – non-prescription, may be worn over prescription glasses



## **SICK DAYS AND MEDICAL APPOINTMENTS – Section 16**

### **16.1 - PURPOSE**

To establish a formalized process for the Municipality of Temagami (Municipality) Employees to take when they will be absence due to illness or for medical appointments.

### **16.2 - SCOPE**

This procedure applies to all permanent full-time Employees of the Municipality.

### **16.3 - GENERAL PROVISIONS**

- a) All permanent full-time Employees will receive a total of Seven (7) days of paid sick time during each calendar year. These days are to only be used for illness or scheduled medical appointments for themselves or their dependents. These days are not permitted to be carried over into the following year.
- b) Employees are to report their inability to attend work as early as possible, but no later than one (1) hour prior to the Employee starting their regular work day. The Employee should speak directly with their Supervisor, or in cases where this is not possible, should leave a voicemail with the next available Supervisor.
- c) Employees may be requested to provide a doctors note if absent using sick time for more than three (3) consecutive days.
- d) For periods of ten (10) days or more consecutively of illness, an Employee may wish to submit a claim for Employment Insurance Sick Leave Benefits.

### **16.4 - MEDICAL APPOINTMENTS**

Employees are encouraged to book routine medical appointments on days off. Where this is not possible, an Employee may utilize banked time, vacation or sick leave, to accommodate medical and/or dental appointments/treatments.

Medical leave, whether for illness or medical appointments, shall be deducted from an Employee's sick leave bank based on the hours absent from work.

## **BEREAVEMENT LEAVE – Section 17**

### **17.1 - POLICY STATEMENT**

The Municipality of Temagami (Temagami) understands that Employees should have time off work to attend funeral services, grieve in private, and deal with family issues in the event of a death of an immediate family member. It is the Municipality's intention to ensure that our Employees are provided the time they need to properly take care of their family obligations, while maintaining their employment with the Municipality.

### **17.2 - PURPOSE AND SCOPE**

The purpose of this policy is to outline the roles and responsibilities of Employees and Supervisors. This policy applies to all permanent full-time Municipal Employees.

### **17.3 - NOTIFICATION**

Employees are expected to notify their immediate supervisor and request bereavement leave time off as soon as possible when a death occurs in their family.

Leave time is granted such that an Employee may have time to attend a funeral, grieve, and deal with family issues in the event of a death in the immediate family as defined above.

Use of bereavement leave time for any purposes other than the reasons listed above, are inappropriate and non-compensable.

The Municipality reserves the right to inquire as to the name, and nature of the relationship with the deceased, and the name of the funeral home responsible for handling the arrangements.

### **17.4 - TIME AWAY**

Employees will be granted leave and receive their regular daily wage up to:

<b>5 working days</b>	Spouse (shall mean either common law or legally married) Child of either the Employee or spouse A parent of either the Employee or spouse Brother of either the Employee or spouse Sister of either the Employee or spouse
<b>3 working days</b>	Nephew or Niece of either the Employee or spouse Grandparent of either the Employee or spouse Grandchild of either the Employee or spouse Uncle or Aunt of either the Employee or spouse Son-in-law or daughter-in-law
<b>1 working day</b>	To attend the funeral of other extended family

Should extensive travel or extenuating circumstances be involved, additional leave, either with or without pay, may be granted at the discretion of the CAO/Treasurer.

### **17.5 - ARRANGEMENTS**

The Staff Member responsible for Human Resources will arrange for flowers or other suitable sympathy gift/donation for the following related to current Council or Staff, with the following

notation "The Council and Staff of the Municipality of Temagami".

\$50	Spouse (shall mean either common law or legally married) Child of either the Employee or spouse A parent of either the Employee or spouse Brother of either the Employee or spouse Sister of either the Employee or spouse Nephew or Niece of either the Employee or spouse Grandparent of either the Employee or spouse Grandchild of either the Employee or spouse Uncle or Aunt of either the Employee or spouse Son-in-law or daughter-in-law
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**17.6 - DEATH OF AN EMPLOYEE OR COUNCIL MEMBER**

In the event of a death of a current Employee or council member, the CAO/Treasurer will make the decision as to whether the Municipality office will be closed for the day of the funeral, for Staff to attend.

## **PREGNANCY and PARENTAL LEAVE – Section 18**

### **18.1 - POLICY STATEMENT**

The Municipality of Temagami (Municipality) recognizes that life events such as pregnancy, childbirth and when a child joins a family are significant periods of time for all persons involved. The Municipality supports Employees through these events with the provision of pregnancy and parental leaves in accordance to Ontario's Employment Standards Act (ESA).

### **18.2 - PURPOSE & SCOPE**

The purpose of this policy is to outline the roles and responsibilities of Employees and Supervisors in:

- a) the accommodation of pregnancy related needs, and
- b) implement pregnancy and parental leaves of absence

This policy applies to Employees who are eligible to take pregnancy and parental leave as permitted under the applicable employment standards legislation.

### **18.3 - NOTICE PERIOD**

- a) Employees are encouraged to provide as much notice as possible before taking pregnancy or parental leave so the Municipality can plan accordingly. Employees must give the Municipality written notice at least two (2) weeks to the start of the leave.
- b) Where an Employee must begin their leave immediately due to unforeseen circumstances such as illness or complications caused by pregnancy, and cannot provide two weeks' notice, the Employee will inform their supervisor as soon as possible.
- c) Employees must give the Municipality written notice of when they plan to end the leave or if they wish to change the return date to an earlier or later time.
- d) Employees who decide not to return to work at the end of the leave are requested to give the Municipality at least four (4) weeks written notice of their intention to terminate employment.

### **18.4 - JOB PROTECTION**

Employees should not fear that they will not have a job with the Municipality while on leave. Employees are entitled to be reinstated to their same position before the leave started, if it still exists, or to a comparable position if it does not.

### **18.5 - EMPLOYMENT INSURANCE**

The Federal Employment Insurance Act provides eligible Employees with pregnancy leave and/or parental leave benefits that are payable over the period that the Employee is off on such leaves. Employment insurance is paid to one parent or the other, or can be split between both parents.

### **18.6 - BENEFITS**

The Municipality will continue to pay Employee contributions into certain benefits plans, unless the plan requires both employer and Employee contributions and/or you advise the Municipality in writing that you will not be paying your contributions.

### **18.7 - PAY AND MERIT INCREASES**

- a) An Employee who is away from the workplace due to a pregnancy or parental leave is entitled to any pay increase they normally would receive during that time.

- b) An Employee who was due for a merit increase during their leave, and did not have a PA completed prior to commencing their leave, may be required to work for an assessment period before the merit increase will be initiated.
- c) Pay or merit increases will take effect upon the Employee's effective date of return, but will be retroactive to the date that the Employee was eligible.

#### **18.8 - SENIORITY, LENGTH OF SERVICE AND VACATION**

Seniority, length of service and vacation entitlement will continue to accrue for Employees while on leave.

#### **18.9 - OMERS PENSION**

If an Employee wishes to maintain pension service credits they must pay the Employee's contributions for the duration of the leave. The Municipality will match these contributions. Payment to the Municipality must be made in a lump sum of the total.

#### **18.10 - RETURN MUNICIPALITY PROPERTY FOR DURATION OF LEAVE**

- a) Employees who will be away from the workplace on a pregnancy or parental leave must leave all Municipality property (such as laptops, cell phones, etc.) with their supervisor at the end of their last scheduled work day before the leave.
- b) In the event that an Employee has to start their leave earlier than was anticipated, the Employee must make arrangements with their supervisor to return the property as soon as it is possible to do so.

## **FAMILY RESPONSIBILITY LEAVE – Section 19**

### **19.1 – POLICY STATEMENT**

The Municipality of Temagami recognizes that there will be occasions when Employees are required to be away from work to care for or support a family member with an urgent situation. The Municipality supports Employees through this time with an unpaid leave of absence for a maximum of three (3) days in accordance to Ontario's Employment Standards Act (ESA).

### **19.2 - PURPOSE AND SCOPE**

The purpose of this policy is to:

- provide Employees with an overview of the family responsibility leave available under the ESA
- outline the roles and responsibilities of Employees and Supervisors

This policy applies to all Municipality Employees including but not limited to regular, temporary and contract Employees.

### **19.3 - PROVISIONS**

Most Employees have the right to take up to three days of unpaid job-protected leave each calendar year because of an illness, injury, medical emergency or urgent matter relating to certain relatives. This is known as family responsibility leave. Special rules apply to some occupations.

Employees are entitled to up to three family responsibility leave days per year after they have worked for an employer for at least two consecutive weeks. An Employee who missed part of a day to take the leave would be entitled to any wages they earned while working.

### **19.4 - ELIGIBILITY**

An Employee can take family responsibility leave for illnesses, injuries and medical emergencies for a specified family member as outlined in the *ESA*.

Generally, Employees are entitled to take the leave if a relative has a pre-planned (elective) surgery if it is for an illness or injury, even though it is scheduled ahead of time and not a medical "emergency."

Employees cannot take the leave for a relative who is having cosmetic surgery that isn't medically necessary or is unrelated to an illness or injury.

An Employee can also take family responsibility leave because of an "urgent matter". An urgent matter is an event that is unplanned or out of the Employee's control, and can cause serious negative consequences, including emotional harm, if not responded to.

Some examples of an "urgent matter" include:

- The Employee's babysitter calls in sick.
- The house of the Employee's elderly parent is broken into, and the parent is very upset and needs the Employee's help to deal with the situation.
- The Employee has an appointment to meet with their child's counsellor to discuss behavioural problems at school. The appointment could not be scheduled outside the Employee's working hours.

Some examples of events that do not qualify as an urgent matter:

- An Employee wants to leave work early to watch his daughter's soccer game.
- An Employee wants the day off to attend her sister's wedding as a bridesmaid.

### **19.5 - INFORMING SUPERVISOR OF NEED TO TAKE PERSONAL EMERGENCY LEAVE**

When an Employee requires a family responsibility leave day(s), the Employee will:

- Advise their supervisor before the start of their workday that they will be off for personal emergency leave
- If they are unable to notify their direct supervisor before they are required at work, they must do so as soon as possible
- When an Employee cannot reach their direct supervisor, the Employee must inform another member of Management of their absence
- Employees should give their supervisor an expected date of return
- Employees are not required to submit a medical note

In some circumstances another form of unpaid Leave of Absence may be available to Employees who require additional time off.

### **19.6 - JOB PROTECTION**

Employees should not fear that they will not have a job with the Municipality while on leave. Employees are entitled to be reinstated to their same position before the leave started, if it still exists, or to a comparable position if it does not.

### **19.7 - SENIORITY, SERVICE AND VACATION**

Seniority, service and vacation entitlement continue to accrue for Employees while taking family responsibility leave.

### **19.8 - BENEFITS**

The Municipality will continue to pay Employee contributions into certain benefits plans, unless the plan requires both employer and Employee contributions and/or you advise the Municipality in writing that you will not be paying your contributions.

### **19.9 - OMERS PENSION**

If an Employee wishes to maintain pension service credits they must pay the Employee's contributions for the duration of the leave. The Municipality will match these contributions. Payment to the Municipality must be made in a lump sum of the total.

### **19.10 - COMPLIANCE**

Failure to comply with this procedure will result in appropriate disciplinary action, up to and including dismissal.

## **FAMILY CAREGIVER LEAVE – Section 20**

### **20.1 – POLICY STATEMENT**

The Municipality of Temagami recognizes that there will be occasions when Employees are required to be away from work to care for or support a family member with a serious medical condition. The Municipality supports Employees through this time with an unpaid leave of absence for a maximum of eight (8) weeks in accordance to Ontario's Employment Standards Act (ESA).

### **20.2 - PURPOSE AND SCOPE**

The purpose of this policy is to:

- provide Employees with an overview of the family caregiver leave available under the ESA
- outline the roles and responsibilities of Employees and Supervisors

This policy applies to all Municipality Employees including but not limited to regular, temporary and contract Employees.

### **20.3 - PROVISIONS**

Under the ESA, an Employee is entitled to a leave of absence, without pay for up to eight (8) weeks to provide care or support to each specified family member who have a serious medical condition. The weeks do not have to be taken consecutively.

The Employee can take the leave in periods of less than a full week (e.g., one (1) day or a couple of days in a week), but if you take any time off for family caregiver leave in a week (Sunday to Saturday), you will be considered to have used up a full week of your total entitlement.

### **20.4 - ELIGIBILITY**

An Employee is eligible to take Family Caregiver leave if a qualified health practitioner issues a medical certificate stating that the family member has a serious medical condition, which may include chronic or episodic.

The medical certificate must name the individual and state that they have a serious medical condition. The certificate does not have to state what the medical condition is, it must state that it is serious. If the certificate states the period the individual has a medical condition, the certificate supports the Employees request for the leave during that period. If the certificate does not state a period, the date of issue until the end of the calendar year will be used as the time frame of the leave.

Employees must provide a copy of the certificate if requested by the Municipality. Employees can take

the Medical Certificate to Support Entitlement to Family Caregiver Leave, Family Medical Leave, and/or Critical Illness Leave to the medical practitioner to fill out, or any certificate that states that the patient has a serious medical condition can be used. All costs for medical certificates are the Employee's responsibility.

If two (2) or more Municipality Employees take Family Caregiver leave to care for or support the same family member, the total of the leaves taken by all Employees shall not exceed eight (8) weeks.

### **20.5 - NOTIFICATION**

Beginning the Leave



Employees must inform the Municipality in writing that they will be taking Family Caregiver leave prior to the leave commencing, or as soon as you can after the leave begins.

### Returning to Work

An Employee shall provide 48 hours' notice to their supervisor if they wish to return from the Family Caregiver Leave earlier than the expected return date.

Employees must return to work after the following dates:

- The last day of the week in which the family member dies
- Bereavement leave would now be in place (See section E-02)
- End of the eight (8) week entitlement

In some circumstances another form of unpaid Leave of Absence may be available to Employees who require additional time off.

### **20.6 - JOB PROTECTION**

Employees should not fear that they will not have a job with the Municipality while on leave. Employees are entitled to be reinstated to their same position before the leave started, if it still exists, or to a comparable position if it does not.

### **20.7 - SENIORITY, SERVICE AND VACATION**

Seniority, service and vacation entitlement continue to accrue for Employees while taking family caregiver leave.

### **20.8 - BENEFITS**

The Municipality will continue to pay Employee contributions into certain benefits plans, unless the plan requires both employer and Employee contributions and/or you advise the Municipality in writing that you will not be paying your contributions.

### **20.9 - OMERS PENSION**

If an Employee wishes to maintain pension service credits they must pay the Employee's contributions for the duration of the leave. The Municipality will match these contributions. Payment to the Municipality must be made in a lump sum of the total.

### **20.10 - COMPLIANCE**

Failure to comply with this procedure will result in appropriate disciplinary action, up to and including dismissal.

# **FAMILY MEDICAL LEAVE – Section 21**

## **21.1 – POLICY STATEMENT**

The Municipality of Temagami (Municipality) recognizes that there will be occasions when Employees are required to be away from work to provide care or support for a family member with a serious medical condition with a significant risk of death within the next 26 weeks. The Municipality supports Employees through this time with an unpaid leave of absence for a maximum of 28 weeks during a 52-week period in accordance to Ontario’s Employment Standards Act (ESA).

## **21.2 - PURPOSE AND SCOPE**

The purpose of this policy is to:

- provide Employees with an overview of the family medical leave available under the ESA
- outline the roles and responsibilities of Employees and Supervisors

This policy applies to all Municipality Employees including but not limited to regular, temporary and contract Employees.

## **21.3 - PROVISIONS**

Under the ESA, an Employee is entitled to the family medical leave of absence, without pay for up to 28 weeks to provide care or support to each specified family member. The 28 weeks do not have to be taken consecutively within a 52-week period.

If you are on a family medical leave and stop providing care or support before the end of the week, you are entitled to stay on leave for the remainder of the week. If you take any time off for family medical leave in a week (Sunday to Saturday), you will be considered to have used up one (1) full week of your 28-week entitlement.

## **21.4 - ELIGIBILITY**

An Employee is eligible to take Family Medical leave if a qualified health practitioner issues a medical certificate stating that the family member has a serious medical condition with a significant risk of death within 26 weeks.

Employees must provide a copy of the certificate if requested by the Municipality. Employees can take the Medical Certificate to Support Entitlement to Family Caregiver Leave, Family Medical Leave, and/or Critical Illness Leave to the medical practitioner to fill out, or any certificate that states that the patient has a serious medical condition with a significant risk of death within 26 weeks can be used. All costs for medical certificates are the Employee’s responsibility.

If two (2) or more Municipality Employees take Family Medical leave to care and support the same family member, the 28 weeks must be shared.

## **21.5 - NOTIFICATION**

### **Beginning the Leave**

Employees must inform the Municipality in writing that they will be taking Family medical leave before it begins, or as soon as you can after it begins.

### **Returning to Work**

An Employee shall provide 48 hours’ notice to their supervisor if they wish to return from the Family medical Leave earlier than the expected return date.

Employees must return to work after the following dates:

- The last day of the week in which the family member dies
- Bereavement leave would now be in place
- End of the 28-week entitlement

In some circumstances another form of unpaid Leave of Absence may be available to Employees who require additional time off.

#### **21.6 - JOB PROTECTION**

Employees should not fear that they will not have a job with the Municipality while on leave. Employees are entitled to be reinstated to their same position before the leave started, if it still exists, or to a comparable position if it does not.

#### **21.7 - SENIORITY, SERVICE AND VACATION**

Seniority, service and vacation entitlement continue to accrue for Employees while taking family medical leave.

#### **21.8 - EMPLOYMENT INSURANCE**

The Federal Employment Insurance Act provides eligible Employees with 26 weeks of benefits that are payable over the period that the Employee is off on such leaves to care for family member.

#### **21.9 - BENEFITS**

The Municipality will continue to pay Employee contributions into certain benefits plans, unless the plan requires both employer and Employee contributions and/or you advise the Municipality in writing that you will not be paying your contributions.

#### **21.10 - OMERS PENSION**

If an Employee wishes to maintain pension service credits they must pay the Employee's contributions for the duration of the leave. The Municipality will match these contributions. Payment to the Municipality must be made in a lump sum of the total.

#### **21.11 - COMPLIANCE**

Failure to comply with this procedure will result in appropriate disciplinary action, up to and including dismissal.

## **CRITICAL ILLNESS LEAVE – Section 22**

### **22.1 - POLICY STATEMENT**

The Municipality of Temagami (Municipality) recognizes that there will be occasions when Employees are required to be away from work to provide care or support to a critically ill minor child or adult who is a family member.

The Municipality supports Employees through this time with an unpaid leave of absence for a maximum of 37 weeks during a 52-week period for a minor child and 17 weeks for an adult in accordance to Ontario's Employment Standards Act (ESA).

### **22.2 - PURPOSE AND SCOPE**

The purpose of this policy is to:

- provide Employees with an overview of the critical illness leave available under the ESA
- outline the roles and responsibilities of Employees and Supervisors

This policy applies to all Municipality Employees including but not limited to regular, temporary and contract Employees.

### **22.3 - PROVISIONS**

Under the ESA, an Employee is entitled to the critical illness leave of absence, without pay for up to 37 weeks to provide care or support for a minor child and 17 weeks for an adult. The weeks do not have to be taken consecutively within a 52-week period.

The Employee can take the leave in periods of less than a full week (e.g., one (1) day or a couple of days in a week), but if you take any time off for critical illness leave in a week (Sunday to Saturday), you will be considered to have used up one (1) full week of your entitlement.

If the minor child or adult remains critically ill after the end of the 52-week period, the Employee may be eligible for additional leaves of up to 17 or 37 weeks in subsequent 52-week periods.

### **22.4 - ELIGIBILITY**

All Employees who have been employed with the Municipality for at least six (6) consecutive months and covered by the ESA are entitled to the critical illness leave.

An Employee is eligible to take critical illness leave if a qualified health practitioner

- issues a medical certificate stating that a minor child or adult is critically ill and requires the care or support of one or more family members, and
- sets out the period during which the minor child or adult requires the care or support.

Employees must provide a copy of the certificate if requested by the Municipality. Employees can take the Medical Certificate to Support Entitlement to Family Caregiver Leave, Family Medical Leave, and/or Critical Illness Leave to the medical practitioner to fill out, or any certificate that states that the patient is critically ill, requires the care or support of one or more family members, and sets out the duration the patient requires care or support can be used. All costs for medical certificates are the Employee's responsibility.

### **22.5 - NOTIFICATION**

#### **Beginning the Leave**

Employees must inform the Municipality in writing that they will be taking critical illness leave

before it begins, or as soon as you can after it begins. Employees must also provide a plan indicating the weeks they will be taking the leave. The Employee may change the dates of the leave with written notice to their supervisor.

### Returning to Work

An Employee shall provide 48 hours' notice to their supervisor if they wish to return from the critical illness Leave earlier than the expected return date.

Employees must return to work after the following dates:

- The last day of the week in which the family member dies
- Bereavement leave would now be in place
- End of the 37-week or 17-week entitlement

In some circumstances another form of unpaid Leave of Absence may be available to Employees who require additional time off.

### **22.6 - JOB PROTECTION**

Employees should not fear that they will not have a job with the Municipality while on leave. Employees are entitled to be reinstated to their same position before the leave started, if it still exists, or to a comparable position if it does not.

### **22.7 - SENIORITY, SERVICE AND VACATION**

Seniority, service and vacation entitlement continue to accrue for Employees while taking critical illness leave.

### **22.8 - EMPLOYMENT INSURANCE**

The Federal Employment Insurance Act provides eligible Employees with up to 35 weeks of benefits for caregivers of critically ill minor children or 15 weeks for critically ill adults.

### **22.9 - BENEFITS**

The Municipality will continue to pay Employee contributions into certain benefits plans, unless the plan requires both employer and Employee contributions and/or you advise the Municipality in writing that you will not be paying your contributions.

### **22.10 - OMERS PENSION**

If an Employee wishes to maintain pension service credits they must pay the Employee's contributions for the duration of the leave. The Municipality will match these contributions. Payment to the Municipality must be made in a lump sum of the total.

### **22.11 - COMPLIANCE**

Failure to comply with this procedure will result in appropriate disciplinary action, up to and including dismissal.

## **ORGAN DONOR LEAVE – Section 23**

### **23.1 – POLICY STATEMENT**

The Municipality of Temagami (Municipality) recognizes that Employees may choose to donate an organ and will be away from work to undergo surgery and recovery. The Municipality supports Employees through this time with an unpaid leave of absence for a maximum of 13 weeks in accordance to Ontario's Employment Standards Act (ESA).

### **23.2 - PURPOSE AND SCOPE**

The purpose of this policy is to:

- provide Employees with an overview of the organ donor leave available under the ESA
- outline the roles and responsibilities of Employees and Supervisors

This policy applies to all Municipality Employees including but not limited to regular, temporary and contract Employees.

### **23.3 - PROVISIONS**

Under the ESA, an Employee is entitled to the organ donor leave of absence, without pay for up to 13 weeks. This leave may be extended up to an additional 13 weeks, if the Employee is not yet able to perform the duties of their job. The maximum amount of time for organ donor leave is 26 weeks.

### **23.4 - ELIGIBILITY**

An Employee wishing to take organ donor leave must be employed with the Municipality for at least 13 weeks prior to starting the leave.

Organ donor leave begins on the day of the surgery, unless a medical certificate is provided from a qualified medical practitioner, stating a different date.

If the Employee chooses to extend the leave after the 13 weeks, a medical certificate must be provided starting the Employee is still unable to perform their duties because of organ donation and will be unable to do so for a period of time. All costs for medical certificates are the Employee's responsibility.

### **23.5 - NOTIFICATION**

Employees must give the Municipality written notice at least two (2) weeks prior to the start of the leave or if they are extending the leave. If that is not possible, notification in writing as soon as possible is required.

### **23.6 - JOB PROTECTION**

Employees should not fear that they will not have a job with the Municipality while on leave. Employees are entitled to be reinstated to their same position before the leave started, if it still exists, or to a comparable position if it does not.

### **23.7 - SENIORITY, SERVICE AND VACATION**

Seniority, service and vacation entitlement continue to accrue for Employees while taking organ donor leave.

### **23.8 - EMPLOYMENT INSURANCE**

The Federal Employment Insurance Act provides eligible Employees with up to 15 weeks of benefits that are payable over the period that the Employee is off on leave for organ donation.

Employees are also encouraged to apply for benefits from the Program for Reimbursing Expenses of Living Organ Donors (PRELOD). For more information on this program visit <https://www.giftoflife.on.ca/en/>.

### **23.9 - BENEFITS**

The Municipality will continue to pay Employee contributions into certain benefits plans, unless the plan requires both employer and Employee contributions and/or you advise the Municipality in writing that you will not be paying your contributions.

### **23.10 - OMERS PENSION**

If an Employee wishes to maintain pension service credits they must pay the Employee's contributions for the duration of the leave. The Municipality will match these contributions. Payment to the Municipality must be made in a lump sum of the total.

### **23.11 - COMPLIANCE**

Failure to comply with this procedure will result in appropriate disciplinary action, up to and including dismissal.

## **RESERVIST LEAVE – Section 24**

### **24.1 – POLICY STATEMENT**

The Municipality of Temagami (Municipality) recognizes that Employees who are military reservists may be deployed to international or operations within Canada. The Municipality supports Employees through this time with an unpaid leave of absence in accordance to Ontario's Employment Standards Act (ESA).

### **24.2 - PURPOSE AND SCOPE**

The purpose of this policy is to:

- provide Employees with an overview of the reservist leave available under the ESA
- outline the roles and responsibilities of Employees and Supervisors

This policy applies to all Municipality Employees including but not limited to regular, temporary and contract Employees.

### **24.3 - PROVISIONS**

Under the ESA, an Employee is entitled to the reservist leave of absence, without pay for the time necessary to engage in the operation. If the operation is out of Canada, the leave includes pre-deployment and post- deployment activities required by the Canadian Forces.

### **24.4 - ELIGIBILITY**

An Employee going on reservist leave must be employed with the Municipality for at least six (6) consecutive months prior to starting the leave.

### **24.5 - NOTIFICATION**

Employees must give the Municipality written notice at least two (2) weeks prior to the start of the leave. In addition, the Employee must advise the Municipality of the duration of the leave.

The Municipality may request proof that the reservist is entitled to the leave, the reservist must provide the Municipality with a document from the reservist's commanding officer. Such proof must be provided within three (3) weeks after the leave starts, if the circumstances allow.

The Municipality may postpone the Employee's return to work date by two (2) weeks in order to make return to work arrangements.

### **24.6 - JOB PROTECTION**

Employees should not fear that they will not have a job with the Municipality while on leave. Employees are entitled to be reinstated to their same position before the leave started, if it still exists, or to a comparable position if it does not.

### **24.7 - SENIORITY, SERVICE AND VACATION**

Seniority, service and vacation entitlement continue to accrue for Employees while on leave.

### **24.8 - BENEFITS**

The Employee will not receive Municipality benefits while on reservist leave. Benefits will start again when the two (2) week notice period prior to the Employee returning to work starts.

### **24.9 - OMERS PENSION**



If an Employee wishes to maintain pension service credits they must pay the Employee's and employer's contributions for the duration of the leave. Payment to the Municipality must be made in a lump sum of the total.

**24.10 - COMPLIANCE**

Failure to comply with this procedure will result in appropriate disciplinary action, up to and including dismissal.

## **DOMESTIC or SEXUAL VIOLENCE LEAVE – Section 25**

### **25.1 – POLICY STATEMENT**

While employed at The Municipality of Temagami (Municipality), in accordance to Ontario's Employment Standards Act (ESA), the Municipality will provide the necessary support to an Employee or an Employee's child who has experienced or been threatened with domestic or sexual violence.

### **25.2 - PURPOSE AND SCOPE**

The purpose of this policy is to:

- provide Employees with an overview of the domestic or sexual violence leave available under the ESA
- outline the roles and responsibilities of Employees and Supervisors

This policy applies to all Municipality Employees including but not limited to regular, temporary and contract Employees.

### **25.3 - PROVISIONS**

Under the ESA, an Employee may take up to 10 days and/or 15 weeks of leave within a calendar year. The first five (5) days of the leave taken within the year will be paid, and the rest are unpaid. There is no pro-rating of the 10-day entitlement. Employees cannot carry over unused domestic or sexual violence leaves into the next calendar year.

Employees can take the leave in part days, full days or in periods of more than one day. If an Employee only takes a part day, this will be considered as taking a full day.

The 15 weeks of the leave can be taken consecutively or separately.

### **25.4 - ELIGIBILITY**

Employees must be employed with the Municipality for at least 13 weeks before starting the leave. The leave may only be taken for a reason relating to the violence or threat of violence against the Employee or the Employee's child including:

- Seeking medical attention for a physical or mental injury or disability caused by the violence
- Obtaining services from a victim services organization
- Receiving psychological or other professional counselling
- Relocating, either temporarily or permanently
- Seeking legal or law enforcement assistance, including participation in a criminal or civil trial

An Employee is not entitled to this leave if the act(s) of domestic or sexual violence were committed by the Employee.

### **25.5 - NOTIFICATION**

If an Employee plans to take one (1) or more days from the 10-day period, the Employee must tell their supervisor that they will be doing so before starting the leave. If prior notice can't be given, the Employee must provide notice as soon as possible after starting the leave. Notice does not have to be in writing for the 10 days period.

Written notice must be given, if an Employee plans to take one (1) or more weeks or part weeks from the 15- week entitlement, before taking the leave. If the Employee can't give notice, notice must be given to the Municipality in writing as soon as possible after starting the leave.

For both types of leave, the Employee has to give notice every time the leave is taken.

#### **25.6 - JOB PROTECTION**

Employees should not fear that they will not have a job with the Municipality while on leave. Employees are entitled to be reinstated to their same position before the leave started, if it still exists, or to a comparable position if it does not

#### **25.7 - SENIORITY, SERVICE AND VACATION**

Seniority, service and vacation entitlement continue to accrue for Employees while on leave.

#### **25.8 - BENEFITS**

The Municipality will continue to pay Employee contributions into certain benefits plans, unless the plan requires both employer and Employee contributions and/or you advise the Municipality in writing that you will not be paying your contributions.

#### **25.9 - OMERS PENSION**

If an Employee wishes to maintain pension service credits they must pay the Employee's contributions for the duration of the leave. The Municipality will match these contributions. Payment to the Municipality must be made in a lump sum of the total.

#### **25.10 - COMPLIANCE**

Failure to comply with this procedure will result in appropriate disciplinary action, up to and including dismissal.

# **CHILD DEATH LEAVE and CRIME-RELATED CHILD DISAPPEARANCE LEAVE – Section 26**

## **26.1 - POLICY STATEMENT**

While employed with The Municipality of Temagami (Municipality), in accordance to Ontario's Employment Standards Act (ESA), the Municipality will provide the necessary support to Employees whose child dies or is involved in a crime related child disappearance.

## **26.2 - PURPOSE AND SCOPE**

The purpose of this policy is to:

- provide Employees with an overview of the child death leave and crime-related child disappearance leave available under the ESA
- outline the roles and responsibilities of Employees and Supervisors

This policy applies to all Municipality Employees including but not limited to regular, temporary and contract Employees.

## **26.3 - PROVISIONS**

Under the ESA, an Employee is entitled to child death or crime-related child disappearance leave of absence, without pay for up to 104 weeks. This leave begins the week the child died or disappeared and must be taken in a single period.

The total amount of child death leave or crime related child disappearance leave taken by one (1) or more Employees for the same death is 104 weeks. The Employees can take the leave at the same time or at different time. The sharing requirement applies whether or not the Employees work for the same employer.

## **26.4 - ELIGIBILITY**

Employees must be employed with the Municipality for at least six (6) consecutive months.

An Employee is not entitled to this leave if the child died or disappeared as a result of a crime that the Employee is charged with, or if it is probable, considering the circumstances, that the child was a party to the crime.

## **26.5 - NOTIFICATION**

Employees must provide written notice that they will be taking this leave and provide a plan indicating the weeks in which the leave will be taken.

## **26.6 - JOB PROTECTION**

Employees should not fear that they will not have a job with the Municipality while on leave. Employees are entitled to be reinstated to their same position before the leave started, if it still exists, or to a comparable position if it does not.

## **26.7 - SENIORITY, SERVICE AND VACATION**

Seniority, service and vacation entitlement continue to accrue for Employees while on leave.

## **26.8 - FEDERAL INCOME SUPPORT**

An Employee who takes time away from work because of the crime-related death or crime related

child disappearance of their child may be eligible for the Federal Income Support for Parents of Murdered or Missing Children grant. For information about this grant, visit Service Canada's website.

### **26.9 - BENEFITS**

The Municipality will continue to pay Employee contributions into certain benefits plans, unless the plan requires both employer and Employee contributions and/or you advise the Municipality in writing that you will not be paying your contributions.

### **26.10 - OMERS PENSION**

If an Employee wishes to maintain pension service credits they must pay the Employee's contributions for the duration of the leave. The Municipality will match these contributions. Payment to the Municipality must be made in a lump sum of the total.

### **26.11 - COMPLIANCE**

Failure to comply with this procedure will result in appropriate disciplinary action, up to and including dismissal.

# **JURY DUTY AND WITNESS DUTY LEAVE – Section 27**

## **27.1 - POLICY STATEMENT**

The Municipality of Temagami (Municipality) recognizes that Employees may be called upon for Jury or Witness Duty. Employees subpoenaed to act as Jurors or Witnesses in criminal or civil court or at a Coroner's Inquest shall be granted a leave of absence with pay for such purpose.

## **27.2 - PURPOSE STATEMENT**

To define the procedure for leave of absence for employees who are called to serve on jury duty or who are subpoenaed to appear in a court as a witness.

## **27.3 - PROCEDURE**

1. When an employee is required to attend court in connection with official duties (i.e. court duty), no leave is required. Fees received as a witness while serving in an official capacity shall be turned over to the Finance department. If the court is on a day that would normally be an off-day, the time is to be considered in the same manner as if employee were off work.
2. Employees who are required to serve as jurors (i.e. jury duty) or are subpoenaed to appear in court (i.e. witness duty) will be granted leave of absence for that purpose and will have their normal pay continued for the time served. The Municipality will continue to contribute the employer's portion of benefit for the duration of jury duty leave.
3. At the conclusion of an employee's jury or witness duty, the employee shall obtain a certificate of attendance showing the period of duty, and the compensation received shall be turned over to the Finance department.
4. An employee who is a party (plaintiff or defendant) in a personal court proceeding is not considered as a "witness", therefore vacation leave must be used or leave without pay for purpose of attending court.
5. Any travel allowance and expenses paid to the employee other than compensation may be retained by the employee.
6. Employees should report back to work as soon as jury duty is completed.

## **27.4 - RESPONSIBILITIES**

Employees are responsible for:

- informing supervisor upon receipt of notification of jury or witness duty;
- keeping supervisor informed of jury or witness duty status;
- requesting proof of service of jury or witness duty from court.

Supervisors are responsible for:

- monitoring time employee is on jury or witness duty leave;
- sending the court notices or summons for jury duty and the proof of jury or witness duty service to the Staff Member responsible for Human Resources.

## **27.5 - PURPOSE AND SCOPE**

The purpose of this policy is to:

- provide Employees with an overview of Jury or Witness Duty leave
- outline the roles and responsibilities of Employees and Supervisors

This policy applies to all Municipality Employees including but not limited to regular, temporary and

contract Employees.

### **27.6 - JOB PROTECTION**

Employees should not fear that they will not have a job with the Municipality while on leave. Employees are entitled to be reinstated to their same position before the leave started, if it still exists, or to a comparable position if it does not.

### **27.7 - SENIORITY, SERVICE AND VACATION**

Seniority, service and vacation entitlement continue to accrue for Employees while on leave.

### **27.8 - BENEFITS**

The Municipality will continue to pay Employee contributions into certain benefits plans, unless the plan requires both employer and Employee contributions and/or you advise the Municipality in writing that you will not be paying your contributions.

### **27.9 - OMERS PENSION**

If an Employee wishes to maintain pension service credits they must pay the Employee's contributions for the duration of the leave. The Municipality will match these contributions. Payment to the Municipality must be made in a lump sum of the total.

### **27.10 - COMPLIANCE**

Failure to comply with this procedure will result in appropriate disciplinary action, up to and including dismissal.

# **PERSONAL LEAVE OF ABSENCE AND OTHER LEAVES –**

## **Section 28**

### **28.1 - POLICY STATEMENT**

The Municipality of Temagami (Municipality) recognizes that Employees may have other reasons to be away from the workplace aside from what is legislated in the Employment Standards act.

### **28.2 - PERSONAL LEAVE OF ABSENCE**

Council may, at its sole discretion, grant employees leave of absences without pay for a maximum period of three (3) months. Longer periods may be considered for training and development purposes.

Prior to taking such leave of absence, an employee shall obtain permission to do so in writing from Council. The request for leave shall include a general reason, absence start date and return to work date.

Should an employee on such a leave of absence fail to report for duty on or before the first working day following the expiration date of the leave of absence, they may be subject to termination of their employment.

Leaves of absence under this section shall not be granted for the purpose of engaging in employment outside the services of the Employer.

### **28.3 - VOTING LEAVE**

The Employer will comply with applicable legislation related to afford employees the required clear time off with pay prior to the poll closing in Federal, Provincial and Municipal elections.

### **28.4 - VOLUNTEER SERVICE LEAVE**

The Municipality recognizes the benefits of performing volunteer service within the community. Time off will be granted, subject to the needs of the Municipality, for employees to participate in volunteer activities. The employees may take this as unpaid leave or, if they have time banked, they may use banked time to cover the leave. The exception being that any Municipal employees who are volunteer fire fighters for this municipality will be excused to respond to emergency calls and be paid their regular municipal wage instead of the fire department honorarium. This exception does not, however, apply to any training related activities. Attendance at training meetings or conferences will be subject to the same conditions as other volunteer services.

### **28.5 - JOB PROTECTION**

Employees should not fear that they will not have a job with the Municipality while on leave. Employees are entitled to be reinstated to their same position before the leave started, if it still exists, or to a comparable position if it does not.

### **28.6 - SENIORITY, SERVICE AND VACATION**

Seniority, service and vacation entitlement continue to accrue for Employees while on leave.

### **28.7 - BENEFITS**

The Employee will not receive Municipality benefits while on such leave. Benefits will start again when the two (2) week notice period prior to the Employee returning to work starts.



**28.8 - OMERS PENSION**

If an Employee wishes to maintain pension service credits they must pay the Employee's and employer's contributions for the duration of the leave. Payment to the Municipality must be made in a lump sum of the total.

**28.9 - COMPLIANCE**

Failure to comply with this procedure will result in appropriate disciplinary action, up to and including dismissal.

## **GRIEVANCE RESOLUTION – Section 29**

### **29.1 - POLICY STATEMENT**

The Municipality of Temagami recognizes the importance of providing a safe avenue for employees to bring forward concerns of any nature related to their employment.

### **29.2 - GENERAL**

Employees may 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 immediate supervisor. If the issue cannot be resolved at this level, The Corporation of the Municipality of Temagami encourages employees to contact the Staff Member responsible for Human Resources for proper procedure within the Human Resource Policy.

Where minor infractions or minor complaints can be resolved amicably between the individuals, this is typically the most desirable solution.

### **29.3 - PROCESS**

Complaints will be dealt with in accordance with the following procedures:

#### Step One

Any disputes, controversies or suggestions should first be discussed by the employee and the immediate Supervisor. Such discussions are to take place in private. This shall be documented by the supervisor immediately upon complaint.

Documentation of verbal and written complaints will be placed in the employee's personnel file. At any time, the Supervisor may call upon the CAO/Treasurer to help resolve the complaint.

#### Step Two

The Supervisor investigates and provides a solution or an explanation to the employee(s) within a reasonable timeframe.

If in the event the supervisor fails to respond to the complaint, the employee may refer the complaint, in writing, to the CAO/Treasurer.

#### Step Three

If a satisfactory solution has not been agreed upon, the employee or Supervisor may request that the complaint be reviewed by the CAO/Treasurer.

#### Step Four

If the CAO/Treasurer 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.

### **29.4 - ANONYMOUS REPORTING**

Employees who observe, learn of, or, in good faith, suspect a violation of the Standards of Conduct of The Corporation of the Municipality of Temagami should immediately report the violation.

The Municipality recognizes the potential need for anonymity of an employee who reports issues such as harassment or fraud. Where such a need exists, an employee may make the report

directly to the Municipality's lawyer, who will protect the employee's anonymity in accordance with lawyer-client privilege. The lawyer will inform the appropriate Municipal officer who will investigate the matter. If the matter is substantiated then discipline will proceed in accordance with Municipal policies.

### **29.5 - SPECIAL CIRCUMSTANCES**

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

If the employee's direct supervisor is the CAO/Treasurer and the issue is of a personal or sensitive nature, the employee may elect to refer the matter, in writing, to the confidential attention of Head of Council. The Mayor will determine steps for dealing with the matter with Council as deemed appropriate. Council's decision is final.

## **PROGRESSIVE DISCIPLINE POLICY – Section 30**

### **30.1 – POLICY STATEMENT**

The Municipality of Temagami (Municipality) has adopted a policy of progressive discipline to ensure that Employees have the opportunity to correct any performance or behavioural problems that may arise. The Municipality has established a set of reasonable rules and guidelines for Employees to follow. These have not been put in place to restrict the freedoms of our Employees, but rather they are in consideration of their safety, and the overall protection of Employees, property, and our business practices.

### **30.2 - PURPOSE & SCOPE**

The Municipality will work with Employees in order to assist them in correcting behaviours, attitudes, or actions that could have harmful results to their employment.

This policy applies to all full-time, part-time, and contract Employees.

### **30.3 - PROCESS**

In the event that an Employee of the Municipality violates Municipality policy or exhibits problematic behaviour, a system of progressive discipline shall be utilized.

Progressive Discipline can be used to address all of the following issues:

- Performance: not meeting standards, missing deadlines, or not participating in group projects;
- Attendance: arriving late, leaving early, or missing days;
- Conduct: rude jokes or unprofessional attire or comments; and
- Health and Safety: not complying with the standards, unsafe practices, or not using appropriate personal safety equipment.

Employees will be given three (3) opportunities to correct the unwanted behaviour, unless the behaviour or concern is one of a severe nature, in which case, progressive discipline can be accelerated to match the violation.

Typically, progressive discipline will progress through the following steps:

- Verbal Warning – formal
- Written Warning – formal
- Final Written Warning with Possible Suspension – formal
- Termination

With each violation or apparent problem, the Employee will be provided with a written document to:

- Alert them to the problem, provide a reiteration of the correct Municipality policy regarding the violation,
- Advise them of the consequences associated with further infractions, and
- Provide a suggestion towards a method of improvement.

All formal warnings will be kept on file for a period of 24 months. If no further discipline happens within the

time period, the warning will become inactive. If further offences relating to the issue have taken

place, the warning will be attached to the next set of progressive disciplinary actions.

Degrees of discipline shall be used in relation to the problem at hand. As the situation dictates, based on the past performances of the Employee, and the seriousness of the violation, the Municipality reserves the right to skip the disciplinary process and move straight to termination where necessary.

### **30.4 - INVESTIGATION AND DOCUMENTATION**

All violations or alleged violations will be properly investigated and documented by a manager, and the Staff Member responsible for Human Resources. All formal measures that have been taken within the progressive discipline process will be documented and kept in the Employee's personnel file.

### **30.5 - SUSPENSION AND REVIEW PERIOD**

During the final written warning, an Employee may be suspended and/or put on review.

**Suspension:** Employees put on suspension will be excluded without pay from the workplace for a period of one to three (1-3) days depending on the violation. Typically, suspension will be for three (3) days unless the Employee is required at work to complete projects or perform required duties.

**Review:** Employees may be put on a review period following the final written warning. The review period will last three (3) months. During the review period the Employee will be excluded from wage increases and advancement and is discouraged from taking vacation.

### **30.6 - TERMINATION OF EMPLOYMENT**

Termination of employment with the Municipality may occur following an Employee committing multiple violations of Municipality policy, after the logical steps for progressive disciplinary action have been taken or immediately following a severe violation.

### **30.7 - APPEALS**

In the event that an Employee feels that they have been wrongfully accused, or disciplined, they may file a written appeal with the Staff Member responsible for Human Resources. Written appeals must contain:

- Details of the discipline;
- Events surrounding the discipline;
- Why the Employee feels the discipline is not warranted or appropriate.

The Staff Member responsible for Human Resources shall review with the CAO/Treasurer and respond to all written appeals within ten (10) business days.

### **30.8 - SUSPENSION WITH PAY – PENDING INVESTIGATION**

In the event that a Municipality Employee is placed on suspension pending the results of an investigation, the Employee will be notified of the decision, a stated timeline for the investigation and the actions that predicated the decision.

This form of suspension is not disciplinary but is intended to allow the Municipality the time to examine the issues thoroughly and to determine appropriate action. Should the investigation not be completed during the stated timeline, the Municipality reserves the right to extend the suspension, as necessary.

During the course of the investigation, the suspended Employee will be provided with the details of the allegations and given an opportunity to respond to them. The suspended Employee must ensure that they are available for interviews during this period. If the suspended Employee fails to make themselves available, the Municipality will proceed with the investigation and make a determination based on the information available.

The suspended Employee will have the right to legal representation or a Municipality representative present at any such interview, and will be given 24 hours' notice prior to any interviews taking place.

Any Municipality Employee who is placed on suspension with pay will be required to temporarily turn over their office keys, key fobs and Municipality id badge and credit cards. Any and all Municipality property, business information, and confidential information are to remain at the worksite. In the event that any Employee placed on suspension with pay maintains any files or equipment at their residence which are the property of Municipality, they will be required to turn these items over to a Municipality representative, until such time as the investigation is completed.

Employees placed on suspension with pay should not have contact with anyone from the office other than their designated point of contact.

### **30.9 - CONFIDENTIALITY**

Progressive discipline is a private issue between the organization, manager and Employee. The manager and the Staff Member responsible for Human Resources should never discuss progressive discipline warnings with other Employees. If questions are asked about an Employee's absences, conduct or quality of work, the manager and the Staff Member responsible for Human Resources will respond to those questions in a professional manner that respects the privacy of the Employee.

### **30.10 - ACKNOWLEDGMENT AND AGREEMENT**

All Employees are required to sign an Acknowledgement and Agreement form for this policy. The signed form will be kept in the Employee's personnel file.

# **ANTI-THEFT POLICY – Section 31**

## **31.1 - POLICY STATEMENT**

The Municipality of Temagami (Municipality) will not tolerate the theft of its property, either physical or intellectual, or the property of any Employee or visitor on our premises. Theft is a criminal offence and a serious violation of the Municipality's standards of conduct and will result in either the immediate suspension or termination of employment and potential criminal prosecution.

Any Municipal property issued to employees, such as vehicles, tools, computer equipment, keys, parking passes, telephone or credit cards, must be returned to The Corporation of the Municipality of Temagami at the time of termination. Employees will be responsible for any lost or damaged items.

## **31.2 - PURPOSE & SCOPE**

The Municipality expects all Employees to act honestly and with integrity, and will not tolerate any acts of theft in the workplace. This policy applies to all full-time, part-time, casual and contract Employees.

## **31.3 - PROVISIONS**

Theft of Municipality property affects everyone. Theft decreases morale and the overall safety of Employees, their identities and their belongings. Also, additional expenses related to unnecessary theft recovery, replacement of products, investigations, surveillance materials, and audits, such unnecessary expense also reduces funds that could otherwise be available for enhancements to benefits, salaries and improvements to the property, for attracting and hiring new Employees, as well as for charities and worthwhile programs.

## **31.4 - ACTIONS AND ALLEGATIONS**

When dealing with allegations of theft, the action taken will depend upon the nature of the concern, and may be subject to:

- Investigation internally by Municipality Staff, or Internal Audit; and/or
- Police involvement.

## **31.5 - INVESTIGATION**

The Municipality will aggressively pursue any theft on our premises, and will prosecute violations to the fullest extent of the law.

## **31.6 - REPORTING**

Any Employee who witnesses a theft or has a reasonable suspicion of theft taking place is required to report the incident(s) immediately to their supervisor.

All reports will be treated as strictly confidential, and reporters will be protected from reprisal. Reports may also be made anonymously.

Failure to report any theft on Municipality property will be viewed as both gross-negligence of duties and as an accessory to the crime, and will be subject to legal or corrective action.

## **31.7 - DISCIPLINE**

As theft is a serious criminal offence, and an egregious violation of Municipality policy. The Municipality employs a Zero Tolerance policy towards theft. Any Employee, visitor, contractor or

guest that is found to have violated the anti-theft policy will be prosecuted to the full extent of the law, and they will be subject to an immediate suspension, or their employment will be terminated with cause, without compensation.



## **TERMINATION of EMPLOYMENT POLICY – Section 32**

### **32.1 - POLICY STATEMENT**

The Municipality of Temagami (Municipality) shall ensure that Employees receive fair and reasonable treatment when termination is deemed necessary, inclusive of voluntary termination such as resignation.

### **32.2 - PURPOSE AND SCOPE**

The Municipality employs this policy to ensure that the termination of Employees is handled with due diligence, and with a minimum disruption to Municipality business. This policy is designed to define the types of Employee termination, the responsibilities of terminated Employees, the subsequent Human Resource actions required, and information regarding Employee benefits. This policy applies to all full-time, part-time and contract Employees.

### **32.3 - TERMINATION CLASSIFICATIONS**

The Municipality classifies termination of employment as:

- a) **Administrative:** Administrative terminations are generally due to retirement, failure to return to work in a timely manner after an approved leave of absence, permanent or long-term disability where the Employee is unable to perform their job duties (with or without reasonable accommodation), or the death of an Employee.
- b) **Voluntary:** Voluntary terminations are due to voluntary resignation by the Employee. In the event of a voluntary termination of employment, managers should attempt to retain the Employee if it is in the best interests of the Municipality. If this is not possible, the manager shall attempt to determine the Employee's specific reason for leaving.  
Resignations should be confirmed by the Employee's department in writing, are binding on the Employee and the Municipality, and cannot be changed except by mutual agreement. As per each Employee's contract, the Municipality requires Employees voluntarily resigning their positions give at least two (2) weeks' written notice to allow the Municipality time to find a suitable replacement.  
Failure to give adequate notice may result in a "not able-to-rehire" status.
- c) **Involuntary:** Involuntary terminations are generally due to unsatisfactory performance, misconduct, layoff due to reduction or reorganization of the work force, or failure to meet the expectations of the Municipality. The Municipality reserves the right to terminate an Employee with or without cause and with applicable Notice provisions (or if applicable Severance in Ontario or under the Canada Labour Code) in accordance with applicable laws.  
Job abandonment is a form of Just Cause dismissal and shall be defined as an Employee's failure to report back to work after three consecutive business days missed without prior notification to a supervisor.  
The Municipality will take an Employee's service record into consideration prior to any involuntary termination. In the event that the Employee has previously proven to be a valuable Municipality asset, the Municipality may explore the possibility of a demotion, or transfer.

With the exception of termination of employment due to layoff, position elimination, lack of work, or other non-performance related rationale, if an Employee is involuntarily terminated, they may not be eligible for rehire.

In all categories of termination, the Employee will be paid all accrued, unused vacation pay through

the last date of employment. The Employee will receive their final paycheque in accordance with applicable federal and provincial laws.

### **32.4 - RESPONSIBILITIES**

Any termination whether voluntary or involuntary will be dealt with by the CAO/Treasurer, Department Head and the Staff Member responsible for Human Resources.

Terminated Employees:

- Employees are expected to return all Municipality property, including (but not limited to) desk keys, key fobs and Municipality identification.
- All Employee's privy to Municipality confidential information must be debriefed no later than their last full day of employment.

Supervisor Responsibility:

Whenever possible, Municipality Supervisors will give warnings pertaining to unwanted behaviour. In the event that the Employee fails to correct the behaviour, or violates Municipality policy in other respects, they may incur disciplinary action up to and including termination. Depending on the severity of the offence, an Employee may be terminated without warning.

Managers will inform the Employee of the rationale for their termination of employment.

Human Resources Responsibility

All Staff members leaving the Municipality on a voluntary basis normally will be interviewed by the Staff Member responsible for Human Resources. It is the responsibility of the Staff Member responsible for Human Resources to arrange the exit interview.

The Staff Member responsible for Human Resources will arrange with Payroll to disburse all final monies owing to the Employee and discuss arrangements with respect to benefits on the last working day. Upon notice of an Employee's resignation/termination, managers must immediately alert the Staff Member responsible for Human Resources to the change in personnel, along with all pertinent information (e.g. reason for leaving, last day of work, etc.).

Payroll will prepare a Record of Employment for the departing Employee. The Staff Member responsible for Human Resources shall supervise the terminated Employee's exit-procedure.

- The return of Municipality property;
- When appropriate, conduct an exit interview. The exit interview allows the terminated Employee to openly disseminate information pertaining to their work experiences at the Municipality. These interviews will be held in confidence. The Municipality shall compile pertinent information from exit interviews to create feedback which may be used for future considerations towards Municipality policy, and Management directives.

### **32.5 - EMPLOYEE BENEFITS**

All health, dental coverage, short- and long-term disability and life insurance will be stopped on the last day of employment, or if applicable, up to the end of the notice period unless otherwise agreed upon in a written separation agreement.

### **32.6 - GRATUITOUS PAYMENTS**

Gratuitous payments may be granted at the discretion of Municipality. In the event that a gratuitous payment is granted, it shall be based on the length of service given to the Municipality, level of

responsibility, and the rationale for separation, etc.

### **32.7 - ACKNOWLEDGMENT AND AGREEMENT**

All Employees are required to sign an Acknowledgement and Agreement form for this policy. The signed form will be kept in the Employee's personnel file.

## **EXIT INTERVIEW POLICY – Section 33**

### **33.1 - PURPOSE**

The purpose of this policy is to identify workplace, organizational or Human Resources factors that have contributed to an Employee's decision to leave the Municipality of Temagami (Municipality). This will assist the Municipality in identifying any trends requiring attention or any opportunities for improvement on the municipality's behalf.

### **33.2 - SCOPE**

This policy applies to all full-time Employees. Those exempt are temporary Employees, and Employees discharged with cause.

### **33.3 - PRIOR TO EXIT INTERVIEW**

- a) Once the Employee confirms their departure from the Municipality, the Staff Member Responsible for Human Resources will contact the Employee and schedule an exit interview.
- b) The Staff Member Responsible for Human Resources will forward a copy of the Exit Interview Questionnaire to the Employee. The Employee will complete the questionnaire and return to the Staff Member Responsible for Human Resources prior to their Exit Interview.

### **33.4 - EXIT INTERVIEW**

- a) The CAO/Treasurer, or the Staff Member Responsible for Human Resources, or the employees direct supervisor will conduct an exit interview with the Employee, at the discretion of the CAO/Treasurer.
- b) The Employee will be given an opportunity to discuss any concerns and/or information they feel that would be beneficial for the Municipality to know about their employment experience with the Municipality.
- c) The Interview will be conducted on the Exit Interview Form.
- d) A copy of the completed Exit Interview Questionnaire and Exit Interview Form will be kept in the Employee's personnel file.

# **WORKPLACE DISCRIMINATION, HARASSMENT AND WORKPLACE VIOLENCE POLICY - Section 34**

## **34.1 - POLICY STATEMENT**

In compliance with the Human Rights Code and the Occupational Health and Safety Act, The Corporation of the Municipality of Temagami (the Municipality), has an obligation and responsibility to provide a work environment that is free of discrimination, workplace harassment, workplace sexual harassment and workplace violence as defined under the Human Rights Code (the Code) and the Occupational Health and Safety Act (the OHSA).

Discrimination, harassment, sexual harassment, and workplace violence are considered to be unacceptable and a form of employment misconduct. The Municipality of Temagami will make every reasonable effort to ensure that no one is subject to it. The Municipality takes very seriously its responsibility to foster and maintain a positive working environment with mutual respect for all and wishes to make it clear that it will neither tolerate nor condone behaviour that is likely to undermine the dignity or self-esteem of any individual or create an intimidating, hostile or offensive workplace. Therefore, individuals who violate this Policy are subject to disciplinary and/or corrective action up to and including termination of employment.

## **34.2 - PURPOSE**

The intent of this policy is to ensure that the Municipality of Temagami maintains its adherence to the spirit and provisions of the Human Rights Code and the Occupational Health and Safety Act, to encourage appropriate behaviour in the workplace and provide a mechanism for persons to bring forward concerns and issues related to harassment, sexual harassment, workplace violence and discrimination, should they arise in the workplace.

## **34.3 - SCOPE OF THIS POLICY**

This policy applies to all employees of the Corporation of the Municipality of Temagami, volunteers, members of Council and anyone involved with the business of the Municipality, to provide assurance that they can undertake their duties in the workplace, free from discrimination, workplace violence, harassment and sexual harassment, as defined under the Human Rights Code and the OHSA.

## **34.4 - THE WORKPLACE**

The workplace is not only confined to the various offices and work locations of the Municipality. It also includes washrooms, lunchrooms, outside work sites, on-road vehicles and any other location where the business of the Municipality is being conducted.

Harassment and discrimination which occur outside the workplace (e.g.: office-related social functions, luncheon meetings, work-related travel) but are an extension of work or duties performed and which can have repercussions in the work environment, are also covered by this policy.

## **34.5 - RESPONSIBILITIES UNDER THIS POLICY**

The Municipality is responsible for ensuring that corporate policy, practices and conduct comply with the provisions of the Human Rights Code and the OHSA.

- Making sure that all those protected by the policy are fully aware of the policy, their rights and protections under this policy, the Code and the OHSA.
- Creating an environment that encourages prospective complainants to report all incidents of discrimination and harassment.

- Ensuring that all discrimination and harassment complaints can be and are resolved quickly, fairly and in a sensitive manner.
- Investigating that is appropriate in the circumstances.

Management personnel have the responsibility to:

- Protect all employees from discrimination and harassment and prohibit such activity from occurring in the workplace.
- Immediately initiate action upon receipt of, or even prior to, any actual complaint, where discrimination or harassment is known to have taken place.
- Take corrective or disciplinary action where a violation of this policy has been found to have occurred.

Employees/Council Members/Volunteers/Others:

All Municipality employees and those persons involved with or undertaking Municipality business have the responsibility of maintaining a positive and business-like workplace and ensuring that the work environment is free from discrimination and harassment. Every employee is discouraged from and directed to not engage in any activity that may be perceived as constituting discrimination or harassment.

### **34.6 - DEFINITIONS**

Discrimination - The Human Rights Code ("the Code") states that it is public policy in Ontario to recognize the dignity and worth of every person and to provide for equal rights and opportunities without discrimination.

Section 5(1) of the Code states:

“Every person has a right to equal treatment with respect to employment without discrimination because of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex (including pregnancy, gender identity), sexual orientation, age, and record of offences, marital status, family status or handicap.”

The Municipality of Temagami is obligated to ensure that no discrimination or unequal treatment, based on the prohibited grounds or types of discrimination as outlined above, occurs in the workplace.

Discrimination can be intolerant behaviours towards individuals or groups. The behaviour can be direct (e.g. denying jobs based on colour, race, sex or disability) or systemic (e.g. utilizing job testing that is culturally-biased, height or weight restrictions for particular positions). Discrimination may come from an individual or through systems and attitudes held by an organization. Actions do not have to be intentionally committed to be considered discriminatory or a possible Code violation.

Harassment - Harassment is one form of discrimination and it is illegal under the Human Rights Code.

Section 5(2) of the Code states:

“Every person who is an employee has a right to freedom from harassment in the workplace by the employer or agent of the employer or by another employee because of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sexual orientation, gender identity, gender expression, age, record of offences, marital status, family status or disability.”

Section 10(1) of the Code defines harassment as meaning:

"...engaging in a course of vexatious comment or conduct that is known or ought reasonably to be known to be unwelcome."

Harassment can also be defined as any objectionable, unwanted or unwelcome attention to a person based on any of the discriminatory grounds.

Harassment can include, but is not limited to, the following:

- Verbal - comments, jokes, propositions and the like.
- Physical - touching, leering, patting, pinching, cornering, actions up to and including assault of a criminal nature.
- Visual - suggestive gestures, displays of racial/hate or pornographic materials, E- mails and other computer-generated materials that are intended to intimidate or embarrass.

Workplace Harassment under the Occupational Health and Safety Act is defined as:

"Engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome."

Some examples of workplace harassment are:

- verbally abusive behaviour such as yelling, insults, ridicule and name-calling, including remarks, jokes or innuendos that demean, ridicule, intimidate or offend
- workplace pranks, vandalism, bullying and hazing
- gossiping or spreading rumours, regardless of whether they are malicious
- excluding or ignoring someone, such as persistent exclusion of a particular person from workplace-related social gatherings
- workplace supervision done in a demeaning or abusive manner
- humiliating someone
- sabotaging someone else's work
- displaying or circulating offensive pictures or materials
- offensive or intimidating phone calls, emails, texts or social media communications
- a supervisor/manager impeding an individual's efforts at promotions or transfers for reasons that are not legitimate
- making false allegations about someone in memos or other work-related documents
- menacing behaviours including staring, glaring, inappropriate gestures or unwelcome physical closeness
- taunting and intimidation

The test of harassment - It does not matter whether the complainant intended to offend someone. The test of harassment is whether the complainant knew or should have known that the comments or conduct were unwelcome to the other person. For example, someone may make it clear through their conduct or body language that the behaviour is unwelcome, in which case the complainant must immediately stop that behaviour.

Although it is commonly the case, the defendant does not necessarily have to have power or authority over the recipient. Harassment can occur from co-worker to co-worker, supervisor to employee and employee to supervisor.

Respect in the workplace is everyone's responsibility. Any acts that demean, harm or exclude are counter to our culture and should be addressed promptly in accordance with the procedures set out below.

Poisoned work environment - Even if no one is being directly targeted, harassing comments or conduct can poison the work environment, making it a hostile or uncomfortable place in which to work. This is also a form of harassment. Some examples of actions that can create a poisoned work environment include:

- displaying offensive or sexual materials such as posters, pictures, calendars, web sites or screen savers
- distributing offensive e-mail messages, or attachments such as pictures or video files
- practical jokes that embarrass or insult someone; or
- jokes or insults that is offensive, racist or discriminatory in nature.

What is not harassment - The Occupational Health and Safety Act states:

A reasonable action taken by an employer or supervisor relating to the management and direction of workers or the workplace is not workplace harassment.

Therefore, workplace harassment should not be confused with legitimate, reasonable management actions that are part of the normal work functions, including but not limited to:

- measures to correct performance deficiencies, such as placing someone on a performance improvement plan
- imposing discipline for workplace infractions
- requesting medical documents in support of an absence from work
- enforcement of workplace rules and policies

It also does not include normal workplace conflict that may occur between individuals or differences of opinion between co-workers.

Workplace and domestic violence that may occur in the workplace are health and safety issues, which are covered under the Occupational Health and Safety Act.

Sexual harassment - under the code and the OHSA:

Sections 7(2) and 7(3) of the Code, state that sexual harassment is a very specific form of illegal discrimination and that employees have the right to be free from harassment in the workplace because of sex.

The Code clearly defines the following activities and behaviours as sexual harassment:

- a) Sexual Solicitations, Advances and Unwanted Attention - made by a person in a position to confer, grant or deny a benefit or advancement, of a persistent or abusive nature, where the person knows or ought reasonably to know that such attention is unwanted or unwelcome.
- b) Implied or Expressed Promise of Reward - for complying with a sexual request or favour.
- c) Threat of or Actual Reprisal for Refusal - implied or actual reprisal or denial of opportunity for refusal to comply with a sexually oriented request.
- d) Poison or Hostile Work Environment - remarks, behaviour and activities of a sexual nature, not necessarily directed to any one person, which may be perceived to create a negative, intimidating, uncomfortable or offensive workplace or environment. May include a one-time incident as opposed to a "course of" or ongoing harassment, but is of such a severity or



weight it taints or poisons the environment.

- e) Examples can include: jokes, pin-ups, T-shirts with inappropriate comments, circulation of offensive materials, E-mails etc. or a one-time comment from a person in authority to the effect "we will never hire woman here for that type of work."

The Occupational Health and Safety Act defines Workplace Sexual Harassment as:

- a) Engaging in a course of vexatious comment or conduct against a worker in a workplace because of sex, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome, or
- b) Making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant or deny a benefit or advancement to the worker and the person knows or ought reasonably to know that the solicitation or advance is unwelcome.

Both men and women can be victims of sexual or gender-based harassment, and someone of the same or opposite sex can harass someone else. Some examples of sexual or gender-based harassment are:

- sexual advances or demands that the recipient does not welcome or want
- threats, punishment or denial of a benefit for refusing a sexual advance
- offering a benefit in exchange for a sexual favour
- leering (persistent inappropriate staring)
- displaying sexually offensive material such as posters, pictures, calendars, cartoons, screen savers, pornographic or erotic websites or other electronic material
- distributing sexually explicit e-mail messages or attachments such as pictures or video files
- sexually suggestive or obscene comments or gestures
- unwelcome remarks, jokes, innuendoes, propositions or taunting about a person's body, clothing or sex
- persistent, unwanted attention after a consensual relationship ends
- physical contact of a sexual nature, such as touching or caressing
- gossip or rumours regarding a person's sexual activities or relationships, regardless of whether they are malicious; and
- sexual assault

Workplace Violence - under the Occupational Health and Safety Act is defined as:

- the exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker
- an attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker
- a statement or behavior that is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker.
- It is defined broadly enough to include acts that may be considered criminal.

Workplace violence includes:

- physically threatening behaviour such as shaking a fist at someone, finger pointing, destroying property, throwing objects
- verbal or written threats to physically attack a worker

- leaving threatening notes or sending threatening emails
- wielding a weapon at work
- stalking someone; and
- physically aggressive behaviours including hitting, shoving, standing excessively close to someone in an aggressive manner, pushing, kicking, throwing an object at someone, physically restraining someone or any other form of physical or sexual assault.

All of the above activities are considered inappropriate. Therefore, a violation of this policy, the Code and the OHSA and will not be condoned by the Municipality.

Further, it is also a violation of the Policy for anyone to knowingly make a false complaint of harassment or violence, such as when a complaint is found to be frivolous, vexatious or made in bad faith with fraudulent or malicious intent, or to provide false information about a complaint.

Violence that occurs outside the normal workplace but which has an impact on the working environment, including working relationships, may also be considered violence in the workplace.

Workplace violence may come from many different sources:

- strangers or people with no ties to the workplace
- clients, customers or patients
- other employees
- intimate relationships outside of work (such as intimate partners, family, friends)

### **34.7 - MAKING A COMPLAINT OF DISCRIMINATION OR HARASSMENT**

Employees or persons involved in Municipality business are encouraged to bring forward any incidents of discrimination, workplace violence, harassment or sexual harassment that they may encounter in the workplace and should do so in a timely fashion.

Complaints of discrimination, workplace violence, harassment or sexual harassment may be reported to any of the following people:

- The Staff Member responsible for Human Resources
- CAO/Treasurer
- Department Manager

All complaints will be dealt with in a most serious manner and as promptly and discreetly as possible, with due regard for the rights of all parties.

A person always retains the right to file a complaint with the Ontario Human Rights Commission, should they choose to do so.

### **34.8 - CONFIDENTIALITY**

The Municipality of Temagami shall not disclose any information about a complaint except as necessary to investigate the complaint or to take disciplinary action, or as required by law. All persons, whether a party to the harassment complaint or a witness to it, are to treat the matter as strictly confidential and shall not discuss it with anyone outside the proper investigation procedure as set forth in this policy.

### **34.9 - COMPLAINT PROCEDURES**

Speak up - If possible, tell the person that the complainant is not comfortable with their behaviour and want it to stop. Usually, that will be all the complainant need to do. The complainant can speak to them directly, or write them a letter (date it and keep a copy). In addition, tell someone the complainant trust what is going on.

Keep notes - Record all unwelcome behaviour. Write down what has happened, when, where, how often, who else was present, and how the complainant felt about it. If this behaviour involves a member of the public, the General Complaint Form should be filled out and submitted to the Staff Member responsible for Human Resources.

Report it - if the behaviour occurs again, if the complainant is unable to deal directly with the person, report it to the Staff Member responsible for Human Resources. If that person is involved in the complaint, please report it to the CAO/Treasurer. If the CAO/Treasurer is not able to resolve the complaint, at that point it shall be brought to the Mayor, who may decide to bring it to Council in a CLOSED session meeting. In cases of sexual or physical assault, the employee may also choose to go directly to the police.

How a Complaint Will be Dealt With - Once a person reports the unwelcome behaviour, the Human Resource Representative shall ask questions such as what happened, when, where, how often and who else was present and shall keep notes of this conversation.

Informal procedures - The complainant may want to proceed informally at first. This means the complainant can ask the Human Resource Representative to help the complainant communicate with the other person, or to speak to them on the complainant's behalf, without going through actual mediation or a formal complaint. The informal approach may not always be possible or successful, but when it is, the complainant may be able to resolve the situation quickly.

Mediation - It may be appropriate to attempt to resolve the complaint through mediation before going to a formal investigation. If a qualified person from outside the organization is available to act as a mediator, and the complainant and defendant agree, that person shall attempt to help the parties settle the complaint. If no one is available, a designated person may help settle the complaint, if the parties agree. The mediator should not be involved in investigating the complaint, and should not be asked to represent the company at any stage of any proceedings related to the complaint.

However, either party has the right to refuse mediation. The complainant is the only one who can decide if mediation is appropriate for the complainant. Do not agree to it if the complainant feel pressured into it, or feel that the complainant is at a disadvantage or vulnerable because of the complainants age, sex, race, colour, religion, sexual orientation, economic position, or for any other reason. If someone suggests mediation but the complainant is uncomfortable with it, the complainant can say so, and it shall not be part of the complaint process. If mediation does become part of the process, each person has the right to be accompanied and assisted during mediation sessions by someone they choose.

Investigation - If the complainant wants to go ahead with a formal complaint, it shall be investigated either by a specially trained person from within the organization, or a consultant. This person shall investigate the complaint thoroughly. They shall interview the complainant, the defendant, and any witnesses. All employees have a responsibility to cooperate in the investigation. Both the complainant and the defendant have the right to be accompanied by someone with whom the

complainant feel comfortable during any interviews or meetings.

An investigation shall involve:

- getting all pertinent information from the complainant;
- informing the defendant of the general details of the complaint, and getting her or his response
- interviewing any witnesses;
- deciding whether, on a balance of probabilities, the unwelcomed behaviour did take place; and
- recommending appropriate remedies, penalties, or other action

#### **34.10 - SUBSTANTIATED COMPLAINTS**

If the investigator decides the complaint is valid, they shall report in writing to the CAO/Treasurer, ideally within a week of completing the investigation. The investigator shall recommend appropriate remedies and disciplinary action, and any other necessary action. The CAO/Treasurer shall decide what action to take, and shall inform both parties of the decision, in writing, ideally within a week of the report being submitted.

#### **34.11 - REMEDIES FOR THE VICTIM**

Remedies for a person who has been the recipient of unwelcomed behaviour may include any of the following, depending on the nature and severity of the harassment:

- an oral or written apology from the defendant and The Municipality of Temagami;
- lost wages;
- a job or promotion that was denied;
- compensation for any lost employment benefits, such as sick leave; and/or
- a commitment that they shall not be transferred, or shall have a transfer reversed, unless they choose to move.

#### **34.12 - CORRECTIVE ACTION FOR THE DEFENDANT**

##### Employees

Corrective action for the defendant may include any of the following, depending on the nature and severity of the behaviour:

- a written reprimand;
- a suspension, with or without pay;
- a transfer, if it is not reasonable for the people involved to continue working together;
- a demotion; or
- a dismissal
- The defendant may also be obliged to attend an anti-harassment training session.

##### Council

Corrective action for members of Council may include any of the following, depending on the nature and severity of the harassment:

- a public censure recorded in the minutes of a Council meeting
- a transfer of portfolios
- other recourse as prescribed by the Municipal Act for improper behaviour or misconduct.

### Public

If the defendant is a member of the public, the CAO/Treasurer shall send them a letter to advise them of our harassment policy and to advise that if the behaviour continues that appropriate legal action shall be taken.

### Contractors/suppliers

if the defendant is a contractor or supplier for the Municipality of Temagami, the CAO/Treasurer shall advise the owner or manager of the company of our harassment policy and that if the behaviour continues, they may be suspended as a supplier to the municipality.

### **34.13 - UNSUBSTANTIATED COMPLAINTS**

If there is not enough evidence to support an allegation of unwelcome behaviour (harassment, violence or discrimination) the investigator shall not recommend any penalties or remedies.

### **34.14 - COMPLAINTS MADE IN BAD FAITH**

In the rare event that the complaint was made in bad faith, that is deliberately and maliciously filed knowing it had absolutely no basis, the complainant shall be subject to the same penalties as the defendant. The person unjustly accused of harassment shall have her or his reputation restored, and shall be given the benefit of any necessary remedies that would be given in a case of harassment.

### **34.15 - RETALIATION**

Anyone who retaliates in any way against a person who has been involved in a harassment complaint shall be subject to the same penalties as the defendant.

### **34.16 - TIME LIMITS**

Managers have a responsibility to make sure harassment ends as soon as they become aware of it. Complaints shall be resolved as quickly as possible, ideally within one month of being made. Complainants should be aware that there is a one-year time limit for filing a complaint with either the Ontario or the Canadian Human Rights Commission.

### **34.17 - ADDITIONAL OPTIONS**

if the harassment involves physical or sexual assault, which are criminal offences, the police are the appropriate avenue.

### **34.18 - POLICY CHANGES**

If the complainant has questions or comments about the policy or its application, please speak to the Human Resource Representative or to the CAO/Treasurer of the Municipality of Temagami.

### **34.19 - LIABILITY UNDER THE HUMAN RIGHTS CODE**

Whether committed by a co-worker or a supervisor, acts of harassment and discrimination are not only considered a form of employee misconduct, but are also illegal under the Code. Persons engaging in discriminatory actions or harassment of others may be personally liable under the Code. In addition, those in a position of authority who know about such behaviour or ought to know and by omission or failure to take appropriate action, tolerate it, are also guilty of misconduct and could be named and liable in a complaint filed with the Ontario Human Rights Commission.

### **34.20 - NO REPRISAL UNDER THE CODE AND THE OHSA**

Section 8 of the Human Rights Code states:

Every person has a right to claim and enforce his or her rights under this Act, to institute and participate in proceedings under this Act and to refuse to infringe the rights of another person under this Act, without reprisal or threat of reprisal for so doing.

Section 50 (1) of the OHSA states:

“No employer or person acting on behalf of an employer shall,

- a) dismiss or threaten to dismiss a worker;
- b) discipline or suspend or threaten to discipline or suspend a worker;
- c) impose any penalty upon a worker; or
- d) intimidate or coerce a worker,

because the worker has acted in compliance with this Act or the regulations or an order made thereunder, has sought the enforcement of this Act or the regulations”

All levels of Management will insure that no reprisals or retaliation stem from the filing of complaints with respect to the person making the complaint, the accused or any witness. Any form of retaliation or reprisal is considered a serious violation of this policy. Such actions will be subject to disciplinary action.

Persons who make legitimate or "good faith" complaints will not have their employment affected in any way as a result of their complaint.

It is also recognized that false, fabricated or malicious accusations of harassment or discrimination can have serious affects on innocent people. Such accusations or false reporting will not be tolerated and will be regarded as a violation of this policy.

## **WORKING ALONE POLICY – Section 35**

### **35.1 – POLICY STATEMENT**

The Municipality of Temagami will provide a safe workplace for Employees who are required to work alone.

### **35.2 - PURPOSE & SCOPE**

The purpose of this policy is to promote safe work procedures and to ensure the health and safety of all Municipality of Temagami Employees who work alone.

This policy applies to all Employees of the Municipality of Temagami.

### **35.3 - DEFINITIONS**

Working Alone	Regardless of the time of day or location, a worker is considered to be working alone when he or she: <ul style="list-style-type: none"><li>• Cannot be seen by another worker;</li><li>• Cannot be heard by another worker; or,</li><li>• Is working in circumstances where assistance is not readily available when needed during the normal course of duties or in case of emergency, illness or injury.</li></ul>
High Risk	Where serious or significant hazards exist; immediate attention is required to address and eliminate work alone hazards (e.g., working at heights, confined spaces, working with electricity, hazardous substances or equipment, potential for violence).
Medium Risk	Where moderate hazards exist; attention is required to address the work alone hazards as soon as possible.
Low Risk	Where minor hazards exist (e.g., maintenance, security, desk work); if necessary, low risk hazards can wait to be addressed while higher risk hazards are being corrected.

### **35.4 - APPLICATIONS AND PROCEDURES**

Many jobs have working alone situations. Employees and their Supervisors must work together to develop safe work procedures. It is essential that the working conditions or circumstances that present high foreseeable personal safety risks be assessed so the probability of misfortune can be minimized.

Working alone situations shall be identified and assessed cooperatively by Supervisors and their Employees, and a Health and Safety representative if requested. Work alone assignments will be evaluated on a case-by-case basis, considering the following risk factors:

- a) Tasks and associated hazards involved in the work to be performed;
- b) Consequences resulting from a “worst case” scenario;
- c) Likelihood for other persons to be in the area;
- d) Possibility that a critical injury or incident could prevent the Employees from calling for help or leaving the workplace;
- e) Emergency response time;
- f) Worker’s training and experience;
- g) Worker’s physical limitations or medical conditions;

- h) Effects of implementing appropriate safeguards;
- i) Frequency of job supervision;
- j) Time or shift when the job is to be done; and,
- k) Whether the worker is accustomed to working alone.

### **35.5 - SAFETY PLAN**

Each department will be responsible for creating working alone plans specific to their departmental needs. Safety plans shall include:

- a) Identification of the risks or hazards associated with the work to be performed or the environment where the work is to be done;
- b) Identification of any applicable legislation surrounding the task to be performed (e.g., confined space entry, working on live electrical conductors);
- c) Procedures to eliminate or minimize the identified risks (e.g., buddy systems, training);
- d) Methods of communication by which the workers can secure emergency assistance, and how emergency assistance will be provided in the event of incidents or accidents;
- e) The length of time a worker may be out of contact with a supervisor (i.e., the frequency of regular communications); and,
- f) Confirmation where and when working alone is permitted.

Working alone safety plans shall be reviewed by the Health and Safety Representative. The committee may wish to make recommendations concerning safe work procedures and the provision of assistance to Employees at risk due to infrequent supervision, intermittent communication or physical isolation.

Supervisors must review working alone safety plans with affected Employees and shall provide ongoing training and instruction to Employees for their specific working alone situation. Department work alone procedures must be reviewed annually or when changes have occurred to job duties.

### **35.6 - EMPLOYEE RESPONSIBILITIES**

Employees who work alone must:

- a) Participate in the hazard evaluation and risk Management decisions with the supervisor concerning working alone;
- b) Follow safe work practices outlined in the safety plan; and,
- c) Maintain regular communication with Supervisors.

### **35.7 - ADMINISTRATIVE CONTROLS**

The following suggestions will promote personal safety for work alone situations:

- a) Schedule potentially hazardous work times when Supervisors and appropriate help will be available;
- b) Provide adequate staging (e.g., buddy system) for hazardous tasks performed at off hours or remote locations;
- c) Coordinate work as much as practicable so that no one is left alone and Employees check in and out together;
- d) Consider the advantages of alternative communication systems; motion sensors, panic alarms, emergency locator transmitters, etc.; and,
- e) Promote dialogue about working alone and personal safety issues.



## **DRUG and ALCOHOL POLICY – Section 36**

### **36.1 - POLICY STATEMENT**

The Employees of the Municipality of Temagami (Municipality) are our most valuable resource, and for that reason, their health and safety is of paramount concern. Awareness, education, early detection and treatment for those Employees with alcohol and drug dependency helps to maintain a safe and healthy workplace.

Impairment through the misuse of alcohol and other drugs affect the ability of a person to properly perform their employment responsibilities. Impairment can lead to incidents causing serious injury to Employees and other persons or damage to the environment and property.

### **36.2 - PURPOSE & SCOPE**

The purpose of this policy is to provide a workplace free of the effects of drug and alcohol impairment.

This policy shows the Municipality’s commitment to health and safety in the workplace and reducing the risks for all workers, contractors and visitors. This policy shows how the Municipality will deal with drugs and alcohol use and/or their effects in the workplace.

This policy shall apply to all full-time, part-time and contract Employees of the Municipality.

### **36.3 – DEFINITIONS**

The following terms referenced in this policy are defined as:

Drug	A substance, including alcohol, illicit drugs or medications, the use of which has the potential to change or adversely affect the way a person thinks, feels or acts. For the purpose of this policy, drugs of concern are those that inhibit or impair the ability of a person to safely and productively perform on the job. The definition of Drug includes: <u>Alcohol</u> means the intoxicating agent in beverage alcohol, ethyl alcohol or other low molecular weight alcohols including methyl and isopropyl. <u>Medication</u> refers to a drug legally obtainable as either an over-the-counter drug or through a prescription by a doctor. <del>Illicit Drug means any drug or substance that is not legally obtainable and</del>
Impairment	Odor of alcohol or drugs, glassy or red eyes, unsteady gait, slurring, poor co-ordination.
Incident	An accident or event where an injury to a person(s) and or damage to equipment has occurred, or is an accident or near miss where the potential existed for damage or injury to occur.
Substance Use	When someone consumes alcohol or drugs. Substance use does not always lead to addiction; many people occasionally use alcohol or certain drugs without being addicted. However, substance use always comes with the risk that it might lead to addiction.
Substance Abuse	When a person consumes alcohol or drugs regularly, despite the fact that it causes issues in their life. The issues caused by abuse may be related to their job, their personal life, or even their safety. People who abuse drugs and

Safety sensitive position	In which job performance requires the Employee to be alert, to be physically coordinated, and to exercise good judgement, where impairment by way of ingesting alcohol or drugs could adversely affect job performance, the health, safety or security of the Employee, other persons, property, or the environment. Any Employee who directly supervises an Employee in a safety
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**36.4 - PREVENTION**

The Municipality recognizes that prevention is key to creating a safe and healthy work environment and will take all reasonable and necessary steps to ensure that Employees are following this policy.

a) Education

The Municipality will educate and inform Employees with respect to the impact of substance abuse in the workplace and the existence and effect of this policy. The Staff Member responsible for Human Resources will assist Employees in the process of accessing the assistance required. The Staff Member Responsible for Human Resources will also assist with determining if health coverage is available through the benefit carrier.

b) Early Recognition & Monitoring

The Municipality recognizes that early identification and prompt treatment of alcohol and/or drug dependency is the best interest of the Municipality and its Employees. Alcohol and/or drug dependency usually affects work behaviour in the following ways: tardiness, absenteeism, noticeable difference in morning and afternoon behaviour, inability to concentrate, carelessness in appearance, inattention to job duties, conflicts with co-workers, mood swings, sloppy work, failure to meet deadlines, and isolation from co-workers.

c) Assessment/Rehabilitation

No Employee with alcohol or drug dependency will be disciplined for voluntarily requesting help in overcoming the dependency. Employees with an alcohol or drug dependency, in safety sensitive positions are required to participate in pre-treatment, treatment and follow-up/after care activities, as determined by a medical professional. This does not eliminate the requirement for maintenance of satisfactory job performance levels. If modified work is recommended, the Municipality may assign the Employee to alternative duties if available and appropriate. Employees should contact the Staff Member Responsible for Human Resources for assistance.

d) Aftercare

The Municipality will support participation in an aftercare program to all Employees who complete primary treatment for alcohol or and/or drug addiction when returning to work. Prior to returning to work, Employees will work with their supervisor and the Staff Member Responsible for Human Resources to review the recommended aftercare program to ensure it meets the health and safety concerns of the workplace. In all cases, Employees will be advised of the conditions governing their return to work and the consequences of their failing to meet those conditions.

**36.5 - ROLES AND RESPONSIBILITIES**

There is a shared responsibility for the successful implementation of this Policy. Any Employee with an alcohol or drug dependency is expected to take responsibility to deal with their dependence.

To help enforce this policy, Management and Employees are expected to adhere to the following:

Management will:

- Identify any situations that may cause concern regarding an Employee’s ability to safely

- perform their job functions;
- Ensure that any Employee who asks for help due to a drug or alcohol dependency is provided with the appropriate support (including accommodation) and is not disciplined for doing so;
- Monitor and evaluate work performance with the goal of early identification of performance problems including those that may be caused by alcohol or other drug use;
- Engage Employee about performance problems through verbal discussion and progressive discipline or counselling as appropriate;
- Safely remove any Employee unfit for work from the work place or premises and safely escort the Employee home or to assessment and/or testing.

Employees must:

- Arrive to work fit for duty, and remain fit for duty throughout their shift;
- Perform work safely in accordance with Municipality-established safe work practices;
- Avoid the consumption, possession, sale, or distribution of marijuana, or other drugs, or alcohol on Municipality property, and during working hours even if off Municipality property;
- When off duty, refuse a request to come into work if unfit for duty;
- Report limitations and required modifications as a result of medically approved marijuana use;
- Report unfit co-workers to the supervisor;
- Seek advice or appropriate treatment, when required;
- Communicate dependency or emerging dependency;
- Abide by all governing legislation pertaining to the possession and use of marijuana.

Any Employee who fails to meet any of the above roles and responsibilities may be subject to discipline, including the termination of their employment. The imposition and degree of discipline will be determined on an individual, case by case basis, taking into account all relevant factors and circumstances.

### **36.6 - OBSERVATION**

Many aspects of the workplace require alertness, and accurate and quick reflexes. An impairment to these qualities can cause incidents, and interfere with the accuracy and efficiency of work.

Drug and Alcohol issues in the workplace:

- any impact on a person’s judgment, alertness, perception, motor coordination or emotional state that also impacts working safely or safety sensitive decisions
- after-effects of substance use (hangover, withdrawal) affecting job performance
- absenteeism, illness, and/or reduced productivity
- preoccupation with obtaining and using substances while at work, interfering with attention and concentration
- illegal activities at work including selling illicit drugs to other Employees,
- psychological or stress-related effects due to substance use by a family member, friend or co-worker that affects another person's job performance.

Effects of various types of substances:

Category	Examp	Examples of General Effects
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Alcohol	beer, wine, spirits	impaired judgement, slowed reflexes, impaired motor function, sleepiness or drowsiness, coma
Cannabis	marijuana, hashish	distorted sense of time, impaired memory, impaired
Depressants	sleeping medicines, sedatives, some	inattention, slowed reflexes, depression, impaired balance, drowsiness, coma, overdose may be fatal
Inhalants	hydrocarbons, solvents,	intoxication similar to alcohol, dizziness, headache
Opiates	morphine, heroin, codeine, some prescription pain	loss of interest, "nodding", overdose may be fatal. If used by injection, the sharing of needles may spread Hepatitis B, or C, and HIV/AIDS
Stimulants	cocaine, amphetamines	elevated mood, over activity, tension/anxiety, rapid heartbeat, constriction of blood vessels

### The Cost to the Municipality

The impact of drug and alcohol use may be direct and indirect to the Municipality. The following could happen when substance use affects the workplace:

- Safety (fatalities, incidents, etc.)
- Loss of production, and
- Workplace violence and harassment

### 36.7 - INVESTIGATION

If a supervisor or co-worker becomes aware of an Employee who is showing signs of impairment (regardless of the cause), it is very important that action is taken.

- a) The supervisor should speak to the Employee in a private area to discuss their behaviour.
- b) Ask another supervisor or Employee to be present as a witness.
- c) State the concerns about safety of others and themselves to the Employee and request that they explain what is going on. Do not assume substances are the cause.
- d) Ask the Employee to stop working, until they have been assessed to return to work.
- e) If necessary, call a taxi or have Employee escorted home; do not allow them to drive if you suspect impairment.
- f) Discipline action may be required.
- g) An Employee Incident Report Form must be completed.
- h) An investigation into the incident will be completed by HR.

It is not the Municipality's duty to diagnose an Employee, or to know if they have a disability. Supervisors can observe changes in the Employee's attendance, performance or behavior. Discussions should be held about the issues related to work, and discuss possible solutions. The discussion between the supervisor and Employee may need to occur more than once. Documentation is required for all discussions.

### 36.8 - MANAGING DRUGS AND ALCOHOL

The Municipality will identify all workplace factors that may influence someone to turn to drugs or alcohol, and use the hazard Management process to eliminate drug or alcohol use or control the risks from them.

The Municipality will consult with workers, Supervisors, department heads and the health and safety representative on this issue.

### 36.9 - MEDICAL MARIJUANA

Where an Employee uses medical marijuana, they shall provide a copy of their medical license to

use marijuana to the Municipality and abide by the Municipality's Individual Accommodation Policy.

### **36.10 - IMPAIRED DRIVING CHARGE OR CONVICTION**

Due to the concern for the health and safety of Employees and the safety of others on roads and highways, all Employees required to drive as part of their job duties must adhere to the following requirements:

- I. All Employees required to operate a motor vehicle for Municipality business must maintain a valid driver's license. Any suspension, loss of license, impaired driving charge or conviction, or any other restriction must be reported immediately to their supervisor, regardless of effective date.
- II. Any Employee charged with an impaired driving offense (including but not limited to testing over the legal blood alcohol content, driving while impaired, or refusal to submit to a Breathalyzer test) when operating a motor vehicle on behalf of the Municipality is required to inform their supervisor immediately. Upon notice of such charge, the Municipality will investigate or inquire, as appropriate. Depending on the results of the inquiry or investigation, the Employee may be subject to alternative work, dismissal or any other appropriate action.
- III. A conviction for an impaired driving offense when driving on Municipality business or in a Municipality vehicle may result in disciplinary action, up to and including termination of employment. Where applicable, the imposition and degree of discipline will be determined on an individual case by case basis, considering all relevant factors and circumstances. Each situation will be fully investigated, pursuant to Municipality policies and Human Rights obligations.
- IV. Operating a motor vehicle on Municipality business with a suspended driver's license is also a serious offense, which generally justifies termination of employment. Each situation will be determined on an individual case by case basis, taking into account all relevant factors and circumstances.

### **36.11 - SEARCHES**

Supervisors are directed to notify the CAO/Treasurer and the OPP where there are reasonable grounds to suspect that alcohol or illicit drugs may be present in the workplace or in any Municipality vehicle. The OPP may conduct a search of the Municipality vehicle and/or Municipality property. Employees should be aware of a diminished expectation of privacy with respect to use of Municipality vehicles, buildings, property, desks, cabinets, etc.

### **36.12 - DISCIPLINARY ACTION**

Employees found in violation of this policy may be subject to disciplinary action, up to and including termination of employment. Where applicable, the Municipality may also take legal action in accordance with the law.

### **36.13 – COMPLIANCE**

All Employees are responsible for their own compliance of this policy and are expected to place a priority on workplace safety in their attitude, performance and practices.

The Municipality is responsible for:

- a) Educating Employees on the policy, its rationale of promoting a healthy, drug free workplace out of concern for safety, productively and how the employer views and responds to substance abuse including a clear description of prohibited behaviours and consequences related to substance abuse;

- b) Provide training and educational material on alcohol and drug use for managers and Supervisors. Training will include prevention, early detection, guidance for managers and boundaries for Employees, confidentiality and privacy, and other available resources;
- c) Provide information sessions for Employees to ensure Employees are aware of and understand the policy including the dangers, impact, consequences and available programs;
- d) Provide a copy of the policy to all Employees;
- e) Provide and support managers/Supervisors dealing with Employees involved in violation of this policy;
- f) Provide encouragement and support to Employees working to improve their performance and/or behaviour;
- g) Provide a list of community resources and EAP contact information;
- h) Monitor and evaluate the policy.

### **36.14 - CONFIDENTIALITY**

An employer who collects, maintains or uses personal health information is required to protect the confidentiality of that information, unless where limited disclosure is necessary for health and safety concerns. Documented health information is entrusted to the Staff Member Responsible for Human Resources for safeguarding and protection of confidentiality.

## **INDIVIDUAL ACCOMMODATION POLICY – Section 37**

### **37.1 - POLICY STATEMENT**

The Municipality of Temagami (Municipality) is committed to providing equitable treatment to all with respect to barrier-free employment and accommodation without discrimination. The Municipality is committed to accommodating Employees and applicants whenever necessary up to the point of undue hardship.

### **37.2 - PURPOSE & SCOPE**

The purpose of this Policy is to state the Municipality's commitment to the prevention and removal of barriers to people with disabilities, to the accommodation and support of persons with disabilities, and to establish processes by which persons with disabilities may request accommodation.

Accommodation shall be evaluated for Employees who have a temporary or permanent disability, or who otherwise need accommodation based on the protected grounds highlighted in the Ontario Human Rights Code. Accommodations may be implemented to enable Employees to fulfill essential job duties and to enable individuals to equally access recruitment and selection processes.

It is a requirement under the Employment Standard of the Accessibility for Ontarians with Disabilities Act (AODA) to have in place a documented Individual Accommodation Plan (IAP) process.

This policy shall apply to all full-time, part-time and contract Employees of the Municipality.

### **37.3 - PRINCIPLES**

The following principles apply to this policy:

- I. The Municipality is committed to the fundamental principles of dignity, independence, integration and equal opportunity from the foundation of the AODA. These principles underlie and shape all Municipality policies, procedures, practices and interaction with all persons employed by, seeking employment with, or conducting business with the Municipality.
- II. The Municipality values the maintenance of a workplace environment that is inclusive and free from discrimination for all Employees in accordance with its Workplace Harassment policy.
- III. The right to accommodation is recognized as being an integral component of the right to equality for all persons.
- IV. The Municipality is committed to ensuring the health and safety of all Employees and it is paramount that health and safety policies and requirements are followed. Accommodation may not be approved if it puts at risk the health and safety of any individual.
- V. Under the Ontario Human Rights Code, the Municipality has a responsibility to remove barriers within the workplace and accommodate Employees and applicants whenever necessary up to the point of Undue Hardship.
- VI. Accommodations will ensure that the dignity and confidentiality of the Employee is respected.
- VII. Accommodations made will be individualized, inclusive, and will be developed through the partnership of all involved. There may be preferences as to the ideal accommodation; however; the selected accommodation will represent the most appropriate and reasonable solution.

### **37.4 - ACCOMMODATION PROCESS**

The Staff Member responsible for Human Resources (HR) works with the Employee and supervisor through all the steps of the process. When an Employee with a disability requests an accommodation, the following process will be followed:

**Step 1: Recognize the need for Accommodation**

- The need for accommodation can be: requested by the Employee through their supervisor or through HR; or
- Identified by the Employee's manager.

**Step 2: Gather Relevant Information and Assess Needs**

- The Employee is an active participant in this step;
- The Municipality does not require details on the nature of the Employee's disability to provide an accommodation; it needs to know only about the Employee's functional abilities.
- The supervisor may ask for a functional abilities assessment at the Municipality's expense.
- The Employee and supervisor evaluate potential options to find the most appropriate measures.
- An external expert may be involved, at the Municipality's expense.
- The Employee can request the participation of a representative, if applicable.

**Step 3: Write a Formal, Individual Accommodation Plan**

- Once the most appropriate accommodation has been identified, the accommodation details are written down in a formal plan, including:
  - Accessible formats and communication supports, if requested;
  - Workplace emergency response information, if required;
  - Any other accommodation that is to be provided.
  - The accommodation plan is provided to the Employee in a format that considers the accessibility needs due to the disability.
  - The Employee's personal information is protected at all time.
- If an individual accommodation is denied, the supervisor provides the Employee with the reason for the denial, in an accessible form (if required).

**Step 4: Implement, Monitor, and Review the Accommodation Plan**

- The Employee and supervisor monitor the accommodation to ensure that it has effectively resolved the challenge.
- Formal reviews are conducted at a predetermined frequency.
- The accommodation plan is reviewed if the Employee's work location or position changes.
- The accommodation is reviewed if the nature of the Employee's disability changes.

If the accommodation is no longer appropriate, the Employee and the supervisor work together to gather relevant information and reassess the Employee's needs, in order to assist the Municipality in finding the best accommodation measure (Step 2) up to the point of undue hardship.

### **37.5 - CONFIDENTIALITY**

Individuals must be accommodated in ways that respect their dignity, worth, and right to privacy in the workplace. All information relating to specific requests for accommodation will be treated as confidential and will only be used for the purpose of meeting accommodation requirements. The Municipality will comply with all privacy, confidentiality and security requirements of the Municipal



Freedom of Information and Protection of Privacy Act.

**37.6 - ACKNOWLEDGMENT AND AGREEMENT**

All Employees are required to sign an Acknowledgement and Agreement form for this policy. The signed form will be kept in the Employee's personnel file.

## **RETURN TO WORK POLICY – Section 38**

### **38.1 - POLICY STATEMENT**

A Return to Work Policy will minimize the human and financial impact of illness, disability, injury or work-related injury by helping the Employee back to safe and productive work as soon as medically possible.

Most ill, injured, and disabled workers can return to some type of work while they are undergoing treatment and recovering. Returning to daily work and life activities is important in the rehabilitation process. The ill, injured, or disabled worker benefits by maintaining their connection to their employer, staying active, productive and restoring their source of income, all of which are important to the healing and recovery process.

The Municipality of Temagami (Municipality) benefits by keeping valuable and knowledgeable workers and strengthening relationships in the workplace.

### **38.2 - PURPOSE & SCOPE**

The purpose of this policy is:

- a) To define the responsibilities of the ill, injured, or disabled worker;
- b) To define roles and responsibilities for department heads, Supervisors, the Staff Member responsible for Human Resources (HR), health care professionals and the Workplace Safety and Insurance Board (WSIB);
- c) To outline procedures for communicating with the ill, injured, or disabled Employees as communication and co-operation of an early and safe return to work is essential;
- d) To develop an individualized Return to Work Plan and comply with the relevant legislation of the Workplace Safety and Insurance Act, Occupational Health and Safety Act, Accessibility for Ontarians with Disabilities Act, and Human Rights Code, with the primary goal being the early and safe return to work of an ill, injured, or disabled Employee.

This policy shall apply to all full-time and part-time Employees of the Municipality of Temagami.

### **38.3 - RESPONSIBILITIES**

#### **Worker's Responsibilities:**

Inform your Medical Practitioner that the Municipality has a Return to Work program in place. Give your doctor the Return to Work Letter for Medical Professionals. Where the injury or illness is work-related, return a copy of the second page of the Doctors Report WSIB FORM 8 to HR.

Stay in contact with the Staff Member Responsible for Human Resources throughout your recovery, to keep them informed about your progress and status. Help the Municipality identify suitable work that is available, safe, productive and consistent with your functional abilities, and that restores pre-injury/illness earnings when possible.

The Employee must:

- Inform the Municipality of a disability requiring permanent accommodation and assist in the creation of an Individual Accommodation Plan (IAP), and
- Must give their WSIB/Insurance adjudicator any information requested concerning your return to work.

It is important for the Employee to co-operate in your early and safe return to work and

communicate any concerns to the supervisor so that potential problems can be resolved immediately. The Employee must ensure all requested medical documentation and follow-up is completed by your Medical Practitioner in a timely manner and report any significant changes in your medical condition or income that may affect their benefit.

#### Employer's Responsibilities:

The Staff Member Responsible for Human Resources will contact the Employee, as soon as possible after the illness or injury and stay in contact throughout the Employee's recovery. Ensure they were given the Return to Work Letter to Medical Professional to forward to their Doctor on the day of injury and given the Return to Work Letter to Employee.

Ensure that the Employee receives medical clearance, Functional Abilities Form, prior to their return to work in some capacity.

Attempt to identify and provide suitable work:

- that is available, productive and has value;
- that the worker has, or is able to acquire the skills to perform;
- that does not pose a health or safety risk to the worker or the worker's co-workers, and
- is consistent with the worker's functional abilities.

The employer must make modifications to the work or the workplace to enable the worker to return to either the pre-injury/illness/disability or another suitable and available job.

The Staff Member Responsible for Human Resources will compare provisions of the WSIB Act and/or Employee agreement or HR policies and apply the provisions that provide the greater protection for the worker. Information and reports will need to be sent to WSIB as requested, if applicable which can include the following;

- Wage changes, expenses, changes in worker duties, adjustment to the duration of the Return to Work program (after 12 weeks), failure to cooperate, employment close out, etc.

The Municipality will ensure that all Employees receive adequate training on the Return to Work programs, accommodation practices, safety practices and WSIB.

A re-employment obligation exists if:

- Your worker has been 'unable to work' as a result of their work-related injury or illness;
- Your worker has been continuously employed by you for at least one year before the date of injury, and
- You regularly employ 20 or more workers.

Re-employment of the Employee remains in effect until the earliest of:

- The second anniversary of the date of the work-related injury or illness;
- One year after the worker is declared fit to perform the essential duties of their pre-injury job or other suitable work, or
- When the worker reaches age 65.

#### Workplace Safety and Insurance Board (WSIB) Responsibilities:

The WSIB is to provide the employer and worker with:

- What to expect through the return to work process;

- What the expectations are;
- Rights and responsibilities, and
- Who to ask for help.

The WSIB monitors the activity, progress and co-operation between the employer and worker. They obtain and clarify information on the workers functional abilities and help resolve difficulties and disputes through the process. If the employer and worker have been unsuccessful in arranging a return to suitable and available work, the WSIB will assess the need for return to work services.

The Municipality and the worker will receive assistance in providing return to work and/or work transition services.

The WSIB makes the decision on all claim-related and compliance issues.

### **38.4 - COMMUNICATION WITH ILL, INJURED, OR DISABLED WORKERS**

The Staff Member Responsible for Human Resources will request the ill, injured, or disabled worker have a Functional Abilities Form completed by their Medical Practitioner and returned to the office, at that time the Staff Member Responsible for Human Resources and the ill, injured, or disabled worker will meet to develop an individualized return to work plan.

In the event of required accommodation due to a permanent disability, an Individual Accommodation Plan (IAP) will be completed.

### **38.5 - INDIVIDUALIZED RETURN TO WORK PLAN IS DEVELOPED JOINTLY BY:**

- a) the Staff Member Responsible for Human Resources who co-ordinates the process,
- b) the ill, injured, or disabled worker,
- c) the ill, injured or disabled worker's supervisor,
- d) the ill, injured or disabled worker's medical practitioner, who provides restrictions via the Functional Abilities Form,
- e) WSIB, if the need arises.

The Staff Member Responsible for Human Resources will discuss a verbal job offer of return to work with the ill, injured, or disabled worker. The individualized return to work plan includes the goals of the plan, the actions required to achieve these goals, time frames for achieving the goals, health care needs and monitoring of the status of worker and progress until the final goal, a return to pre-injury/illness employment is achieved.

The Staff Member Responsible for Human Resources will present a written job offer of return to work plan with the ill, injured, or disabled worker, and copy of the plan is sent to WSIB/Insurance Municipality, if applicable.

### **38.6 - PROCEDURE**

- a) Modified work is any job, task, function or combination thereof that the ill, injured or disabled worker, who suffers from diminished capacity, may perform safely without risk of re-injury.
- b) The work must be productive and the result of the work must have value.
- c) Each department will try to accommodate the ill, injured, or disabled worker unable to perform their pre-injury/illness/disability work duties.
- d) Where the ill, injured, or disabled worker's department is unable to provide an available suitable work assignment, an attempt will be made to place the Employee in another

department. This process will be coordinated by HR.

### **38.7 - ACCOMMODATION PROCESS**

All employers have a duty to modify the work or the workplace to accommodate the needs of the worker to the extent of undue hardship.

### **38.8 - FOLLOWING AN INJURY OR ILLNESS**

The ill, injured or disabled worker will be given on a biweekly basis a WSIB Functional Abilities Form for return to work (for work-related) or Functional Abilities Form (for non-work-related) to be taken to a medical practitioner and have it completed. A copy will be given immediately to the Staff Member Responsible for Human Resources.

Regular contact between the ill, injured or disabled Employee and the supervisor is to be maintained throughout their recovery period.

### **38.9 - MODIFIED WORK IMPLEMENTATION**

When the medical practitioner indicates that the ill, injured, or disabled worker is available for modified duties, the supervisor and the worker will meet to discuss what options are available, those being, in order of priority:

- A modified pre-injury/illness/disability job,
- An alternate job, and
- Another suitable job.

It may be necessary to modify the pre-injury/illness/disability job on a temporary or permanent basis, to accommodate the worker's physical restrictions. This may include, but not limited to:

- The regular job/tasks that have been changed redesigned or physically modified.
- A reduction in time (e.g. fewer hours per day than normal or fewer days per week).
- A reduction in volume or work performed.
- Assistance from another co-worker for more difficult tasks.

If the pre-injury/illness/disability job cannot be modified to accommodate the worker's needs, alternate jobs may be considered following a job specific physical demands assessment if needed to determine appropriate modifications. An alternate job is one that involves work that is approximately the same standing within the organization, looking at their department first and then all outside departments second.

When looking at alternate jobs, consideration should be given to:

- The Employee's previous work history, and
- Transferable skills.

When neither the pre-ill/injury/disability job nor an alternate job is appropriate, other available suitable jobs should be considered. Other available suitable jobs are defined as those jobs within the capacity of the worker and which pose no health and safety risks to him/her, but may be quite different from their pre- injury/illness/disability job.

### **38.10 - PROGRAM MONITORING**

The ill, injured, or disabled worker should be monitored closely while on their return to work program/plan and before returning to regular duties, with any difficulties being reported and evaluated by one of the workplace Supervisors.

The WSIB Functional Abilities Form (work-related) or Functional Abilities Form (for non-work-related) will be filled out and returned to the employer if a modified work program has duration of more than 2 weeks. The information provided on the WSIB Functional Abilities Form or Functional Abilities Form will be used to place the worker in a return to work program within the physical capabilities and limitations identified.

When monitoring a worker's participation, the following factors should be considered:

- Attendance
- Productivity
- Accuracy
- Problems with particular tasks
- Ability to increase speed or improve efficiency

Once the worker completes their return to work plan and returns to full duties, a complete review of the individual's return to work plan should be performed by the worker and the Staff Member Responsible for Human Resources to identify recommendations for improvements to the Municipality's Return to Work Program

### **38.11 - NEER**

WSIB's New Experimental Experience Rating (NEER) program recognizes a Municipality's accident performance and reviews them for potential penalties. Returning ill, injured or disabled workers to available suitable/sustainable work decreases NEER costs and potential associated penalties.

The financial performance of the Municipality's return to work program will be determined by monitoring WSIB Monthly Accident Cost Statements, the quarterly NEER Firm Summary Statements and short-term and long-term insurance claims.

### **38.12 - ACKNOWLEDGMENT AND AGREEMENT**

All Employees are required to sign an Acknowledgement and Agreement form for this policy. The signed form will be kept in the Employee's personnel file.

# **TRAINING and DEVELOPMENT POLICY – Section 39**

## **39.1 - POLICY STATEMENT**

The Municipality of Temagami (Municipality) believes in the development of our workforce, both to enhance Employee engagement and commitment to the Municipality as an employer and to ensure the continued excellence of our municipality.

## **39.2 - PURPOSE AND SCOPE**

The Municipality is obligated through statutory requirements and other legislation to provide necessary training to Employees and retains the right to identify certain training as required. Where identified as required, training will be considered a job responsibility, as it is integral to the quality of work performed by the Employee and contributes to the overall effectiveness of organizational operations.

This policy shall apply to all full-time Employees of the Municipality.

## **39.3 – RESPONSIBILITIES**

Department Heads/Supervisors

Create and foster an environment that facilitates and enhances the skills training and career development of Employees by:

- Reviewing future needs and examining the need for Employee development initiatives.
- Conducting performance appraisals for Staff, identifying succession planning candidates, and working with Staff to determine potential opportunities for training and development.
- Providing Staff with information regarding departmental direction, and the overall training and development needs of the work group.
- Create career planning strategies for Staff members, outlining training and development needs.
- Recognize and reward achievements in training and development.
- Providing job-specific training as required.
- Review and approve (as appropriate) requests for training and development.

Employees

Take the primary responsibility for managing their careers by:

- Reviewing their current skill sets, training and development needs for maintaining current knowledge and meeting the needs for career aspirations, determining logical and appropriate avenues for training and development, and applying/requesting training and development as needed.
- Suggest possible training and development opportunities as appropriate.

The Staff Member responsible for Human Resources

Provide support to administrators and Employees in carrying out their career development responsibilities by:

- Conducting training needs assessments and developing programs in consultation with Department Heads / Supervisors.
- Supporting individual career development through the provision of counselling, workshops and publication of career information.
- Posting job vacancies which represent career opportunities for Employees in accordance with the Municipality Hiring policy.

- Providing information and consultation to managers on implementing Employees' planning and career development processes within their departments/divisions.
- Providing training in Management and supervisory skills.

### **39.4 - PROCEDURE**

For all Staff training and development activities, applicants will be selected on the basis of identified Municipality and individual needs, assuming candidates meet program standards and requirements.

Employees may either:

- a) be requested to participate in training courses / cross training; or
- b) request to participate in training courses / cross training.

### **39.5 - CRITERIA FOR APPROVAL**

Approval for participation must be obtained prior to enrolment in the program. Approval and authorization shall be granted in accordance with the approval from the Employees Department Head.

Prior to approval for enrolment in any training and development program, course, seminar or conference, the Department Head shall determine the appropriateness of the candidate for the program/course, etc., based on a review of their job description, performance reviews, career planning/succession planning activities and departmental budgetary concerns.

### **39.6 - CONFERENCES & CONVENTIONS**

Supervisory Staff and Department Heads may attend one work related conference or convention per year with the approval of the CAO/Treasurer. The Staff Member Responsible for Human Resources will provide an annual conferences and training plan to the CAO/Treasurer outlining annual training for all Staff.

### **39.7 - MEMBERSHIPS**

Membership fees in municipal and function-related organizations may be paid by the Municipality, subject to annual budget approval and CAO/Treasurer approval. If an Employee leaves the Municipality, membership fees must be repaid back to the Municipality.

### **39.8 - GUIDELINES FOR REIMBURSEMENT**

If an Employee chooses to take a course that requires a test at the end, the Employee will pay for the course upfront. If they are successful in passing the course the Municipality will fully reimburse them, original tuition receipts must be provided. No reimbursement will be granted in cases where the Employee has failed to attain a passing grade in the course.

If an Employee is sent off to a training course that relates to their specific area of work, the Municipality will pay for this course upfront. If the Employee does not attend their required course, depending on the circumstances, they may be obligated to reimburse the Municipality the course fees.

If an Employee chooses to leave their employment with the Municipality within 24 months of completing their training, the Employee will have to reimburse the Municipality, pro-rated, the registration costs.



# **TRAVEL EXPENSE, MEALS AND LODGING POLICY – Section 40**

## **40.1 - POLICY STATEMENT**

The Municipality recognizes that employees or representatives of the corporation will from time to time travel to various locations for conferences, training, and/or events.

## **40.2 - PURPOSE STATEMENT**

This policy will set out the procedures and reimbursement criteria for travel expenses that shall apply to municipal staff, council members and members of local boards and other bodies as specified.

## **40.3 - TRAVEL ALLOWANCE**

This policy recognizes that the standard means of travel out of the Municipality to meetings, conferences, etc. will be by personal or municipally owned automobile. Other means of transportation including air, railway, bus, or rented automobile may be dealt with on a case by case basis as the need arises and as authorized by the CAO/Treasurer or by resolution of Council.

Reimbursement for use of personal automobile shall be granted for business trips outside of normal travel to and from work. Whenever practical, travel shall be by the shortest route.

Reimbursement for use of personal automobile shall be granted for only one vehicle if all persons travelling can reasonably be expected to travel together.

Kilometer Reimbursement: The number of kilometres to be reimbursed for the use of a personal vehicle shall be either:

- (a) The distance to the destination and return based on the exact odometer reading; or
- (b) The distance to the destination and return based on an online map printout.

*\*The starting point and return point used to calculate the kilometers, shall be the lesser of either their residence or the Municipal Office (7 lakeshore drive).*

Reimbursement for use of personal vehicle shall be authorized in advance by the department head, who shall be responsible for the accuracy and validity of the claim.

Business travel outside of the Municipality may be by means of a municipally owned vehicle when this is practical taking into consideration the needs of the department and with the authorization of the department manager.

The Kilometre rate for use of personal automobile shall be the rate that is published by the Canada Revenue Agency for automobile allowance rates over 5,000 kilometers plus two (2) cents per kilometre.

Toll Routes shall be treated as a reimbursable expense, if deemed reasonable by the employee's supervisor.

## **40.4 - MEAL ALLOWANCE**

Meals will be reimbursed at the daily rate of \$15.00 breakfast, \$20.00 lunch, and \$40.00 supper. There will also be flexibility in this category, with receipts, should the CAO/Treasurer be of the opinion that it is a business expense that is justifiable. For planned travel, the daily rate allowance

may be obtained as an advance; for other meals, employees are to pay for the meals and then submit the claim afterwards. Alcoholic beverages and gratuities are not a reimbursable expense.

#### **40.5 - LODGING / ACCOMODATION ALLOWANCE**

The per diem rate shall be the actual cost of the accommodation with a single room maximum, preferably at hotels offering government rates. Receipts must be submitted for accommodations, out of pocket expenses and necessary business expenses.

#### **40.6 - PARKING AND TAXIS**

Parking and transit will be recognized as a reimbursable expense, which receipts must be provided for. Traffic violations and parking infractions shall be the responsibility of the person travelling.

#### **40.7 - ADVANCES**

For planned travel, advances may be obtained prior to travel for meals, mileage and accommodation. When an advance is received, the person travelling is still required to submit an expense report with the appropriate receipts and reconciliation upon their return.

# **MUNICIPAL CREDIT CARD POLICY – Section 41**

## **41.1 - PURPOSE**

The purpose of this policy is to provide for the use of municipal credit cards.

## **41.2 - SCOPE**

The following policy shall apply to all departments whom have been issued credit cards jointly in the name of the Corporation of Municipality of Temagami, and individual departments.

## **41.3 - GUIDELINES**

Municipal credit cards are not to be used for anything personal or unrelated to their position with the Municipality of Temagami.

For municipal business travel, employees are permitted to use their assigned municipal credit card for their lodging, meals, parking and required transit. If using a personal vehicle, the employee will receive a per kilometer reimbursement (which is inclusive to cover fuel costs) upon their return.

For planned travel, an advance may be obtained prior to departure, to cover hotel, mileage, and meal allowance. A reconciliation for all expenses should be completed on the return of the employee.

Municipal credit cards are permitted to be used for purchases on behalf of the Municipality, where we do not have an account with the business supplying the goods or service, or where the company will not issue an invoice to the Municipality.

Municipal credit cards may be used for “Business Lunches”. For a meal to qualify as a “Business Lunch” it must involve a meeting for business purposes, with people who are not municipal employees, and the meeting has been approved by a supervisor. Receipts with complete information (e.g. GL account number for correct posting, the names of people taken for a business lunch, and the purpose of that meeting, etc.) regarding the purchase are to be submitted to the accounting department as received, or at minimum monthly by the 15th of each month. Visa expense report forms are available, and may be used when there are multiple receipts being submitted.

If an employee uses a Municipal credit card and does not submit the appropriate receipt, the employee will be liable to the Municipality for the payment of that expense. Credit card accounts will be reconciled monthly- failure to submit receipts or abuse of the credit card may result in the loss of the credit card.

All credit card purchases must adhere to the Municipal Procurement Policy.

Exceptions to this policy may be made only upon the authorization of the CAO/Treasurer.

## **SOCIAL MEDIA POLICY – Section 42**

### **42.1 - SCOPE**

This applies to all social media and online communication by all employees and representatives of the Municipality of Temagami.

### **42.2 - POLICY**

The purpose of the Social Media Policy is to offer our employees guidelines as to how to use social media and any online platforms in a safe, professional, and effective manner, all the while protecting our organization from the dangers of social networks.

### **42.3 - PROCEDURE**

#### **The Use of Social Media at Work**

At all times the primary use of the Internet on municipal computers and/or personal computers connected to the municipal network should be for business-related purposes.

The Corporation of the Municipality of Temagami property, including computers, phones, electronic mail and voice mail, should only be used for conducting company business. Incidental and occasional personal use of company computers, phones, or electronic mail and voice mail systems is permitted, but information and messages stored in these systems will be treated no differently from other business-related information and message.

Employees are responsible for using the internet in a manner that is ethical and lawful. Use of the internet must solely be for business purposes and must not interfere with employee productivity. The Corporation of the Municipality does not condone the illegal duplication of software. The copyright law is clear. The copyright holder is given certain exclusive rights, including the right to make and distribute copies. Downloading of other software must be authorized by the CAO/Treasurer in consultation with the IT Department.

Personal use, adhering to the guidelines outlined in this policy, is accepted during personal time (e.g. lunch breaks). At work, the use of Social Media websites should be limited to posting, sending or receiving and replying to messages or information that are business related only.

Employees should be aware that they should have no expectation of privacy where it relates to the use of Internet on computers owned by The Corporation of The Municipality of Temagami. All communication and information downloads remain the property of The Corporation of the Municipality of Temagami.

The Corporation of the Municipality of Temagami reserves the right to monitor usage at any time and without notice where there is a suspicion of inappropriate use.

#### **The Use of Social Media that Affects the Municipality**

As an employee of The Corporation of the Municipality of Temagami, it is important for employees to understand what is expected when employees choose to engage in Social Media activity. Social Media includes any online postings or activity on blogs, Instagram, Facebook, MySpace, Twitter, LinkedIn, and any other Social Media website.

We ask our employees to be conscientious with regards to what they choose to share about themselves or our organization through social networks. Content shared via social networks should

be consistent with The Corporation of the Municipality of Temagami policies, even if the information shared is thought to be private.

### Rules and Guidelines for Engaging in Online Activity

Employees shall:

- Not use our company logo, or trademarks online, unless requested to do so;
- Not speak on behalf of The Corporation of the Municipality of Temagami, unless employees have been given permission to do so by Management;
- Not spam;
- Not make any discriminatory comments and/or expletives of any kind;
- Not make disrespectful, defamatory or knowingly dishonest comments;
- Not share information about The Corporation of the Municipality of Temagami customers and clients or colleagues online;
- Not create a Social Media account for The Corporation of the Municipality of Temagami, unless employees have been requested to do so by Management;
- Not plagiarize any other person's language, thoughts, ideas, or expressions.

Employees shall:

- Make sure to have Management's permission before mentioning The Corporation of the Municipality of Temagami, our products, our clients, or our customers online;
- Never communicate any personal or confidential information about The Corporation of the Municipality of Temagami, colleagues, customers or clients;
- Respect all copyright, and disclosure laws that are applicable;
- Always credit any sources employees have used with the appropriate citations or links;
- Please remain polite and respectful at all times;
- Be responsible and only share information you would not mind customers or colleagues seeing;
- Make sure to fully understand the terms of engagement of each Social Media network before participating in online activity;
- Be truthful and as accurate as possible when sharing information;
- Make sure to clearly state that your views are your own using a disclosure statement, unless you are authorized otherwise.

We understand and respect our employees' rights to engage in online activity. However, we expect our employees to be respectful while doing so. We encourage our employees to contact their Manager or the Staff Member Responsible for Human Resources with any questions they may have regarding the use of Social Media.

It is important to remember that activities affecting The Corporation of the Municipality of Temagami business interests are covered by company policies and guidelines, except where otherwise governed by law. Not complying with regulations surrounding Social Media can result in discipline up to and including dismissal.

# **APPENDICES**

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# **AND FORMS**

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**SALARY SCHEDULE – APPENDIX 1**

**October 2024 - Salary Scale – All Positions**

<b>Position Title</b>	<b>Start</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>
Treasurer / Administrator	65.63	69.07	72.71	76.52	80.56	84.80
Public Works Superintendent	34.70	36.52	38.44	40.47	42.61	44.85
Municipal Clerk	31.58	33.24	35.00	36.83	38.78	40.81
Deputy Treasurer	31.58	33.24	35.00	36.83	38.78	40.81
MLEO / CBO	31.58	33.24	35.00	36.83	38.78	40.81
Public Works Foreman	27.76	29.22	30.75	32.38	34.08	35.89
Facilities & Recreation (EDO)	28.21	29.71	31.27	32.92	34.64	36.48
Equipment Operator	25.00	26.31	27.70	29.15	30.68	32.30
Office Assistant	23.23	24.46	25.74	27.08	28.51	30.01
Landfill Attendant	22.52	23.70	24.95	26.21	27.64	29.10
Cleaner	21.04	22.14	23.30	24.53	25.83	27.19
Summer Student	17.20	17.70	18.20	18.70	19.20	19.70
Student Supervisor						20.70

<b>Position Title</b>	<b>Start</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>
Library CEO	25.00	26.31	27.70	29.15	30.68	32.30
Library Assistant	17.79	18.72	19.71	20.75	21.84	22.98

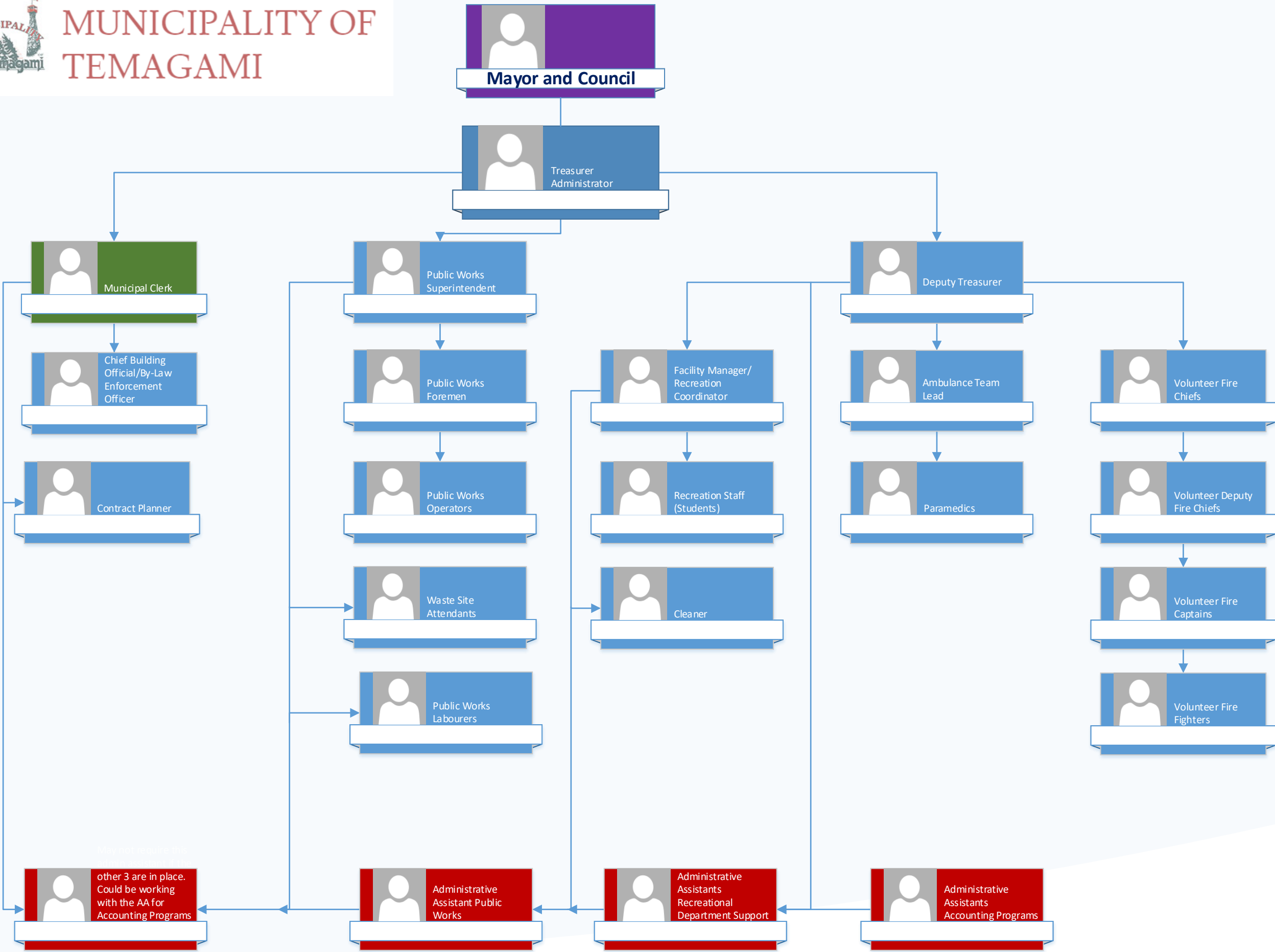
<b>Position Title</b>	<b>Honorarium – Bi-Weekly</b>
Mayor	812.19
Council	475.97

<b>Position Title</b>	<b>Honorarium – Bi-Weekly</b>
Volunteer Fire Chief	79.37
Volunteer Deputy Chief	52.96
Volunteer Captain	39.66
Volunteer Fire Fighters	21.49 - Hourly

# MUNICIPALITY OF TEMAGAMI - CURRENT ORGANIZATIONAL CHART



MUNICIPALITY OF  
TEMAGAMI





# EXIT INTERVIEW

NAME:
JOB TITLE:
DIVISION / UNIT:
START DATE WITH ORGANIZATION:
START DATE IN POSITION:
SEPARATION DATE:
TOTAL LENGTH OF SERVICE:
OTHER POSITIONS HELD WITH ORGANIZATION:

1.	Please describe the primary reason(s) you are leaving your current position.

2.	Did dissatisfaction with any of the following factors influence your decision to leave?	YES	NO
	Type of work		
	Working conditions (setting, schedule, travel, flexibility)		
	Pay		
	Supervisor		
	Location		
	Cost of living in area		
	Commute		

3.	Please rate the following aspects of the job you are vacating. Use the 1 – 5 scale below.					
		<b>1</b> Poor	<b>2</b>	<b>3</b> Average	<b>4</b>	<b>5</b> Excellent
	Type of work performed					
	Fairness of workload					
	Salary					
	Working conditions					
	Tools and equipment provided					
	Training received					
	Co-workers					
	Supervision received					
	Level of input in decisions that affected you					

# EXIT INTERVIEW

4. Please rate the following aspects of the organization overall. Use the 1 – 5 scale below.						
		1 Poor	2	3 Average	4	5 Excellent
	Recruitment process					
	New employee orientation					
	Training opportunities					
	Career development opportunities					
	Employee morale					
	Fair treatment of employees					
	Recognition for a job well done					
	Support of work-life balance					
	Cooperation within the agency					
	Communication between management and employees					
	Performance and development planning and evaluation					
	Interest and investment in employees					
	Commitment to customer service					
	Concern with quality and excellence					
	Administrative policies/procedures					

5. Please rate your supervisor on the following factors. Use the 1 – 5 scale below.						
		1 Never	2 Seldom	3 Often	4 Usually	5 Always
	Gave usable performance feedback					
	Recognized accomplishments					
	Clearly communicated expectations					
	Treated you fairly and respectfully					
	Coached, trained, & developed you					
	Provided leadership					
	Encouraged teamwork & cooperation					
	Resolved concerns promptly					
	Listened to suggestions & feedback					
	Kept employees informed					
	Supported work-life balance					
	Provided appropriate & challenging assignments					

# EXIT INTERVIEW

6.	If you accepted another job, please complete the following.	
	Name of new employer	
	Location of position	
	Title of position	
	Nature of work of position	
	Salary of position	
	What the new position and/or organization offers that we do not.	

# VIOLENCE AND HARASSMENT REPORTING FORM

<b>PART 1 – INCIDENT DETAILS</b> (to be completed by party reporting incident)		
Date of report		
Reporter's name		
Location of incident		
Date of incident		
Time of incident	____   ____ <input type="checkbox"/> AM <input type="checkbox"/> PM	
Victim's name		
Relationship to (co. name)		
Contact information		
Additional witnesses	<b>Name</b>	<b>Contact Information</b>
Injuries and damage	<b>Yes</b>	<b>No</b>
Were there any injuries or property damage reported?		
Medical attention/first aid obtained?		
Any time missed from work as a result of the incident?		
WSIB Form 7 submitted?	Yes	No
If "yes" to any of above provide details of injuries, property damage, treatment and/or repairs.		

# VIOLENCE AND HARASSMENT REPORTING FORM

**PART 2 – DESCRIPTION OF INCIDENT** (to be completed by party reporting incident)

In your own words, please provide detailed description of the incident based on what you experienced or was reported to you and other pertinent information.

Describe immediate actions taken (e.g., contacted supervisor, told Respondent to stop behaviour, called 911, etc.).

# VIOLENCE AND HARASSMENT REPORTING FORM

Describe your recommendations for corrective and preventive actions, if any.

Reporter's signature	

# VIOLENCE AND HARASSMENT REPORTING FORM

**PART 3 – INVESTIGATION INTERVIEWS** (to be completed by Investigator)

Interviews with victim, alleged perpetrator and witness shall be conducted where possible. Where such interviews are not conducted this report shall indicate why.

Name of person interviewed

Event role (victim, alleged perpetrator or witness)

Person conducting the interview

Date of interview

**Interview Notes**

# VIOLENCE AND HARASSMENT REPORTING FORM

**PART 4 – OTHER INFORMATION PERTINENT** (to be completed by Investigator)

Identify pertinent information possibly including but not limited to:

- Police report
- Violence risks and controls from risk assessment
- Past incidents
- Worker training



# VIOLENCE AND HARASSMENT REPORTING FORM

<b>PART 5 – INVESTIGATION CONCLUSIONS</b> (to be completed by Investigator)			
<b><i>Based on the evidence revealed on investigation, it is the opinion of the investigator that:</i></b>			
<b><i>the reported incident of</i></b> (circle one)	workplace violence	workplace harassment	workplace sexual harassment
<b><i>was</i></b> (circle one)	adequately substantiated	not adequately substantiated	fabricated with malicious intent
Additional comments from Investigator			

# VIOLENCE AND HARASSMENT REPORTING FORM

<b>PART 6 – CORRECTIVE AND PREVENTIVE ACTIONS</b> (to be completed by Investigator)			
<b>Actions</b>	<b>Responsible</b>	<b>Target Date</b>	<b>Completion Date</b>

# VIOLENCE AND HARASSMENT REPORTING FORM

<b>PART 7 – COMMUNICATION OF RESULTS</b>			
<b>Party</b>	<b>Name</b>	<b>Signature</b>	<b>Date</b>
Investigator			
Victim			
Alleged perpetrator			

# Health and Safety Incident Report Form

The incident	
Reported by	Department
Email	Phone                      Ext
Date of occurrence	Time
Exact location	
Accident <input type="checkbox"/> Incident <input type="checkbox"/> Near miss <input type="checkbox"/> Violence <input type="checkbox"/> Ill health <input type="checkbox"/> Safety <input type="checkbox"/>	
What happened? Report any details that may have contributed to the incident (i.e., poor lighting). Use additional paper as necessary and attach to form.	
Describe the outcome: harm/health effects/damage.	
Describe corrective measures taken to address immediate hazards related to incident.	

# Health and Safety Incident Report Form

The affected person		
Worker <input type="checkbox"/> other: (i.e., visitor, contractor) <input type="checkbox"/>	Name	
Address	Date of birth	
Email—work:	Email—home	
Employer's name if other than worker	Address	Phone
Witness details		
Names(s) and contact information	Names(s) and contact information	
First aid		
First aid provided:    Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>		
By whom:		Time of attendance:
Details of provision:		Contact information:

# Health and Safety Incident Report Form

Post incident
Where did the person involved in the incident go next? To the hospital <input type="checkbox"/> home <input type="checkbox"/> returned to work <input type="checkbox"/> other <input type="checkbox"/>
Was a member of the joint health and safety committee notified of the incident?    Yes <input type="checkbox"/> No <input type="checkbox"/>
Name:

**Additional notes:**

# Individual Accommodation Plan Form

The Corporation of The Municipality of Temagami \_\_\_\_\_ is committed to accommodating people with disabilities and will use the following process to identify and meet employee accommodation needs.

## 1. Recognize the need for accommodation

Accommodation can be:

- requested by the employee
- identified by the employee's manager or hiring manager

## 2. Gather relevant information and assess individual needs

The employee is an active participant in this step

- Information will be collected on the employee's functional abilities, not the nature of the employee's disability
  - The employee's personal information, including medical information, is kept secure and dealt with in a confidential manner. It will only be disclosed to individuals who need it to perform the accommodation process.
- The employee and his/her manager will work together to find the most appropriate accommodation
  - A medical or other expert may be engaged (at the company's expense) to help determine if/how the employee's needs can be accommodated
  - The employee may ask a bargaining agent or other workplace representative to participate in the process

## 3. Write an individual accommodation plan

After identifying the most appropriate accommodation(s), the details will be documented in a written plan, including:

- What accommodation(s) will be provided
- How to make information accessible to the employee, including accessible formats and communication supports
- Employee emergency information and/or emergency response plan (if applicable)
- When the plan will be reviewed and updated

The manager will give the employee in an accessible format (if required), a copy of the individual accommodation plan, or written reasons for denying accommodation.

## 4. Implement, monitor and update the plan

After implementing the accommodation plan, the employee and his/her manager will monitor and review the plan to ensure that it is effective. Formal reviews and updates will take place on the mutually agreed upon, predetermined schedule in the employee's accommodation plan. If the accommodation is no longer appropriate, the employee and the manager will reassess the situation (step 2) and update the plan.

The accommodation plan will also be reviewed and updated if:

- the employee's work location or position changes
- the nature of the employee's disability changes

**Confidential when completed**

**Employee Information**

Last Name	First Name
-----------	------------

Title / Department

**Manager Information**

Last Name	First Name
-----------	------------

Title / Department

Accommodations		Next plan review	
Start Date (yyyy/mm/dd)	End Date (yyyy/mm/dd)	Date (yyyy/mm/dd)	Or Frequency

**Limitations**

List any functional limitations that the employee experiences, how it affects different aspects of his/her job and if each task is an essential part of the role.

1. Limitation

Tasks / activities affected

Essential job requirement?

Yes     No

**Accommodations**

Using the list of tasks from the limitations section above, identify what types of accommodation or support would help the employee accomplish the task. List a strategy or tool that will provide that accommodation.

1. Task

What must the accommodation achieve?

Accommodation strategy

**Implementation**

List the actions required to achieve the accommodation(s) identified in the prior section.

1. Action

Assigned to

Due Date (yyyy/mm/dd)	Date Completed (yyyy/mm/dd)
-----------------------	-----------------------------

**Information sources**

Identify and include the contact information for any experts consulted when building the plan (e.g., human resources manager, family doctor, specialists)



1. Last Name	First Name
Title/Role	
Email Address	Telephone Number ext.

### Related documents

Attach any additional documents required to support the employee.

- Employee emergency plan (if applicable)
- Accessible format of the individual accommodation plan (if needed)
- What type(s) of accessible formats and/or communications support the employee needs (if requested)
- Return to work plan (if applicable)
- Other (specify): ▼

### Comments / Notes

Use this section for any additional information (e.g. details of alternative work arrangements, budget code for accommodation costs, etc.)

### Signature

Employee's Signature	Date (yyyy/mm/dd)
Manager's Signature	Date (yyyy/mm/dd)

## **Functional Abilities Form** **for Planning Early and Safe Return to Work**

**Health Professionals, please use this form ONLY when requested by an employer or worker.**

**The purpose of this form is to identify your patient's overall functional abilities and work restrictions that will assist his/her return to suitable work.**

**Please promptly complete and return pages 2 and 3 of this form to the worker or employer to assist the workplace parties in planning an early and safe return to work.**

**PLEASE ENSURE YOUR BILLING INFORMATION IS NOT GIVEN TO THE WORKER OR EMPLOYER.**

### **Authority to Release Information**

Section 37(3) of the *Workplace Safety and Insurance Act, 1997* provides the legal authority for health professionals to give the Workplace Safety and Insurance Board (WSIB), the injured worker and the employer such information as may be prescribed concerning the worker's functional abilities.

When completing this report, please **print in black ink.**

Worker and/or employer should complete Sections A and B of this report. If your patient needs assistance, please help. Please submit this report even if Section A is not fully completed.

Information about your responsibilities can be found on **Page 4.**

The WSIB will pay health professionals for completing this form.

**Mail to:**

**Workplace Safety and Insurance Board**  
200 Front Street West  
Toronto, ON M5V 3J1

**OR**

**Fax to:**

416-344-4684  
or 1-888-313-7373



**A guide to completing this form is available at [www.wsib.on.ca](http://www.wsib.on.ca)**

Please PRINT in black ink

Claim No.
-----------

**A. Section A to be completed by the employer and/or worker.**

Worker's Last Name	First Name	Telephone
Address (no., street, apt.)	City/Town	Province
		Postal Code

Employer's Name		
Full Address (No., Street, Apt.)		
City/Town	Prov.	Postal Code

Date of Birth (dd/mm/yyyy)
Date of Accident/Awareness of Illness (dd/mm/yyyy)
Employer Telephone
Employer Fax No.

1. Type of job at time of accident (where available, please attach description of job activities)	Area(s) of injury(ies)/illness(es)
2. Have the worker and the employer discussed Return To Work <input type="checkbox"/> yes <input type="checkbox"/> no	If no, will be discussed on dd mm yyyy
3. Employer contact name	Position

**B. Worker's Signature**

By signing below, I am authorizing any health professional who treats me to provide me, my employer and the Workplace Safety and Insurance Board (WSIB) with information about my functional abilities on the WSIB's "Functional Abilities for Planning Early and Safe Return to Work" form.

Signature	Date dd mm yyyy
-----------	-----------------

**C. Health Professional's Billing Information**

For billing purposes fax or mail pages 2 and 3 to the WSIB.

Health Professional's Designation

Chiropractor  Physician  Physiotherapist  Registered Nurse (Extended Class)  Other

**PROVIDER BILLING INFORMATION IN THE BOLDED AREA OF SECTION C SHOULD NOT BE PROVIDED TO THE WORKER OR EMPLOYER.**

<b>Are you registered with the WSIB?</b> <input type="checkbox"/> yes <input type="checkbox"/> no Please enter the <b>WSIB Provider ID.</b> in the box provided <input type="checkbox"/> <b>Please call 1 - 800-569-7919</b> to register	WSIB Provider ID.
	Your Invoice Number
Health Professional's Name (please print)	Service Code <b>FAF</b>
Address (No. Street, Apt.)	▼ Complete these fields if <b>HST</b> is applicable to this form ▼ HST Registration Number    Service Code    HST Amount Billed <b>ONHST \$ .</b>
	City/Town    Province    Postal Code    Fax

**I hereby declare that the information being submitted in Sections C, D, E and F of this form is true and complete. It is an offense to knowingly make a false or misleading statement or representation to the WSIB.**

Health Professional's Signature	Telephone	Date dd mm yyyy
---------------------------------	-----------	-----------------

Please PRINT in black ink

Worker's Last Name	First Name	Claim No.
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**D. The following information should be completed by the Health Professional to identify the patient's overall abilities and restrictions.**

<b>1.</b> Date of Assessment      dd      mm      yyyy	<b>2. Please check one:</b> <input type="checkbox"/> Patient is capable of returning to work with <b>no restrictions.</b> <input type="checkbox"/> Patient is capable of returning to work <b>with restrictions.</b> Complete sections <b>E and F.</b> <input type="checkbox"/> Patient is physically unable to return to work at this time. Complete section <b>F.</b>
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**E. Abilities and/or Restrictions**

**1. Please indicate Abilities that apply. Include additional details in section 3**

<b>Walking:</b> <input type="checkbox"/> Full abilities <input type="checkbox"/> Up to 100 metres <input type="checkbox"/> 100 - 200 metres <input type="checkbox"/> Other (please specify)	<b>Standing:</b> <input type="checkbox"/> Full abilities <input type="checkbox"/> Up to 15 minutes <input type="checkbox"/> 15 - 30 minutes <input type="checkbox"/> Other (please specify)	<b>Sitting:</b> <input type="checkbox"/> Full abilities <input type="checkbox"/> Up to 30 minutes <input type="checkbox"/> 30 minutes - 1 hour <input type="checkbox"/> Other (please specify)	<b>Lifting from floor to waist:</b> <input type="checkbox"/> Full abilities <input type="checkbox"/> Up to 5 kilograms <input type="checkbox"/> 5 - 10 kilograms <input type="checkbox"/> Other (please specify)
<b>Lifting from waist to shoulder:</b> <input type="checkbox"/> Full abilities <input type="checkbox"/> Up to 5 kilograms <input type="checkbox"/> 5 - 10 kilograms <input type="checkbox"/> Other (please specify)	<b>Stair climbing:</b> <input type="checkbox"/> Full abilities <input type="checkbox"/> Up to 5 steps <input type="checkbox"/> 5 - 10 steps <input type="checkbox"/> Other (please specify)	<b>Ladder climbing:</b> <input type="checkbox"/> Full abilities <input type="checkbox"/> 1 - 3 steps <input type="checkbox"/> 4 - 6 steps <input type="checkbox"/> Other (please specify)	<b>Travel to work:</b> Ability to use public transit      Ability to drive a car <input type="checkbox"/> yes <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> no

**2. Please indicate Restrictions that apply. Include additional details in section 3**

<input type="checkbox"/> Bending/twisting repetitive movement of (please specify)	<input type="checkbox"/> Work at or above shoulder activity:	<input type="checkbox"/> Chemical exposure to:	<input type="checkbox"/> Environmental exposure to: (e.g. heat, cold, noise or scents)	<input type="checkbox"/> Limited use of hand(s): Left      Gripping      Right <input type="checkbox"/> Pinching <input type="checkbox"/> <input type="checkbox"/> Other (please specify) <input type="checkbox"/>
<input type="checkbox"/> Limited pushing/pulling with: <input type="checkbox"/> Left arm <input type="checkbox"/> Right arm <input type="checkbox"/> Other (please specify)	<input type="checkbox"/> Operating motorized equipment: (e.g. forklift)	<input type="checkbox"/> Potential side effects from medications (please specify) Do not include names of medications.	<input type="checkbox"/> Exposure to vibration: <input type="checkbox"/> Whole body <input type="checkbox"/> Hand/Arm	

**3. Additional Comments on Abilities and/or Restrictions.**

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<b>4. From the date of this assessment, the above will apply for approximately:</b> <input type="checkbox"/> 1 - 2 days <input type="checkbox"/> 3 - 7 days <input type="checkbox"/> 8 - 14 days <input type="checkbox"/> 14 + days	<b>5. Have you discussed return to work with your patient?</b> <input type="checkbox"/> yes <input type="checkbox"/> no
<b>6. Recommendations for work hours and start date:</b> <input type="checkbox"/> Regular full-time hours <input type="checkbox"/> Modified hours <input type="checkbox"/> Graduated hours	<b>Start Date</b> dd    mm    yyyy

**F. Date of Next Appointment**

Recommended date of next appointment to review **Abilities and/or Restrictions.**      dd      mm      yyyy

**I have provided this completed Functional Abilities Form to:**     **Worker**    **and/or**     **Employer**

## Important Information

To receive benefits, the worker must apply for benefits within six months of the date of a work-related injury or illness. When filing a claim for benefits, the worker must also consent to the disclosure of functional abilities information provided by a health professional to his or her employer for the purpose of facilitating an early and safe return to work. Failure to file a claim or provide consent for the release of the functional abilities information can result in no benefits.

If you have questions about the completion of this form please call 1-800-387-0750.

### Worker's Responsibilities

- This form is to be completed by a treating health professional, who will discuss the information with you.
- Once completed, contact your employer **immediately** to review the information on the completed form. Together, you and your employer will begin to plan an early and safe return to work.

### Employer's Responsibilities

- This form provides general information about this worker's functional abilities and restrictions to help you plan an early and safe return to work.
- When you provide this form to the treating health professional, ensure that you have the worker's signed consent (Section B) for the release of functional abilities information.
- Where available, also attach a description of the worker's job activities to assist the health professional in completing the form.
- The prescribed form that is available from the WSIB is a generic form developed to assist with general functional abilities information.
- The WSIB will pay the health professional to complete the prescribed WSIB form only. A charge will appear on your Accident Cost statement or Schedule 2 Invoice which reflects the cost of payment for each form completed.
- If you have a form that is specific to your workplace and have the cooperation of the worker in providing consent for the release of information on your form, you may use your own form. If you create your own form, you must reimburse the health professional directly.
- Do not send a copy of the completed Functional Abilities Form for Planning Early and Safe Return to Work to the WSIB. The health professional is responsible for submission of the form.

### Health Professional's Responsibilities

- The employer and worker will use this information to plan the worker's early and safe return to work.
- Their return to work plans will reflect the functional abilities and restrictions you have noted and presume that no clinical contraindications exist for other work activities, therefore it is crucial that all sections be completed in full.
- The completion of this form is based on your examination of the worker and does not require a specialized functional abilities evaluation.
- Diagnostic or confidential information **must not** be included.
- Please add specific information on the duration of temporary restrictions or maximum times or weights to be considered, in section **E3** under **abilities and/or restrictions**. If necessary, attach an additional page to this completed form to describe abilities and restrictions.
- **Completion of this form does not replace clinical reporting requirements to the WSIB.**
- **Once you have received this form, promptly complete it and give it to the worker and/or employer.**
- **For billing purposes fax or mail pages 2 and 3 to the WSIB. When faxing, do not mail a copy.**

**The WSIB will pay the health professional for the completed form when pages 2 and 3 are received.**

**Workplace Safety and Insurance Board**  
200 Front Street West  
Toronto ON M5V 3J1

WSIB Fax 416-344-4684  
or 1-888-313-7373

# Return To Work Plan Form

The Corporation of The Municipality of Temagami is committed to supporting employees who have been absent from work due to a disability. We will use the following process to help employees who require accommodation to return to work.\*

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## Step 1. Initiate the leave and stay in contact with the employee

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If an employee needs to take a disability leave, s/he will inform his/her manager and human resources. The employee and manager will maintain regular contact, with the employee's consent, to address any problems that may arise and facilitate the return to work process.

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## Step 2. Gather relevant information and assess individual needs

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The employee and manager will work together to share information and find the most appropriate accommodation, for example:

### Manager

- Provides the employee with return to work information
- Helps resolve any problems with treatment if requested to do so by the employee
- Maintains regular contact with the employee
- Ensures work practices are safe for returning employee
- Assists with identifying accommodations
- Assists with analyzing the demands of each job task

### Employee

- Gets and follows the appropriate medical treatment
- Provides updates about their progress, including information about his/her functional ability to perform the job
- Provides his/her health care provider with the return to work information

Health care provider(s), union/workplace representative(s) and health and safety professional(s) may also participate in the process, if needed.

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## Step 3. Develop a return to work plan

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After identifying the most appropriate accommodation, safety considerations and any transitional measures, capture the details in a written plan.

Depending on circumstances, the employee may:

- return to the original position
- return to the original position with accommodation(s) on a temporary or permanent basis
- return to an alternate position on a temporary or permanent basis

The return to work plan should be attached to the employee's individual accommodation plan.

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## Step 4. Implement, monitor and update the plan

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After implementing the return to work plan, the employee and manager will monitor and review the plan regularly to ensure that it remains effective. If the accommodation is no longer appropriate, they will reassess the situation (step 2) and update the plan.

\* This return to work process does not replace or override any other return to work process created by or under any other statute. It should not be taken as legal advice. You should contact a lawyer for advice for your particular set of facts or circumstances.

# Sample Return to Work Plan

## Confidential when completed

### Employee Information

Last Name

First Name

Title / Department

### Manager Information

Last Name

First Name

Title / Department

Return to work plan start date (yyyy/mm/dd)

Return to work plan end date (yyyy/mm/dd)

### Goal

At the end of the return to work process, the employee will return to his/her

- Original job
- Original job with modifications
- Alternate job (include job description)

### Accommodations and transitional measures

List any limitations the employee experiences as a result of his/her disability, how it affects different aspects of his/her job and any accommodations or safety measures required to help the employee return to work. Accommodations may include, but are not limited to:

- Modified work hours/days
- Modified work location
- Modified job requirements
- Assistive device(s)
- Additional support (e.g. colleagues helping with specific tasks)

If the measures will be phased in or out, include a start/end date.

1. Limitation

Tasks/activities affected

Accommodation

Safety considerations

Start Date (yyyy/mm/dd)

End Date (yyyy/mm/dd)

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**Assignment to alternate position**

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Complete this section if the employee will not be returning to his/her original job. The assignment to an alternate position may be temporary or permanent.

Job title	Length of assignment
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Describe the new position

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List any training requirements and safety precautions

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**Comments / Notes**

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Use this section for any additional information (e.g. details of alternative work arrangements, budget code for accommodation costs, etc.)

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**Signature**

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Employee's Signature	Date (yyyy/mm/dd)
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Manager's Signature	Date (yyyy/mm/dd)
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# Performance Improvement Plan

Employee name		Manager name	
Job title		Start date	
Department		Agreed end date	

<p><b>Role expectations</b>  <i>What is the acceptable performance expected of the employee in this role?</i></p>

<p><b>Areas of concern</b>  <i>In what areas of performance has the employee not met expectations, and what are the root causes of the issues?</i></p>

<p><b>Improvement goals</b>  <i>Define concrete goals that address the areas of concern and agree on milestones to meet the goals.</i></p>	
Goal and description	Milestone

**Action plan**

*Outline activities that are going to help achieve the improvement goals.*

Goal	Activity description	Start date	Deadline

**Resources**

*What are the resources available to complete the activities outlined in the action plan?*

Resource	Description

**Progress tracking**

*How is the employee doing in achieving their improvement goals?*

Goal	Status and comments	Date of check

**Signatures**

Employee		Manager	
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