

The Corporation of the Township of Huron-Kinloss



BY-LAW No.

2024 - 91

Being a By-Law to Repeal By-Law No. 2022-137; being the Consolidated Human Resources Policies and Replace with a new Human Resources Policies By-law for the Township of Huron-Kinloss

WHEREAS Section 8(1) and 9 of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, provide that the powers of a municipality under this or any other Act shall be interpreted broadly so as to confer broad authority on the municipality to enable the municipality to govern its affairs as it considers appropriate and to enhance the municipality's ability to respond to municipal issues and has the capacity, rights, powers and privileges of a natural person for the purposes of exercising its authority under this or any other Act;

AND WHEREAS Council passed By-law No. 2022-137 being the Consolidated Human Resources Policies By-law;

AND WHEREAS the Council for the Township of Huron-Kinloss deems it desirable to repeal By-law 2022-137 to allow for updates to the Schedules as per report CAO-09-28;

AND WHEREAS the Council for the Township of Huron-Kinloss deems it expedient to establish a new Consolidated Human Resources Policy By-law;

NOW THEREFORE the Council of The Corporation of the Township of Huron-Kinloss **ENACTS** as follows;

1. That the Corporation of the Township of Huron-Kinloss Council hereby adopts the Consolidated Human Resources Policies as contained in the attached;

Schedule 'A' Accessibility Policy

Schedule 'B' Compensation and Benefits Policy

Schedule 'C' Criminal Reference Check Policy

Schedule 'D' Technology Policy

Schedule 'E' Employee Protection Resources Policy

Schedule 'F' Employee Recognition Policy

Schedule 'G' Health and Safety Policy

Schedule 'H' Hiring Policy

Schedule 'I' Professional Development and Expenses Policy

Schedule 'J' Termination Policy

Schedule 'K' Time Off Policy

2. That this by-law shall come into full force and effect upon its final passage.

3. That this by-law may be cited as the "Consolidated Human Resources Policies By-law".

READ a FIRST and SECOND TIME this 16th day of September, 2024.

READ a THIRD TIME and FINALLY PASSED this 16th day of September, 2024.

Mayor

Clerk



Policy

Section: 3.0 Human Resources

Policy: Accessibility Policy

By-Law: 2022-137 Schedule A

Date: 8 August 2022

Revision: [Click here to enter text.](#)

Coverage:

This policy shall apply to all non-union employees of the Township of Huron-Kinloss, as well as union employees subject to the terms and conditions in their respective collective agreements. Where applicable this policy will also apply to council members and committee members.

Policy Statement:

The Township of Huron-Kinloss is committed and guided by the four core principles of dignity, independence, integration, and equal opportunity and supports the full inclusion of persons as set out in Canadian Charter of Rights and Freedoms and the Accessibility for Ontarians with Disabilities Act, 2005 as amended.

The Township of Huron-Kinloss shall use every effort to ensure that we meet the needs of people with disabilities, in a timely manner, through the implementation of this policy.

Legislative Authority:

**Accessibility for Ontarians with Disabilities Act, 2005, as amended,
Human Rights Code, R.S.O. 1990 Chapter H.19,
Canadian Charter of Rights and Freedoms**

Contents:

Accessibility Policy



Township of Huron-Kinloss

Accessibility Policy

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1.0 Accessible Customer Service Policy

Legislative Authority: Accessibility for Ontarians with Disabilities Act, 2005, as amended, Human Rights Code, R.S.O. 1990 Chapter H.19, Canadian Charter of Rights and Freedoms

The Township of Huron-Kinloss is committed to providing quality goods, services and facilities that are accessible to **all** persons that we serve.

The Accessibility for Ontarians with Disabilities Act, 2005 (the "AODA") is a Provincial Act with the purpose of developing, implementing, and enforcing accessibility standards in order to achieve accessibility for persons with disabilities with respect to goods, services, facilities, accommodation, employment, transportation and the built environment.

Under the AODA, the Ontario Regulation 191/11 Integrated Accessibility Standards is updated (effective July 1st, 2016) to include the Accessible Customer Service standard which had previously stood alone. The Township of Huron-Kinloss Accessible Customer Service policy is updated to reflect all the changes. The Township shall develop, implement, and maintain policies governing our provision of goods, services, or facilities, as the case may be to persons with disabilities.

Definitions:

1. Assistive Device

A device used to assist persons with disabilities in carrying out activities or in accessing the services of persons or organizations covered by the Customer Service Standard.

2. Disability

- a) any degree of physical disability, infirmity, malformation or disfigurement that is caused by bodily injury, birth defect or illness and, without limiting the generality of the foregoing, includes diabetes mellitus, epilepsy, a brain injury, any degree of paralysis, amputation, lack of physical co-ordination, blindness or visual impediment, deafness or hearing impediment, muteness or speech impediment, or physical reliance on a guide dog or other animal or on a wheelchair or other remedial appliance or device
- b) a condition of mental impairment or a developmental disability
- c) a learning disability, or a dysfunction in one or more of the processes involved in understanding or using symbols or spoken language,
- d) a mental disorder, or

e) an injury or disability for which benefits were claimed or received under the insurance plan established under the Workplace Safety and Insurance Act, 1997.

3. Facilities

Facilities is defined as any buildings owned by the Township of Huron Kinloss and utilized by the public.

4. Goods and Services

Goods and services include all of the goods and services provided by The Township of Huron Kinloss in the daily activities carried out by the municipality.

5. Guide Dog

A guide dog as defined in section 1 of the Blind Persons' Rights Act is a dog trained as a guide for a blind person and having qualifications prescribed by the regulations under the Blind Persons' Rights Act

6. Regulated Health Professional

A Regulated Health Professional is a member of the Colleges listed below and is able to provide documentation that the person requires a service animal for reasons relating to their disability.

- a) Audiologists and Speech-Language Pathologists of Ontario
- b) Chiropractors of Ontario
- c) Nurses of Ontario
- d) Occupational Therapists of Ontario
- e) Optometrists of Ontario
- f) Physicians and Surgeons of Ontario
- g) Physiotherapists of Ontario
- h) Psychologists of Ontario
- i) Registered Psychotherapists and Registered Mental Health Therapists of Ontario

7. Service Animal

Any animal used by a person with a disability for reasons relating to the disability where it is readily apparent that the animal is used by the person for reasons relating to his or

her disability due to visual indicators such as a vest or harness worn by the animal; or where the person provides a letter from a Regulated Health Professional confirming that he or she requires the animal for reasons relating to his or her disability.

9. Support Person

A person who accompanies a person with a disability in order to assist him or her with communication, mobility, personal care, or medical needs or with access to goods, services or facilities.

10. Township

Township shall mean The Township of Huron Kinloss.

General Principles:

1. Provision of Goods, Services and Facilities to Persons with Disabilities

The Township will use reasonable efforts to ensure that its policies, practices, and procedures are consistent with the following principles:

- a) The Township's goods, services and facilities are provided in a manner that respects the dignity and independence of persons with disabilities.
- b) The provision of goods, services, or facilities to person with disabilities must be integrated with the provision of goods, services, or facilities to others, unless an alternative measure is necessary, whether temporarily or on a permanent basis, to enable a person with a disability to obtain, use or benefit from the goods, services, or facilities.
- c) Persons with disabilities are given, where practicable, an opportunity equal to that of persons without disabilities to obtain, use or benefit from the goods, services, or facilities.
- d) When communicating with a person with a disability, the Township shall do so in a manner that takes into account that person's disability.

2. Assistive Devices and other Measures that Assist with Accessibility

A person with a disability may provide their own assistive device for the purpose of obtaining, using, and benefiting from the Township's goods, services, or facilities. Exceptions may occur in situations where the Township has determined that the assistive device may pose a risk to the health and safety of a person with a disability or the health and safety of others on the premises.

Should any person with a disability be unable to access the Township's goods, services, or facilities through the use of their own personal assistive device, the Township will ensure the following:

- determine if goods, services, or facilities is inaccessible, based on individual requirements,
- assess goods, services or facilities delivery and potential options to meet the needs of the individual,
- notify the person with a disability of alternative goods, services, or facilities and how they can access the service, temporarily or on a permanent basis.

It should be noted that it is the responsibility of the person with a disability to ensure that his or her assistive device is operated in a safe and controlled manner at all times.

3. Service Animals

Persons with a disability may enter premises owned and operated; or operated, by the Township accompanied by a service animal and keep the animal with them if the public has access to such premises and the animal is not otherwise excluded by law. If a service animal is excluded by law, (i.e., kitchen with food preparation) the Township will ensure that alternate means are available to enable the person with a disability to obtain, use or benefit from the Township's goods, services, or facilities within reason.

If it is not readily apparent that the animal is a service animal such as a vest or harness worn by the animal, the Township may ask the person with a disability for a letter from a Regulated Health Professional confirming that the person requires the animal for reasons relating to his or her disability.

It should be noted that it is the responsibility of the person with a disability to ensure that his or her service animal is kept in their care and control at all times. The owner is responsible for any damage done by the service animal.

4. Support Persons

If a person with a disability is accompanied by a support person, the Township shall ensure that both persons are permitted to enter the premises together and that the person with a disability is not prevented from having access to the support person while on the premises.

The Township may require a person with a disability to be accompanied by a support person but only after consulting with the person with a disability and determining that

- a) a support person is necessary to protect the health or safety of the person with a disability or the health and safety of others on the premises; and
- b) there is no other reasonable way to protect the health or safety of the person with a disability and the health or safety of others on the premises.

If an amount is payable for a person's admission to the premises, notice shall be given in advance of the amount, if any, payable for the support person.

If the Township has required that the person with a disability be accompanied by a support person when on the premises, the Township shall waive payment of the amount, if any, payable for the support person.

5. Notice of Temporary disruptions in Services and Facilities

Temporary disruptions in the Township's services and facilities do occur from time to time due to reasons that may or may not be within the Township's control or knowledge.

The Township will make reasonable effort to provide notice of the disruption to the public, including information about the reason for the disruption, its anticipated duration, and a description of alternative facilities or services, if any, that may be available. The Township will make reasonable effort to provide prior notice of planned disruptions if possible, recognizing that in some circumstances such as in the situation of unplanned temporary disruption, advance notice will not be possible. In such cases, the Township will provide notice as soon as possible.

When temporary disruptions occur to the Township's services or facilities, the Township will provide notice by placing the information in visible, public places, and/or on the Township's website (www.huronkinloss.com), and/or by any other method that may be reasonable under the circumstances as soon as reasonably possible.

6. Assistive Devices and other Measures that Assist with Accessibility

A person with a disability may provide their own assistive device for the purpose of obtaining, using, and benefiting from the Township's goods, services, and facilities. Exception may occur in situations where the Township has determined that the assistive device may pose a risk to the health and safety of a person with a disability or the health and safety of others on the premises.

Should a person with a disability be unable to access the Township's facilities, goods, or services through the use of their own personal assistive device, the Township will ensure the following:

- determine if service or facility is inaccessible, based on individual requirements,
- assess service delivery and potential service options to meet the needs of the individual,
- notify the person with a disability of alternative services or facilities and how they can access the service or facility temporarily or on a permanent basis.

It should be noted that it is the responsibility of the person with a disability to ensure that his or her assistive device is operated in a safe and controlled manner at all times.

7. Feedback

The Township of Huron Kinloss is committed to providing high quality goods, services, and facilities to all members of the public it serves. Feedback from the public is welcomed as it may help to identify areas that require change.

Feedback from a member of the public about the delivery of goods, services, and facilities to persons with disabilities may be given by telephone (519-395-3735), in person (21 Queen Street, Ripley), in writing (Box 130, Ripley, N0G 2R0) or in electronic format (info@huronkinloss.com). A feedback form will be available at the Township office or on the Township website (www.huronkinloss.com)

8. Training

The Township of Huron Kinloss will ensure that all persons to whom this policy applies receive training as required by the Accessibility for Ontarians with Disabilities Act, 2005 as amended. The amount and format of training given will be tailored to suit each person's level of interaction with the public and his or her involvement in the development of policies, procedures and practices pertaining to the provision of goods, services, or facilities.

Full details of the training can be found in The Township of Huron Kinloss Accessible Training Policy.

Training will be provided as soon as practicable upon an individual being assigned the applicable duties as well as on an ongoing basis as changes occur to the Township's policies, procedures and practices governing the provision of goods or services to persons with disabilities.

The Township will keep records of the training, including but not limited to the date training is provided and the number of individuals receiving training. The names of

individuals trained will be recorded for training administration purposes subject to the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA).

Availability and Format of Documents:

All documents required by the Accessibility for Ontarians with Disabilities Act, 2005, S.O. 2005, c. 11 are available upon request subject to MFIPPA. This include but are not limited to the Accessible Customer Service policies, procedures and practices, notices of temporary disruptions, training records and written feedback.

Should the Township be required to give a copy of a document to a person with a disability, the Township shall give the person the document, or the information contained in the document, in a format that takes into account the person's disability.

The Township and the person with the disability will try to agree upon the format to be used for the document or information, subject to feasibility requirement of this policy.

Alternate formats will be considered by the Township of Huron Kinloss.

Notice of Availability of Documents:

Notice of the availability of all documents required by the Accessibility for Ontarians with Disabilities Act, 2005 will be posted on the Township of Huron-Kinloss website and available at the Township office.

2.0 Accessibility Training Policy

The Township of Huron-Kinloss is committed and guided by the four core principles of dignity, independence, integration, and equal opportunity and supports the full inclusion of persons as set out in Canadian Charter of Rights and Freedoms and the Accessibility for Ontarians with Disabilities Act, 2005 as amended. The Township of Huron-Kinloss shall use every effort to ensure that we meet the needs of people with disabilities, in a timely manner, through the implementation of this policy.

All training shall include the requirements of meeting the accessibility standards and the Human Rights Code as it pertains to persons with disabilities. Training will be carried out in such a manner that respects the differences of the person with disabilities as relating to an employees' duties. Therefore, different levels of training shall be provided. Training shall be provided as soon as practicable after being assigned their duties. A record of training required under Section 7 of the AODA will be maintained including the names of the participants, date of training and type of training provided. This document is available upon request. All persons shall be provided training on the Information and Communication Standard, Employment Standard, Transportation Standard, Design of Public Spaces Standard and the Customer Service Standard as applicable to their position. Specifically, to meet the requirements of Section 80.49 of the AODA with respect to Customer Service, said training shall include:

- How to interact and communicate with persons with various types of disability
- How to interact with persons with disabilities who use an assistive device or require the assistance of a service animal or support person
- How to use the equipment or devices available on the township premises or otherwise provided by the township that may help with the provision of goods, services, or facilities to a person with a disability
- What to do if a person with a particular type of disability is having difficulty accessing the Township's goods, services, or facilities.

Said training will be done on an on-going basis in connection with changes to the policies, practices, and procedures governing the provision of goods, services, or facilities to persons with disabilities.

3.0 Integrated Accessibility Standards Policy

The Township of Huron-Kinloss is committed and guided by the four core principles of dignity, independence, integration, and equal opportunity and supports the full inclusion of persons as set out in Canadian Charter of Rights and Freedoms and the Accessibility for Ontarians with Disabilities Act, 2005 as amended. The Township of Huron-Kinloss shall use every effort to ensure that we meet the needs of people with disabilities, in a timely manner, through the implementation of this policy.

Purpose:

Under the Accessibility for Ontarians with Disabilities Act, 2005 (AODA) all public and private sector organizations must meet the requirements of accessibility standards established by regulation. This policy establishes the Integrated Accessibility Standards in the areas of Information and Communications, Employment, Transportation, Design of Public Spaces and Customer Service for the Township of Huron-Kinloss in accordance with Ontario Regulation 191/11 as amended and with the Ministry of Community and Social Services intent to “streamline, align and phase-in accessibility requirements and allow for progress on accessibility and reduce the regulatory burden for obligated organizations”. This regulation came into force on July 1, 2011, and was further amended with the update of April 19th, 2016, which added Accessible Customer Service to the Act.

Definitions:

1. Accessible Formats may include, but are not limited to, large print, recorded audio and electronic formats, Braille, and other formats usable by persons with disabilities; (“format accessible”).
2. Accommodation means the special arrangement made or assistance provided so that persons with disabilities can participate in the experiences available to persons without disabilities. Accommodation will vary depending on the person’s unique needs.
3. Communication Supports may include, but are not limited to, captioning, alternative and augmentative communication supports, plain language, sign language and other supports that facilitate effective communications.
4. Communications means the interaction between two or more persons or entities, or any combination of them, where information is provided, sent, or received.
5. Conversion Ready means an electronic or digital format that facilitates conversion into an accessible format.

6. Designated Public Sector Organization means every municipality and every person or organization listed in Column 1 of Table 1 of Ontario Regulation 146/10 (Public Bodies and Commission Public Bodies — Definitions) made under the Public Service of Ontario Act, 2006.
7. Disability means
 - a) any degree of physical disability, infirmity, malformation, or disfigurement that is caused by bodily injury, birth defect or illness,
 - b) a condition of mental impairment or a developmental disability
 - c) a learning disability or dysfunction in one or more of the processes involved in understanding or using symbols or spoken language
 - d) a mental disorder or
 - e) an injury or disability for which benefits were claimed or received under the insurance plan established under the Workplace Safety and Insurance Act, 1997
8. IAP means Individualized Accommodation Plan.
9. Information includes data, facts and knowledge that exists in any format, including text, audio, digital or images, and that conveys meaning.
10. Internet Website means a collection of related web pages, images, videos, or other digital assets that are addressed relative to a common Uniform Resource Identifier (URI – web address) and is accessible to the public.
11. Mobility Aid means a device used to facilitate the transport, in a seated posture, of a person with a disability.
12. Mobility Assistive Device means a cane, walker, wheelchair, scooter, or similar aid.
13. New Internet Website means either a website with a new domain name or a website with an existing domain name undergoing a significant refresh.
14. Redeployment means the reassignment of employees to other departments or jobs within the organization as an alternative to layoff when a particular job or department has been eliminated.
15. Unconvertible means
 - a) not technically feasible to convert the information or communications.

b) that technology to convert the information or communications is not readily available.

16. Web Content Accessibility Guidelines means the world wide web consortium recommendation, dated December 2008, entitled "Web Content Accessibility Guidelines (WCAG) 2.0".

General Provisions:

Multi-Year Accessibility Plan

The Township of Huron-Kinloss's Multi-Year Accessibility Plan outlines a phased-in strategy to prevent and remove barriers and addresses the current and future requirements of the AODA. Township of Huron-Kinloss will report annually on the progress and implementation of the plan, will post the information on its website, and will provide it in alternative formats upon request. The plan will be reviewed and updated at least once every five (5) years.

Procuring or Acquiring Goods, Services or Facilities

The Township will use accessibility criteria and features when procuring or acquiring goods, services, or facilities, except where it is not practical to do so (in which case, if requested, we will provide an explanation).

Training

The Township will ensure that training is provided to all employees and regular fee-for-service staff on the requirements of the accessibility standards referred to in the Regulation and on the Human Rights Code as it pertains to persons with disabilities. Training will be provided as soon as practicable. If any changes are made to this policy or the requirements, training will be provided. We shall maintain a record of the dates when training is provided and the number of individuals to whom it was provided subject to the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA).

Information and Communication Standard:

The Township of Huron-Kinloss will create, provide, and receive information and communications in ways that are accessible to people with disabilities.

If the township determines that it is not technically feasible to convert the information or communications, or the technology to convert the information or communication is not readily available, we will be obligated to provide the person that requires the information with:

- An explanation as to why the information or communications are unconvertible:
and
- A summary of the unconvertible information or communications

Emergency Information:

Emergency procedures, plans and/or public safety information prepared by the Township of Huron-Kinloss and made available to the public, shall be provided in an accessible format or with appropriate communication supports, as soon as practicable, upon request.

Feedback:

The Township of Huron-Kinloss has processes in place for receiving and responding to feedback and will ensure that those processes are provided in accessible formats and with communication supports, upon request. We will notify the public about the availability of accessible formats and communication supports.

Accessible Formats and Communication Supports:

The Township of Huron-Kinloss will provide or arrange for accessible formats and communication supports for persons with disabilities:

- Upon request and in a timely manner that takes into account the persons' accessibility needs due to a disability
- At a cost that is no more than the regular cost charged to other persons
- Consult with the person making the request and determine suitability of an accessible format or communication support
- Notify the public about the availability of accessible formats and communication supports.

Website Accessibility:

The Township of Huron-Kinloss shall make its internet website and web content conform with the world wide web consortium Web Content Accessibility Guidelines (WCAG) 2.0 initially at Level A and increasing to Level AA.

As of January 1, 2014, any new web content conformed to WCAG 2.0 Level A.

By January 1, 2021, all internet website and web content will conform to WCAG 2.0 Level AA.

Employment Standard:

The Employment Standard builds upon the existing requirements under the Ontario Human Rights Code in relation to how to accommodate individuals with disabilities throughout the job application process and the employment relationship. Specifically, S 5(l) of Human Rights Code, R.S.O 1990, c. H. 19 says that "every person has a right to equal treatment with respect to employment without discrimination because of... Or disability." S 5 (2) says "Every person who is an employee has a right to freedom from harassment in the workplace by the employer or agent of the employer by another employee because of Or disability."

This applies with respect to employees and does not apply to volunteers and other unpaid individuals.

The requirements of the Employment Standard were met by January 1, 2014, unless noted.

Recruitment:

The Township of Huron-Kinloss shall notify employees and the public about the availability of accommodations for applicants with disabilities:

- During the recruitment process when job applicants are individually selected to participate in an assessment or selection process
- If a selected applicant requests an accommodation, The Township of Huron-Kinloss shall consult with the applicant and provide or arrange for the provision of a suitable accommodation that takes into account the applicant's disability.
- Notify successful applicants of the policies for accommodating employees with disabilities

Employee Notification:

The Township of Huron-Kinloss shall inform its employees of the policies used to support its employees with disabilities, including but not limited to, policies on the provision of job accommodations that take into account an employee's accessibility needs due to a disability:

- As required to new employees as soon as practicable after they begin their employment.
- Whenever there is a change to existing policies on the provision of job accommodations that take into account an employee's accessibility needs due to a disability.

Accessible Formats:

In addition, where an employee with a disability requests it, The Township of Huron-Kinloss will consult with the employee to provide for/or arrange for the provision of accessible formats and communication supports for:

- Information that is needed in order to perform the employee's job.
- Information that is generally available to employees in the workplace; and
- Consult with the employee making the request in determining the suitability of an accessible format or communication support.

Individual Accommodation Plan (IAP)

The Township of Huron-Kinloss will have in place a written procedure for the developing of a documented individual accommodation plan (IAP) for employees with a disability. The procedure will include:

- The employee's participation in the development of the IAP.
- Assessment on an individual basis.
- Identification of accommodations to be provided.
- Timelines for the provision of accommodations.
- The Township may request an evaluation by outside medical or other expert, at our expense, to assist with determining accommodation and how to achieve accommodation.
- Employee may request the participation of a representative from their bargaining agent, where represented, or otherwise a representative from the workplace not from a bargaining agent.
- Steps taken to protect the privacy of the employee's personal information.
- Frequency with which the IAP will be reviewed and updated and the manner in which it will be done.
- If denied, the reasons for denial are to be provided to the employee.
- A format that takes into account the employee's disability needs.
- If requested, any information regarding accessible formats and communication supports provided.
- Identification of any other accommodation that is to be provided.

Return to Work

The Township of Huron-Kinloss will have in place a return to work process for employees who have been absent from work due to a disability and require disability-related accommodation in order to return to work. This process must be documented

and must outline the steps that Huron-Kinloss will take to facilitate the return to work and include an IAP.

Performance Management, Career Development and Advancement, and Redeployment

The Township of Huron-Kinloss will take into account the accommodation needs and/or individual accommodation plans of employees when:

- Using performance management processes.
- Providing career development and advancement information
- Using redeployment procedures.

Workplace Emergency Response Information

The Township of Huron-Kinloss shall provide individualized workplace emergency response information to employees who have a disability:

- If the disability is such that the individualized information is necessary, and the employer is aware of the need for accommodation due to the employee's disability.
- If the employee who receives an individual workplace emergency response information requires assistance and with the employee's consent, the Township of Huron-Kinloss shall provide the workplace emergency information to the person designated by the Township to provide assistance to the employee.
- As soon as practicable after becoming aware of the need for accommodation due to the employee's disability.
- Review the individualized workplace emergency response information when the employee moves to a different location in the organization, when overall accommodations need, or plans are reviewed and when the employer reviews its general emergency response policies.

Transportation Standard

The Transportation Standard will make it easier for people to travel in Ontario, including persons with disabilities, older Ontarians and families traveling with children in strollers. Conventional (i.e., taxis) and Specialized Transportation Services (i.e., Saugeen Mobility and Regional Transportation) will carry out the following:

- Ensure they do not charge a higher fare or additional fee to persons with disabilities
- Ensure they do not charge a fee for storage of assistive devices
- Ensure they do not charge an additional fee for a support person if a support person is required.

Design of Public Spaces in the Built Environment

The Township of Huron-Kinloss now takes into account the standards that govern the design of public spaces in the built environment which came into effect in 2016 as per Ontario Regulation 413/12. These requirements are for:

- Recreational Trails and Beach Access Routes
- Outdoor Public-Use Eating Areas (e.g., rest stops or picnic areas)
- Outdoor Play Spaces (e.g., playgrounds)
- Exterior Paths of Travel (e.g., sidewalks, ramps, stairs, curb ramps)
- Accessible parking (on and off-street)
- Obtaining Services (e.g., services counters, waiting areas)
- Maintenance (of accessibility-related equipment and features in public spaces)

Customer Service

Under O. Reg. 165/16 which amends O. Reg. 191/11 (Integrated Accessibility Standards) as a provider of goods, services or facilities, the Township of Huron-Kinloss is required to incorporate the Accessible Customer Service standard into its Integrated Accessibility Standards Policy. Full details of the Accessible Customer Service policy are detailed in by-law 2016-95 and will be adhered to.

Regulatory Requirements

An Administrative Monetary Penalties scheme has been established under the AODA. The scheme allows a director or designate to issue an order against a person, organization, or corporation to pay a penalty amount as a result of non-compliance with the AODA or the accessibility standards. This is under Part V – Compliance in the AODA.

An Administrative Monetary Penalties Program will prescribe the administrative penalties. Use of administrative monetary penalties will be considered an avenue of last resort when all other compliance assistance and improvement options have been exhausted.

The License Appeal Tribunal (LAT) has been designated to hear appeals of Directors Orders under the AODA. Individual complaints still go to the Ontario Human Rights Commission.



The Corporation of the Township of Huron-Kinloss

Policy

Section: 3.0 Human Resources

Policy: Compensation and Benefits Policy

By-Law: 2019-164; 2022-137 Schedule B

Date: 16 December 2019

Revision: August 8, 2022

Coverage:

This policy shall apply to all non-union employees of the Township of Huron-Kinloss, as well as union employees subject to the terms and conditions in respective collective agreements. Where applicable this policy will also apply to council members and committee members.

Policy Statement:

It is the objective of the Township of Huron-Kinloss to establish fair and equitable remuneration for employees based on work performed and the Pay Equity Act. The Township has established a reasonable probation period policy for employees and a consistent performance evaluation policy. We are dedicated to supporting our staff through performance assessments, and provide clear guidelines for our employee's future development. We are committed to offering a balanced benefit program to help support employees and their families during times of unexpected illness or accident; providing a comprehensive and competitive benefits package, supporting workplace health and recognizing the contribution and long service of employees by preparing them for retirement and allowing an ease in transition from full time employment to early retirement

Legislative Authority:

Employment Standards Act

Pay Equity Act

Ontario Municipal Employees Retirement System Act

Municipal Act, 2001

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Township of Huron-Kinloss

Compensation & Benefits Policy

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1.0 Salary Grid Market Review

This policy shall establish guidelines for adjusting the non-union salary pay grids and Council remuneration rates.

A salary grid market review will be conducted every four years.

1.0 The Council, will every four years (third year of a Council term) compare all pay grids to "the market", with the intent of implementing any changes in the same year, this will ensure the municipality is paying employees fairly.

2.0 This comparison will involve using a "consultant" or other methods to conduct a full market review (survey) of the compensation of similar municipalities in the area approved by Council.

3.0 The salary pay grid for a particular position may increase, decrease or remain the same as the result of this comparison. No employee's pay will be reduced as a result of this exercise. However individual pays may be frozen until the pay grid for their position catches up to their current pay.

2.0 Probation Policy

This policy shall apply to all non-union employees of the Township of Huron-Kinloss.

All newly hired employees shall be subject to a probationary period from the date of hire.

1. Full-Time Employees

Regular full-time employees shall be on probation for six months from the most recent date of hire as a full time employee.

Prior to the completion of the probationary period, the Supervisor shall review the performance during the probationary period with the employee and advise the CAO of the employment continuation decision.

2. Part-Time Employees

Regular part-time employees shall be on probation for three months from the most recent date of hire.

Prior to the completion of the probationary period, the Supervisor shall review the performance during the probationary period with the employee and advise the CAO of the employment continuation decision.

3. Casual/Seasonal/Student Employees

Casual/Seasonal/Student Employees shall be on probation for a minimum of one month from the most recent date of hire.

Prior to the completion of the probationary period, the Supervisor shall review the performance during the probationary period with the employee and advise the CAO of the employment continuation decision.

4. General

(a) It is the responsibility of the Supervisor to ensure that the performance of a probationary employee is monitored and the proper documentation completed and forwarded to the CAO.

(b) The decision to dismiss a probationary employee will be made by the Supervisor in consultation with the CAO and Council.

(c) After completion of the probationary period, seniority shall be effective from the employee's most recent date of hire.

(d) Longstanding employees who have worked greater than one or two years, and who are awarded a new position within the Corporation, may be subject to a 3 month probationary period or probation may be waived altogether at the discretion of the CAO. The original regular status hire date shall be their seniority date for vacation i.e., your previous anniversary date shall be maintained.

(e) For employees under the management of the Lucknow & District Joint Recreation Board, the Director of Community Services shall advise the Board of the employment continuation decisions. Any decision to dismiss a probationary employee will be made in consultation with the Board.

3.0 Performance Evaluation Policy

This policy shall establish guidelines for assessing performance of Municipal employees.

An annual job performance evaluation shall be performed for each full or part-time Municipal employee.

Regular Full Time & ¾ Time Annual Employee Performance Evaluations

1. A new employee hired after July 1st may be exempt from this process with the exception of the evaluation required after six months' probation or unless the terms of hiring make an exception.
2. Evaluations shall be in writing and completed by the employee's immediate Supervisor. In the case of Senior managers not reporting to the CAO, the appropriate Board, Committee of Council or the Mayor shall complete the evaluation.
3. The evaluation is to be completed prior to June 1st for each employee in accordance with the Performance Evaluation procedure. In the event of a disagreement the employee may follow the complaint procedure.

Regular Full Time and ¾ Time Employee Advancement and Reclassification

1. Employees shall progress annually from one step to another within their position's pay grade on June 1st, provided the employee's performance evaluation is "satisfactory" or better.
2. A position's pay grade may be reviewed upon application to the CAO who shall determine if a review is in order. If the applicant is dissatisfied with the CAO's decision, they have recourse through the complaint procedure.

Regular Part Time Employee Performance Evaluations

1. Once an employee reaches 1820 hours an employee evaluation will be completed.
2. The evaluation is to be completed prior to the eligibility date.

Regular Part Time Employee Advancement and Reclassification

1. Employees shall progress from one step to another within their position's pay grade provided the employee's performance evaluation is "satisfactory" or better.

2. A position's pay grade may be reviewed upon application to the CAO who shall determine if a review is in order. If the applicant is dissatisfied with the CAO's decision, they have recourse through the complaint procedure.

4.0 Early Retirement

All regular non-union full time employees that have twenty-five (25) years of continuous service in the municipal sector with a minimum of fifteen (15) years with the Township of Huron-Kinloss and are between the ages of 55 and 65, or meet the eligibility criteria of OMERS.

The Township of Huron-Kinloss recognizes and values the contribution and long service of employees. In an effort to ease the transition from full time employment to early retirement the Township will subsidize health care in a fiscally responsible manner.

Extended Health and Dental

Coverage will be made available to early retirees under the terms and conditions set out in the master policy. The employee will be required to cover 25% of the premium cost.

Life Insurance

Life Insurance will be made available to early retirees, at the level of one (1) times the annual salary, frozen at the date of retirement. The employee will be required to cover 25% of the premium cost.

Dependent Life Insurance

Dependent Life Insurance will be made available to early retirees under the terms and conditions set out in the master policy at the date of retirement. The employee will be required to cover 25% of the premium cost.

Health Care Spending Account

Health Care Spending Account will be frozen at the date of retirement. The retiree may deplete the balance of the account, under the terms and conditions set out in the master policy. Retirees may use the Health Care Spending Account for premiums under this policy.

All benefits will cease at the end of the month when the retired employee reaches 65 years of age.

Early retirees will be given the option to extend their last day of employment by including all accumulated vacation and lieu time.

5.0 Group Health Benefit Plan Policy

All regular non-union full time employees and Council Members are eligible for the group health benefit plan.

General

The Township of Huron-Kinloss reserves the right to select the insurance carrier for the group health benefit plan. In all cases, the sole obligation of the Township is to determine the benefits to be provided under the plan(s) and pay the premiums required by the plan(s). Any disputes regarding the administration of the plan or payment of benefits lie between the employee and the insurance carrier.

Employees and Council Members who are eligible to enroll in the group health benefit plan, but are covered through a spousal plan with another employer may opt out of enrolling in the municipal plan. An employee shall produce proof of benefit coverage elsewhere. There is no compensation in lieu of benefits.

An employee shall not be eligible for the group health benefit plan until the successful completion of the probationary period, unless authorized by the CAO.

Group health benefits terminate at age 65 (sixty-five).

The following benefits will be provided:

- Life Insurance
- Dependent Life
- Accidental Death & Dismemberment
- Long Term Disability
- Drug Plan
- Dental Plan
- Vision Care
- Extended Health Services

6.0 Health Care Spending Account

All regular non-union full time employees and Council Members of the Township of Huron-Kinloss are eligible for the health care spending account.

Each eligible participant of the Township of Huron-Kinloss shall receive an annual benefit of \$1,000.00 for a family and \$500 for a single to be used for health care expenses not covered by the group health benefits. The expenditure must be for the employee or an eligible dependent, as defined by the group benefit plan.

As part of the benefit, claims can also be made for up to \$200.00 annually for fees paid for the cost of registration or membership for the employee to participate in a program of physical activity.

To qualify for reimbursement, a program must:

- be ongoing (last at least five consecutive weeks or, five consecutive days);
- be instructed and/or supervised by a qualified organizer; and
- require significant physical activity.

Generally, most of the activities must include a significant amount of physical activity contributing to cardiorespiratory endurance, plus one or more of:

- muscular strength,
- muscular endurance,
- flexibility, and/or
- balance.

Fifty percent of the eligible benefit shall be credited to the health care spending account on July 1st of each year and the remaining 50% on December 31st of each year. The health care spending account is cumulative, no interest will apply. Each employee will be presented with an annual statement of the balance available in their respective health care spending account. Any unused balance is not transferable upon termination of employment. Large expenditures may be submitted and payments made to the employee as they accumulate.

In the event a member of Council has an unused balance and ceases to serve on Council, the account will become frozen. The member will have up to four years to access any unused balance, no further benefit or interest will apply.

An employee shall not be eligible for the health care spending account until successful completion of the probationary period, after which the benefit will be prorated. New

Council members shall become eligible for the health care spending account after the oath of office is taken.

In the event that a medical expense or health care procedure is covered or partially covered by the group benefit plan, employees must first make a claim through the carrier before using the health care spending account and provide a copy of the carrier's statement.

Eligible expenditures shall be determined by the Treasurer of the Township using the Canada Customs and Revenue Agency Eligible Medical Expenses under the Income Tax Act. Any dispute shall be taken to the Chief Administrative Officer of the Township who will make the final decision.

All claims shall be submitted on the Township's remittance form and original receipts must be provided to document expenditures. All expenses shall be submitted within the calendar year in which they occur, unless otherwise authorized by the Treasurer or the Chief Administrative Officer.

When an employee resigns, they will have 30 days from their last day of employment to submit any outstanding HCSA claims. All requirements from this policy are still applicable.

7.0 Ontario Municipal Employees Retirement System (OMERS) Participation

2019-53

This policy shall cover every full-time, continuous employee, who on December 31, 1998 (was employed by the Township of Huron, Township of Kinloss or the Village of Lucknow). Every person who becomes an employee after the effective date on a continuous full-time basis as a condition of employment or if such person is already a member of OMERS may resume contributions.

Every person who becomes the Head of Council after January 1, 2019 shall become a member of the Primary Plan and retirement compensation arrangement (RCA) on the date they become Head of Council.

A Municipality may by a By-Law participate in the OMERS plan on behalf of its employees and pay into the OMERS pension fund.

Section 15 (1) of the Ontario Municipal Employees Retirement System Act.

The Treasurer of the Employer is hereby authorized to deduct from the earnings of each person who is a member of OMERS, the contribution required to be made by a member and to remit such contributions together with the amounts required under the OMERS Act.

8.0 Job Classification & Evaluation Policy

It is the objective of The Township of Huron-Kinloss to establish fair and equitable remuneration for employees based on work performed.

In May 2000, Council adopted a Job Classification & Evaluation system using The Jobchart System.

Reviews

- a) Periodically employees will review their "Task List" and provide comments. The task list will be reviewed by the employee's immediate Supervisor and the employee and revised until satisfactory.
- b) The Grading Committee will then evaluate the positions.
- c) If there is a change in the pay grade level, it will be reported to Council and effective on that date.

New Positions

- a) Grade and salary levels for new positions shall be established prior to hiring utilizing The Jobchart System.
- b) The Supervisor will develop a task list in consultation with the CAO as per The Jobchart System□ format.
- c) The Job Evaluation Committee will evaluate the position.
- d) The position will then be placed on the appropriate pay grade level and reported to Council.

9.0 Salary Protection

The Township of Huron-Kinloss recognizes that an employee may be entitled to salary protection (also known as “red circling”) when they are adversely affected by the reclassification of their position or reassignment to another position due to circumstances beyond the employee’s control. The purpose of this policy is to outline standards and procedures when red circling is considered to ensure fair and equitable treatment of employees.

Red Circle Rate

Red circle rate is defined as the maintenance of an employee’s salary to provide salary protection when the position has changed and/or reclassified such that the new pay grade established is lower than the old pay grade. The red circle rate continues until the salary range for the reclassified position meets or exceeds the employee’s red circled salary.

Reclassification

When there is a change to the duties, responsibilities and qualification of a position as outlined in the Job Classification & Evaluation Policy or other reason that a re-evaluation is warranted, it may be necessary to revise the position description and re-evaluate the position using the job evaluation system. The reclassification may result in moving the position on the salary grid; either an adjustment upward, downward or there may be no change at all.

Procedures

Red circling of a position may occur as a result of:

- Evaluation of the position through a new job evaluation methodology
 - Reclassification of a position using the job evaluation system
 - Reassignment to another position, including workplace accommodation
 - Cessation of a market demand adjustment
1. The employee shall stay at their current salary (which exceeds the new maximum) and remain at this salary until the salary range for the reclassified position meets or exceeds the employee’s red-circled salary.
 2. The employee will not receive further economic increases for cost of living or inflationary adjustments until the salary range rises to meet the red-circled salary rate. At this time the wages is no longer red-circled.

Note: Salary protection does not apply to an employee who voluntarily applies to a posted opportunity and is successful in the selection process, or when an employee voluntarily accepts an appointment to a lower rated position.

10.0 Council Remuneration Policy

Legislative Authority: Section 283, Municipal Act, 2001

This policy shall establish remuneration methods for the Township of Huron-Kinloss Council members. The Township of Huron-Kinloss allows for remuneration and expenses for Council members.

Remuneration

All remuneration rates for Council members will be increased at the same rate as the non-union salary grid.

The Treasurer shall bring forward a by-law every year setting the rates.

Standing Committee Meetings

Standing Committee meetings shall be defined as a meeting for which:

- a) the member was in attendance and,
- b) provided the member was appointed to the Committee by Council or;
- c) was authorized by Council to attend
- d) the per diem rate shall be established in the annual remuneration by-law.

Special Meetings

Special Meetings shall be defined as attendance at a meeting which:

- a) the business of the Township is under discussion
- b) the information is being directly obtained on behalf of the Township
- c) is called by the Mayor or by a petition of Council members
- d) the member is authorized to attend by Council
- e) the per diem rate shall be established in the annual remuneration by-law.

11.0 Pregnancy Council Policy

Legislative Authority: Section 270 of the Municipal Act, 2001, as revised by Bill 68

The Township of Huron-Kinloss recognizes a member of Council's right to take a 20 week leave for the Member's pregnancy, the birth of the member's child or the adoption of a child by the member in accordance with the Municipal Act, 2001.

Township Council supports a Member of Council's right to pregnancy and/or parental leave in keeping with the following principles:

1. A member is elected to represent his or her constituents.
2. A member's pregnancy and/or parental leave does not require Council approval and his or her office cannot be declared vacant as a result of the leave.
3. A member will continue to receive communication from the Township as if the member were not on leave.
4. A member reserves the right to participate as an active member of Council at any time during his or her leave.
5. A member's stipends, per diems will be suspended during the members leave; however they will be provided with the same benefit and pension opportunities afforded to municipal staff outlined in the Leave of Absence policy.
6. Where a member of Council will be absent due to a pregnancy and/or parental leave, the member shall provide written notice to the CAO at least 4 weeks prior to the expected start and end dates when possible.
7. The Mayor may make temporary appointments to any committees, boards, etc. that are constituted by the Township of Huron-Kinloss and where the member is the only member of Council on that body.
8. Notwithstanding, at any point in time during a member's pregnancy or parental leave, the member may provide written notice to the CAO of their intent to lift any of the temporary appointments to exercise their statutory role.



Policy

Section: 3.0 Human Resources

Policy: Criminal Reference Check

By-Law: 2012-96; 2022-137 Schedule C

Date: [Click here to enter a date.](#)

Revision: August 8, 2022

Coverage:

This policy shall apply to anyone before they can be hired, transferred, promoted, or accepted as an employee, contractor or volunteer into positions of trust for the Corporation of the Township of Huron-Kinloss.

Policy Statement:

The Township of Huron-Kinloss is committed to protecting the well-being of its employees and the public

Legislative Authority:

Ontario Human Rights Code.

Contents:

This policy shall be followed for positions:

1. Requiring contact with the vulnerable sector defined as "persons who because of their age, a disability or other circumstances, whether temporary or permanent are in a position of dependence on others; or are otherwise a greater risk than the general population of being harmed by persons in a position of authority or trust relative to them."
2. Which involve significant responsibility for financial transactions.
3. Requiring the handling of cash or negotiable securities.
4. Involving the control of significant inventory or corporate property.
5. Involving access to sensitive corporate information or trade secrets.
6. For which a criminal reference check is required by law or;
7. Any other position where a criminal reference check is a bona fide occupational qualification.

The CAO may still offer the position to the candidate if after reviewing the details they believe that the individual would not cause any harm to the organization or a client of the organization. Written documentation must be provided in the file noting the rationale of this decision. This determination should be based on the following criteria:

- a) Number of offences,
- b) Nature of the offence(s),
- c) Date of the offence(s),
- d) Feasibility of obtaining a pardon

All documents regarding criminal reference checks will be kept in one confidential file by the Human Resources Generalist. Positive criminal reference checks and other documents provided by an unsuccessful candidate will be returned to the individual and any copies destroyed.

The use of information obtained through the Police Record Checks regarding outstanding criminal code charges and criminal code convictions for which a pardon has not been granted does not contravene the Ontario Human Rights Code.



Policy

Section: 3.0 Human Resources

Policy: Technology Policy

By-Law: 2022-172

Date: 17 October 2022

Revision: May 29, 2024

Coverage:

This policy shall apply to all non-union employees of the Township of Huron-Kinloss, as well as union employees subject to the terms and conditions in their respective collective agreements. Where applicable this policy will also apply to council members and committee members.

Policy Statement:

The Township of Huron-Kinloss values trust, discretion and transparency. The purpose of this policy is to ensure that all employees, elected officials, and representatives of the Corporation of the Township of Huron-Kinloss practice responsible usage of equipment and technology including email and internet. The Township recognizes the importance of mobile communication devices and wishes to establish guidelines for their consistent, convenient and cost-effective use.

Legislative Authority:

N/A

Contents:

Email, Internet & Intranet

Mobile Communications

Electronic Monitoring

Use of Generative Artificial Intelligence



Township of Huron-Kinloss

Technology Policy

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1.0 Email, Internet and Intranet

“Intranet” means the Corporation’s internal website.

“Internet” means all activities undertaken through the Corporation’s Internet resources including electronic mail and browsing external web sites unless otherwise specified.

Access to Internet-related systems enables employees, agents, elected officials, and representatives of the Township of Huron-Kinloss to gather information relevant to the Corporation’s business from external sources; and to provide information to residents, potential residents, businesses and business prospects.

The purpose of this policy is to ensure that all employees, agents, elected officials, and representatives of the Corporation of the Township of Huron-Kinloss practice responsible usage of email and internet.

This policy outlines the Corporation’s requirements regarding acceptable Internet and Intranet Electronic Mail (Email) usage.

Electronic mail access is automatically provided to employees through Microsoft Outlook. Additional approval is not required.

Access to other Internet functions is determined by the requirements of the employee’s position. It is the responsibility of the Senior Management of each department to assess employee needs when granting access.

When email is used internally or externally the comments contained in the message may be viewed as an opinion of the Corporation of the Township of Huron-Kinloss and legal ramifications may result if improperly used. In order to avoid any confusions or misconceptions, email use shall be limited to work related matters only.

Email is a form of business communication and should be treated as such. Be professional in all email communications.

Remember that email messages are not confidential. If required to distribute confidential information, send it another way or make sure it is properly encrypted.

When using the Internet to conduct research or to make business-related decisions, always consider the source. Ensure that the information obtained is credible, accurate and up to date. This may require verification through an independent source.

GENERAL PRINCIPLES

1.0 Ownership

Corporate provided Internet/Intranet and Email privileges, like computer systems and networks, are considered corporate resources and are intended to be used for business purposes.

2.0 Privacy of communications

Correspondence via Internet Email is NOT guaranteed to be private. While network administration provides a high level of privacy and security on the network, users should be aware that Email messages can be recovered even though deleted by the user.

3.0 Data security

Employees must safeguard their login ID and password from disclosure to any person except the Treasurer or CAO. Users must use their own log ID and password and must immediately report any known or suspected compromise of their ID to the Treasurer or CAO.

4.0 Monitoring

The Corporation will monitor all employee usage to ensure proper working order, appropriate use by employees, and the security of corporate data. Also, the Corporation will retrieve the contents of any employee communications in these systems from time to time.

The distribution of any information through Internet-related systems is subject to the scrutiny of the Corporation to determine suitability.

Users may also be subject to limitations on their use of Internet-related resources.

5.0 Personal use

Internet and email access is provided to enable employees to perform their job effectively. Employees are expected to restrict Internet and email use to work-related activities. Although occasional personal use is acceptable, employees may only do so outside working hours and if it does not interfere with anyone else's work. Discretion must be taken when accessing the internet in areas of public access.

Employees may not use the corporation's email or internet access for personal business use.

If an employee receives Email that conflicts with any section of this policy, they must notify their Supervisor immediately. The Supervisor will notify the sender of such Email that it is not appropriate and to cease sending any further such type of Email.

6.0 Downloading

Downloading of non-executable files for business use is permitted. These would include reports, adobe PDF files, information flyers, etc., from other institutions or government agencies that may be useful to the Corporation. If in doubt, contact your Supervisor.

Executable software may not be downloaded. This type of software ends in a file extension .exe, .bat or .com and may contain viruses or other harmful code, which could harm the Corporation's network. If such a file is required, downloading must be done by the Treasurer. The file will then be checked for infection.

7.0 Unacceptable use of Internet-related systems

Communications and Internet access should be conducted in a responsible and professional manner reflecting the Corporation's commitment to honest, ethical and non-discriminatory business practice.

- Employees shall not visit Internet sites that contain obscene, pornographic, and hateful or other objectionable materials; send or receive any material that is obscene or defamatory or which is intended to annoy, harass or intimidate another person.
- Employees shall not solicit Emails that are unrelated to business activities. This includes the forwarding of jokes or chain-type letters to other employees in the office.
- Employees shall not use or permit the use of the Internet or Email for any illegal purpose.
- Employees shall not represent personal opinions as those of the Corporation.
- Employees shall not make or post indecent remarks, proposals, or materials.
- Employees shall not upload, download, or otherwise transmit commercial software or any copyrighted materials belonging to the Corporation, to parties outside of the Corporation.
- Employees shall not download any executable software.
- Employees shall not intentionally interfere with the normal operation of the network, including the propagation or computer viruses and sustained high volume network traffic which substantially hinders others in their use of the network.

- Employees shall not examine, change, or use another person's files, output, or user name for which they do not have explicit authorization.
- Employees shall not perform any other inappropriate uses identified by their Supervisor.
- Employees shall not connect unauthorized equipment to the network for any purpose inconsistent with the business purpose of the Corporation.
- Employees shall not deliberately waste computer resources, including but not limited to bandwidth, disk space and printer paper.
- Employees shall not use the corporate network to gain unauthorized access to any computer system.
- Employees shall not install computer games on any municipally owned computer.

8.0 Education

To promote the efficient use and to avoid misuse of Internet/Intranet-related features, a copy of this policy statement will be distributed to all employees having access to Internet-related systems. Employees are required to familiarize themselves with the contents of this policy. Internet training sessions may be conducted in conjunction with the Treasurer. Supplemental training will be offered as technological and/or policy changes allow.

9.0 Enforcement

Employees who violate any of the guidelines set in the policy will lose their access privileges. Depending on the severity of the violation, employees may be subject to disciplinary action from written warnings through to employee termination. The Corporation also retains the right to report any illegal violations to the appropriate authorities.

10.0 Amendments

The Corporation may amend this Acceptable Use Policy from time to time as necessary. All employees with access to the Internet/Intranet-related systems will receive prompt notice of any amendments.

11.0 Freedom of Information

All electronic documents, which are created by or with the Corporation's computers or network, including Internet related systems are records for the purposes of the

Municipal Freedom of Information and Protection of Privacy Act and may be a public record for the purposes of this Act. Professionalism should be used at all times in emails as emails are classified as a document of record under the Freedom of Information and Protection of Privacy Act.

12.0 Disclaimer

The Corporation will not be responsible for any misuse of Corporate Internet/Intranet-related systems. Persons found to be misusing the Corporation's Internet/Intranet-related systems will be responsible for any costs or damages sustained by the Corporation or third party and will be obligated to indemnify the Corporation for any claim against the Corporation by a third party.

2.0 Mobile Communications

The Township recognizes the importance of mobile communication devices and wishes to establish guidelines for their consistent, convenient and cost-effective use.

Eligibility

Assigned Mobile Devices: Employees or Council members who are required to be available outside regular business hours and/or spend a significant amount of time outside of the office while performing their duties shall be eligible for an assigned mobile communication device, upon the approval of the appropriate supervisor and the Treasurer.

Department Issued Devices: Employees may be provided with a mobile communication device at the discretion of their supervisor for the purposes of being on call, emergency or occasional use, as required.

Personal Mobile Devices: Employees or members of Council who frequently use a mobile communications device while performing their duties may be eligible for a service reimbursement for use of a personal device on Township business, upon the approval of the appropriate supervisor and the Treasurer.

Implementation

The appropriate senior manager shall monitor their department issued devices distribution and use arrangements and reallocate available mobile resources as necessary to address the needs within specific functional areas.

Employees or Council members wishing to acquire an assigned mobile device or receive a service reimbursement shall complete the Mobile Communications Application (attached as Schedule "A") and submit to their supervisor for review.

The application shall be retained in the employee's personnel file and document the type of equipment, if any, assigned and the date of the return of said equipment.

The amount of the service reimbursement will be set at the discretion of the Treasurer based on the amount of business use and the comparable rates of similar services.

Program Management

Assigned Mobile Devices and accessories are considered Township property and shall be returned immediately upon request or termination of employment. The Township will assume the costs of usage, including monthly plans and the purchase of equipment. All bills shall be sent directly to the Township for payment and the Treasurer shall be

authorized to make any necessary changes to the service. Mobile devices assigned to individual employees and are used for personal use will not be considered a taxable benefit as long as the costs are part of an all-inclusive plan. Any plan overages that result from an employee's personal use will be the responsibility of the employee.

Employees who use their own personal mobile device for Township business may receive a reimbursement for the business portion only. This is not considered a taxable benefit when it is based on the service portion only. Personal Mobile Devices and accessories are considered personal property and the Township assumes no responsibility for payment of any monthly charges or repairs/replacement of equipment. All bills are the responsibility of the employee.

If an employee or Council member has been approved for a service reimbursement with respect to business use of a personal mobile device, they may redeem as follows:

- 1) Submit copies of their bill and/or proof of payment of the mobile service to their supervisor.
- 2) Once received reimbursement will be made through Accounts Payable during the appropriate cheque run.

Guidelines for Use

Mobile devices are intended for the purpose of conducting Township business. Individually assigned Township mobile devices may be utilized for personal use, but it is recognized by both the employee and the Township that this is municipal property. Mobile devices are a business communication support and staff are required to be professional in their use, in accordance with the employee code of conduct. The Township may make changes to the plan/device as necessary and may request the return of the device at any time.

Employees must realize that although personal calls made within the local calling region and under the usage limits provided by the Township plan do not result in additional charges, they do count toward the overall time limits established under the service agreement. Any overage, long distance, roaming or other charges for personal calls shall be the responsibility of the employee and shall be promptly reimbursed.

Cell phone numbers will be treated as privileged information and therefore, will NOT be provided directly to members of the public.

If you need to make or receive a call on your mobile device while driving, you must safely pull off the road and park your vehicle.

The misuse of a mobile device may result in the loss of its use by the individual and/or other arrangements may be made as deemed appropriate by the supervisor.

Reference: Schedule A Mobile Communications Application

Schedule B Mobile Communications Memorandum of Understanding

CRA Taxable Benefits – T413OE Rev. 19 Page 18

3.0 Electronic Monitoring Policy

Legislative Authority: *Employment Standards Act; Municipal Freedom of Information and Protection of Privacy Act.*

The Township of Huron-Kinloss values trust, discretion and transparency and believes employees deserve to know when and how they are being monitored. The Township does not actively monitor employees electronically, however there are opportunities where access to electronic communications and electronic monitoring may occur.

The Township can access information through electronic monitoring for a variety of reasons, listed below.

GPS Tracking

The Township has GPS tracking on many of their vehicles. The GPS tracks location, speed, whether the plow was down, salt was applied and other operational items of the vehicle. The main reason for this level of monitoring is for liability purposes and road patrol and inspections.

Email and Computer Access

The Township has access to employee's windows log in, work email and other Microsoft applications, using administrator rights. Access to employee's work emails may occur to put on an "out of office" message for unplanned absences, throughout the term of any unplanned absences, Freedom of Information requests if applicable or as deemed necessary to manage the operations of the organization. The Township does not actively monitor employee's work emails.

Access to Facilities

The Township has established guidelines surrounding electronic access to municipal facilities where available. Guidelines include specific timeframes to access facilities based on the position and access is restricted to respective facilities of the position. Employees have appropriate access to all their workplaces and facilities with the use of a single keyless remote FOB or use of a mobile app. This method allows full control on all functions and features via web-based program and tracks all events electronically.

Generative Artificial Intelligence Tools

The Township has established guidelines surrounding the use of Generative Artificial intelligence. The Township reserves the right to monitor the Internet usage, various websites and Generative AI models and staff activity on these resources. Action will be

taken if the Township suspects that Staff have used Generative AI in contrary to this policy or for any unlawful activity.

General

The Township reserves the right to change policies and procedures as required to comply with legislation.

The Township's electronic monitoring is aimed at collecting information that is related to the services provided and any personal information collected will be protected as per the Municipal Freedom of Information and Protection of Privacy Act.

3.0 Use of Generative Artificial Intelligence Policy

Legislative Authority: *Municipal Freedom of Information and Protection of Privacy Act.*

This policy establishes guidelines for the responsible and ethical utilization of Generative artificial intelligence (AI) tools by Township employees. Generative AI tools, such as ChatGPT, can enhance efficiency, however their use must align with the Township's values, regulations and data privacy standards. Generative AI tools may be employed for various tasks, such as drafting routine emails, generating reports and answering general inquiries. It is important to note that these tools are not a substitute for human judgment or decision making.

Definitions:

Generative AI - Class of Artificial Intelligence (AI) tools that create new data or content autonomously, such as text, images and videos. Data can be entered in a Generative AI tool to produce different outputs, which are often indistinguishable from human created content. Examples: ChatGPT, GPT, DALL-E2, Bing AI.

GPT - Generative Pre-trained Transformer is a Chatbot created by OpenAI. It uses large language models and data inputs to create a desired output that can be customized accordingly including such things as the language style, format, length of output, and level of detail.

Social Media - Websites and applications that enable users to create and share content or to participate in social networking. Examples include TikTok, Facebook, Instagram.

Output – The results that are produced from a Generative AI tool.

General

Generative AI technologies are a powerful set of tools that will have a significant impact on the productivity of individuals and organizations, but the use of such technologies presents legal, compliance and security risks. It is not always clear how data provided to public version of Generative AI models will be used, therefore the Township has developed this Policy to establish its decision and guidance on the use of Generative AI technologies.

Responsible Use and Ethical Use Guidelines

- Like other public exposure of data, you must always assume any data provided to a public Generative AI system can and will be used for training future Generative

AI models and will be made publicly available to other individuals and organizations on the Internet.

- Employees must not use or enter any confidential or restricted information into third-party Generative AI tools. Types of restricted information would include, but is not limited to, personal data, financial data, protected health information, resident data and Township proprietary information.
- Posting Township confidential information or proprietary information to public external website and technologies is strictly prohibited. Anything you would not post on social media or on a website should not be exposed to or shared with publicly available Generative AI tools.
- Employees who use Generative AI tools must review the outputs to ensure that they are factually accurate, complete and up to date. Since Generative AI tools do not cite sources for content there may also be copyright or intellectual property considerations. Employees are responsible for validating the output produced by Generative AI.
- Generative AI tools have been shown to produce incorrect or inaccurate information. In addition, Generative AI outputs are derived from data entered by many other users through the well-known process of model training. Township staff should carefully consider the impact of leveraging data that is generated by Generative AI, particularly data derived from public domain data sets.

Approved use of Generative AI

Use of public Generative AI is allowed for the following use cases:

- Summarizing information from public sources. This involves condensing lengthy articles, reports or data into concise, easily consumable summaries, saving time and highlighting key points.
- Theming information from public sources. Generative AI can analyze and categorize information based on themes or topics, making it easier to understand the overarching ideas or trends within large datasets or texts.
- Templating responses, for example emails, letters etc. Generative AI can create customizable templates for various forms of communication, ensuring consistency and professionalism while adapting to different contexts and recipients.
- Comparing information. Generative AI can be used to compare data sets, texts or information from different sources, identifying similarities, differences or trends which is particularly useful in research and analysis.

- Creating starting points for presentations or documents. Generative AI can generate outlines, initial drafts or ideas for presentations and documents, offering a foundation that can be further developed and personalized.
- Generating basic web content. This includes creating text for websites, blogs and social media posts.

The Township of Huron-Kinloss reserves the right to restrict Staff from using a particular Generative AI tool if the Staff member is deemed to be using the tool outside of this policy and its guidelines.



Policy

Section: 3.0 Human Resources

Policy: Employee Protection Resources Policy

By-Law: 2022-137 Schedule E

Date: 8 August 2022

Revision: May 29, 2024

Coverage:

This policy shall apply to all non-union employees of the Township of Huron-Kinloss, as well as union employees subject to the terms and conditions in their respective collective agreements. Where applicable this policy will also apply to council members and committee members.

Policy Statement:

The Township is committed to protecting employees, and volunteers from potential hazards in the workplace. This policy provides guidance and resources for specific hazards and opportunities such as firearms in the workplace, fitness for duty, bio-hazard issues in agriculture and volunteer opportunities.

Legislative Authority:

Occupational Health & Safety Act

Accessibility for Ontarians with Disabilities Act

Ontario Human Rights Code

Contents:

Firearms Policy

Fit for Duty & Substance Abuse Policy

Farm Bio-Hazard Policy

Take Our Kids to Work Policy



Township of Huron-Kinloss

Employee Protection Resources Policy

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1.0 Firearms Policy

The Township of Huron-Kinloss shall not permit the use or storage of firearms by employees, while on Township business.

The Township does not permit the use of firearms during Township business.

Firearms shall not be stored in Township owned property or on Township premises.

Firearms shall not be stored in personal property while on Township business.

Any employee with a firearm in their possession while performing Township business shall be subject to disciplinary action in accordance with the Termination Policy.

2.0 Fit for Duty & Substance Abuse Policy

Legislative Authority: Occupational Health & Safety Act; Accessibility for Ontarians with Disabilities Act; Ontario Human Rights Code

The Township of Huron-Kinloss expects that all employees and volunteers report fit for duty. The Township is committed to providing a safe and healthy work environment for all employees and volunteers and recognizes that impairment caused by fatigue, stress, alcohol, drugs, or medication use or abuse can adversely affect workplace safety and job performance. In order to support this objective, employees and volunteers are required to come to work free from the effects of alcohol and/or drugs and in a condition fit for duty, with the ability to perform their job duties safely, effectively and efficiently. The Township has a zero tolerance for alcohol and substance abuse at the workplace.

Definitions

Alcohol: All substances defined as liquor in the *Liquor License Act*

Fit for Duty: Is a state of physical and mental ability that allows an individual to perform their duties safely and effectively without impairment due to the use of or after-effects of alcohol, illicit drugs, legal medications, or other health conditions.

Medication: Includes all prescription or non-prescription over the counter medications

Safety Sensitive Positions: All positions that meet the following criteria:

- Some or all of the job duties have a likelihood of being immediately dangerous to life and health to self, employees or member of the public.
- Some or all of the job duties require the operation of high cost, high risk or complex equipment; and/or.
- Some or all of the job duties require the use or handling of materials that are high costs or high risk.

Substance Abuse: The use of alcohol, illicit drugs, medications, and other substances that can impair a person's judgment, clarity and functioning and render them not fit for duty.

Use or Abuse of Drugs: The non-medical use and/or abuse of controlled or restricted drugs including the following:

- All substances that are listed in the *Controlled Drugs and Substances Act*.

- All controlled drugs and restricted drugs as defined and listed in the *Food and Drugs Acts*.
- All non-prescription use of medical drugs which are available by prescription.
- All abnormal use or abuse of prescribed drugs

The following expectations apply to all employees and volunteers while conducting work on behalf of the Township, whether on or off Township property.

- You are expected to report to work fit for duty and be able to perform your duties safely and to standard; employees must remain fit for duty for the duration of their shift.
- You shall advise your supervisor in the event that you have concerns about a co-worker's fitness for duty.
- You are encouraged to inform your supervisor about the use of medications, prescription drugs, other substances or personal circumstances that may impair performance or compromise safety.
- Accommodation shall be coordinated with the Chief Administrative Officer in accordance with the Integrated Accessibility Policy.
- Employees needing rehabilitation shall be encouraged to seek professional care and support through their personal health care professional.
- Individuals who present unfit for duty could be asked by their supervisor to leave the workplace in accordance with the Fit for Duty procedure.
- Employees who refuse to cooperate in rehabilitation and/or who continue to present as a safety risk to themselves or others shall be subject to discipline in accordance with the Termination Policy.
- The use, distribution, display and sale of illicit drugs, alcohol and/or drug paraphernalia is prohibited while conducting work on behalf of the Township whether on or off Township property.
- All drivers of Township vehicles must comply with the provincial legislation.

The Township does not engage in pre-employment or random drug and alcohol screening, however, drug and alcohol testing which falls within legal parameters may be required under the following circumstances:

- Post-accident (incident), where recordable losses have occurred and/or where there is suspicion that drug or alcohol use may have been a factor.
- Where there is evidence of drug or alcohol use contrary to this policy; and/or
- Where an employee's acknowledged substance abuse has led to a last chance agreement, which includes post rehabilitation monitoring.

Under certain conditions (e.g., conferences, dinner meetings, social events) where employees are representing the Township, it is acceptable to consume alcohol. However, it is the expectation of the Township that employees involved in the consumption of alcohol under these circumstances do so in a socially responsible manner and follow all legal requirements.

Employees with a medical prescription for a substance that may affect their job performance have a duty to disclose and may be accommodated in accordance with the Integrated Accessibility Policy. The confidential nature of medical records of individuals who have disclosed their information will be preserved as per the *Municipal Freedom of Information and Privacy Act*.

Employees that do not adhere to this policy shall be subject to the Township's Termination Policy, By-Law 2019-168, as amended.

Individuals with questions related to this policy or who have issues related to substance abuse in the workplace may raise their concerns with the Chief Administrative Officer.

2.0 Farm Bio-Hazard Policy

Employees of the Township shall follow safe protocol practices for the control of contagious animal diseases.

The Township of Huron-Kinloss staff shall respect any protocol, signs, or barriers to contagious disease at the facility and only park in authorized areas away from ventilation outlets or inlets.

Before entering, the employee shall request authorization from the owner or manager.

The employee shall use clean rubber boots or disposable plastic boots, clean laundered coveralls and other protective clothing provided by the facility, if available.

Inside the facility, the employee shall only enter livestock areas where necessary and stay on alleyways and sidewalks, as much as possible.

When exiting the facility proper cleaning, disposal and disinfection procedures for any personal protective equipment shall occur.

3.0 Take Our Kids to Work Policy

All Township employees may bring a Grade 9 student to work with them on the designated day, provided the work that the employee is involved in does not put the student at risk.

Employee Responsibilities:

- The employee shall complete a parental permission form (see Schedule "A" attached) and submit it to the Chief Administrative Officer for approval prior to the designated day.
- The employee shall ensure the student is aware of all Health and Safety Policies and Procedures relating to the work.
- The student shall be fully supervised at all times.
- The student shall not be exposed or have access to sensitive or confidential information.

Student Responsibilities:

- The student shall follow the corporate Health and Safety Policies and Procedures at all times.
- The student shall wear any personal protective equipment that is required for the employee (i.e., ear plugs, safety glasses, etc.).
- The student shall dress appropriately for the assigned area.

Schedule "A"

Township of Huron-Kinloss
TAKE OUR KIDS TO WORK PROGRAM
PARENTAL/GUARDIAN PERMISSION FORM

Employee Name: _____
Occupation: _____
Department: _____
Work Location: _____
Relationship to Student: _____

The student will be present at my workplace between the hours of _____ on the following date: _____.

I (parent/guardian) agree to comply with the Township of Huron-Kinloss' *Take Our Kids to Work Policy*. I will discuss the policy with my student and ensure that they are properly supervised at all times. I understand that students are not permitted to operate any motorized vehicle or equipment, including but not limited to automobiles, tractors, snow vehicles or all-terrain vehicles. I understand that students are not permitted to enter confined spaces, trenches, or construction sites. The student will not have contact with hazardous materials.

Parent/Guardian
Signature: _____ Date: _____

I (student) have read the *Take Our Kids to Work Policy* and agree to comply with them. If I have any questions or concerns, I will discuss this with my workplace host.

Student
Name: _____

Student
Signature: _____ Date: _____



Policy & Procedures

Section: 3.0 Human Resources

Policy: Employee Recognition Policy

By-Law: 2016-77; 2022-137 Schedule F

Date: 3 August 2016

Revision: August 8, 2022

Coverage:

All regular full time, $\frac{3}{4}$ time and part time employees for the Township of Huron-Kinloss.

Policy Statement:

The Township of Huron-Kinloss recognizes the dedication and accomplishments made by its employees. The Township is committed to honoring those individuals who contribute through their commitment, efforts and actions towards the success of the Corporation and the community. Employees will be acknowledged for professional commitment and at milestones throughout their career through a uniform and consistent recognition program in an effort to inspire employee engagement and retention.

Beyond this formal Recognition Policy, the CAO and Senior Managers are encouraged to recognize any or all of their employees on an ongoing basis for their efforts and their work to support the Corporation.

Legislative Authority:

N/A

Contents:

1.0 Recognition Programs

1.1 Education Recognition

Employees achieving major educational milestones (eg. Certificate programs, diplomas, degrees, or professional designations) will be recognized within the organization.

1.2 Recognizing Service Milestones

Recognition of service shall be for employees who:

- Reach their five year milestone, and allotted for every five years thereafter; and
- Acknowledgement that they are retiring

Eligibility

The Township of Huron-Kinloss employees will be recognized for their service or retirement recognition, if they are in the following roles:

- Regular full-time, $\frac{3}{4}$ time or part-time

The date used to calculate service for the purpose of this policy will be the year of full time, $\frac{3}{4}$ time or part time employment with the Township of Huron-Kinloss or pre-amalgamation municipalities.

In the case of a part time employee, once a total of 900 hours is reached (in a year or over consecutive years), the employee shall become eligible for service recognition based on their anniversary date of continuous service to the Township.

Application for Service Milestone Recognition

The Human Resources Generalist will be responsible for notifying the Senior Manager of the years of service for employees each January and will work in conjunction with the Senior Manager to arrange the appropriate recognition according to the policy.

The CAO and Senior Managers will be formally recognized with a presentation by the Mayor and Council. All other employee service award recognition will take place at a meeting with staff present.

Recognition will take place prior to December 31 each year.

A Quarter Century Club plaque will be displayed in the Township of Huron Kinloss Municipal Office recognizing employees that have reached the 25 year milestone.

All purchases of mementos or gift certificates will occur within the Township of Huron-Kinloss boundaries where possible.

Service Milestone Recognition Gifts

5 Years: \$50 *Dinner/Food Gift Certificate and a Huron-Kinloss pin.

10 Years: Clock with engraved plaque acknowledging ten years of service. Not to exceed \$100.00 in value.

15 Years: \$150.00 gift certificate of the employees' choice

20 Years: \$200.00 gift certificate of the employees' choice

25 Years: \$250.00 gift certificate of the employees' choice

30 Years: \$300.00 gift certificate of the employees' choice

Retirement Recognition

Retirement recognition is intended to acknowledge an employee's contribution through their employment with the Township of Huron-Kinloss and marks a significant life transition.

Retirement Recognition Gift

- For employees with 15 years or more of service a gold watch with engraving/or gold bracelet with engraving. Not to exceed \$300.00 in value.

Retirement Recognition Function

The organization of a celebration inviting peers and immediate family members of the employee will be arranged by the Human Resources Generalist and Senior Manager for those employees reaching a milestone of 15 or more years, and who was eligible under the OMERS Pension Plan for retirement from the Corporation.

An employee shall have the option of forgoing a retirement celebration. In such case a donation of \$1500 towards a local charity of their choice will be made in their honor.

Enactment

Employees reaching a Service Milestone in a Retirement year shall receive both the service milestone recognition gift, the retirement recognition gift and the retirement recognition function as outlined.

This policy shall take effect upon the passage by by-law. All regular full time, 3/4 time and part time employees shall be eligible for service milestone recognition based on their anniversary date and the closest year of service gift (eg. an employee with 17 years of service shall be awarded the 15 year service award). No accumulation of previous service awards prior to that closest award recognition date shall be given.



Policy

Section: 3.0 Human Resources

Policy: Health & Safety Policy

By-Law: 2022-37 Schedule G

Date: 8 August 2022

Revision: [Click here to enter text.](#)

Coverage:

This policy shall apply to all non-union employees of the Township of Huron-Kinloss, as well as union employees subject to the terms and conditions in their respective collective agreements. Where applicable this policy will also apply to council members and committee members.

Policy Statement:

The Township of Huron-Kinloss is committed to providing an accident-free workplace for their employees and volunteers in order to prevent personal injuries and to ensure a safe environment to conduct the business of the Township and to eliminate damage to, or accidental loss of Township property.

Legislative Authority:

N/A

Contents:

Health and Safety Policy

Health and Safety Manual Policy

Health and Safety Employee Guide Policy



Township of Huron-Kinloss

Health and Safety Policy

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1.0 Health and Safety Policy

The Township of Huron-Kinloss is committed to providing an accident-free workplace for their employees in order to prevent personal injuries and to ensure a safe environment to conduct the business of the Municipality and to eliminate damage to, or accidental loss of Municipal property.

The Township of Huron-Kinloss will provide and maintain a safe and healthful work environment as indicated by acceptable industry practices and compliance with legislative requirements. All employees must receive adequate training in their specific work tasks to protect their health and safety.

Supervisors will be held accountable for the health and safety of workers under their supervision. All management functions will comply with the Township of Huron-Kinloss loss prevention requirements as they apply to the design, operation and maintenance of facilities and equipment. All employees must receive adequate training in their specific work tasks to protect their health and safety.

Every worker must protect his or her own health and safety by working in compliance with the law and with safe work practices and procedures established by the Township of Huron-Kinloss.

Commitment to health and safety must form an integral part of this organization, from the Mayor and Council to all workers within the Township

2.0 Health and Safety Employee Guide Policy

Legislative Authority: Occupational Health and Safety Act

A set of general guidelines shall be established for creating and maintaining a safe work environment.

The Township of Huron-Kinloss Employee's Guide to Occupational Health and Safety (see Schedule "A") can be viewed at the Township of Huron-Kinloss office in Ripley.

3.0 Health and Safety Manual Policy

Legislative Authority: Ontario Occupational Health and Safety Act

A set of policies and procedures concerning health and safety in the workplace shall be outlined in a Health and Safety Manual.

The Township of Huron-Kinloss Corporate Occupational Health and Safety Policies and Procedures Manual (Schedule "A") can be viewed at the Township of Huron-Kinloss office in Ripley.



Policy

Section: 3.0 Human Resources

Policy: Hiring Policy

By-Law: 1998-98, 2004-48, 2014-89, 2016-12, 2022-137 Schedule H, 2022-173

Date: 17 May 1999 Revision: February 1 2016, December 1 2020, August 8, 2022, October 3, 2022

Coverage:

This policy shall apply to all non-union employees of the Township of Huron-Kinloss, as well as union employees subject to the terms and conditions in respective collective agreements. Where applicable this policy will also apply to council members and committee members.

Policy Statement:

The Township of Huron-Kinloss shall endeavour to fill all vacancies by competition, either internal or external, while recognizing the role of managers in the hiring process and as such supporting the managers in their efforts to carry out hiring in a systematic manner.

Legislative Authority:

Section 270, Municipal Act, 2001

Contents:

Recruitment

When a vacant position is part of the Council approved organization chart, the Senior Manager will inform the Chief Administrative Officer (CAO) of a vacancy.

A newly created position must be recommended by the CAO and Senior Manager and approved by Council in order for the organization chart to be updated.

The positions' current description will be reviewed and updated, if required. A new position description will be created if required by the Human Resource Generalist (HRG) and Senior Manager.

The recruitment and hiring policy should be fair to the general public and ensure that the best available applicant for the job is hired, while complying with applicable legislation.

Recruitments are conducted through "internal competition" which limits the search to Huron-Kinloss employees or by way of "open competition" which extends the search outside the Corporation. It is noted that Huron-Kinloss employees are eligible to apply in open competitions.

The Senior Manager, in consultation with the CAO and the HRG will decide the appropriate method of search for qualified candidates.

If specified employees have been earmarked for promotion as the result of previously identified training and development plans, they will be considered first for vacant positions that are oriented to their identified promotion path.

"Internal Competition"

Positions that are to be filled, initially, by an internal competition will have the openings posted by the HRG on the intranet bulletin board for five (5) working days. Outside applications for internal job postings will not be accepted. In order to be selected for an internal position the employee must meet the selection criteria for the advertised position.

If an internal applicant is not selected, it is good employee relations to respond to unsuccessful internal applicants, to explain the reasons for their not being selected, before proceeding to review external candidates.

Hiring of Relatives

- a) This policy has been devised to eliminate any practice that may give rise to conflicts or difficulties for Supervisors, co-workers and subordinates when recruiting, maintaining order, maintaining discipline or terminating employees when an employee is aware that this Supervisor, co-worker or subordinate is a relative of another employee.
- b) "Relative" is defined as a parent, step parent; spouse, brother, sister, step-brother, step-sister, child, step-child, grandparent, step-grandparent, grandchild, step-grandchild, parents-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, niece, nephew, foster child, or common-law spouse.
- c) No recruitment of an individual is to take place in which a relative of that person is a Supervisor of, or would be supervised by the applicant.

d) members of Council and staff are required to remove themselves from the selection process, in those instances where they are related to any of the candidates.

e) Recruitment of a relative other than in a Supervisor/subordinate relationship is permissible provided that the Senior Manager can establish that:

- Standard competition procedures have not been circumvented,
- The applicant is the most qualified,
- No undue influence was exerted on the recruiting Supervisor,
- No potential conflict or difficulties appear to exist, and
- Regular staff, supervisory part-time staff and members of Council given as references must be contacted before that particular applicant is considered.

Selection and Promotions

The Corporation's policy is to attempt to fill vacancies from within the organization whenever possible, particularly if it results in a promotion or an improvement for the existing employee. Selection is on the basis of ability, effort, application, co-operation and consideration for length of service when other factors are considered equal. When an employee of particular talent or training is not available within the organization, it will be necessary to conduct a search for a suitable candidate outside of the organization.

- All full-time, $\frac{3}{4}$ time and part-time employee appointments require the formal approval by by-law of the Municipal Council;
- All hirings are authorized by the CAO;
- Senior Managers have discretion to hire casual and student employees;
- Contract employees require the approval of the CAO;
- The Municipal Council will be kept informed of all hiring and staffing decisions that are made by the CAO and Senior Managers
- All hiring's will be conducted with strict adherence to consistent, fair recruiting and selection practices

Selection Committee

The Selection Committee will consist of the HRG and the following for the positions of:

CAO – Mayor, Members of Council and may include an external consultant and/or a member of the Senior Management team.

Managers under the direct supervision of the CAO – CAO, Mayor and Deputy Mayor and may include additional Council members and/or an external consultant.

All other positions – Human Resources Generalist and/or the CAO and the Senior Manager and/or supervisor and may include the Mayor or an external consultant.

Selection Process

A proper screening mechanism shall be set up to receive and screen applications and enquiries measured against basic selection criteria. The information presented in written applications and resumes shall be the basis to sort out those candidates who should be short listed for interview. It will be tested against the job requirements and pre-determined selection criteria.

Locations and times for interviews shall be arranged ensuring that the time is uninterrupted. The short-listed candidates shall be provided with a position description. They shall be informed if the interview will involve written questions and if any tests shall be administered.

Ensure candidates selected for an interview are notified that “The Township of Huron-Kinloss will provide accommodations upon request in accordance with the Accessibility for Ontarians with Disabilities Act, 2005”.

Candidates shall be presented with the same questions and discussion points in the same order.

The selection committee shall evaluate candidates against the position description and the selection criteria. On that basis, the final choice can be narrowed down. If a second interview is required, it can be arranged. The second interview should not cover the same grounds as the first. Reference checks will be made as part of the assessment process. There is no point in checking references unless the candidate is seriously being considered for the position.

Reference Checks

a) Reference checks may be conducted to obtain additional or substantiating information concerning an applicant.

b) Personal and/or professional reference checks can be undertaken on all new and prospective employees or by the Departmental representative prior to any formal offer of employment.

Selection Reports

Staffing and hiring recommendations will be supported by Selections Reports that contain the following information:

- Title of position and reason for vacancy;
- Area and method of search (i.e. internal or open competition);
- How the vacancy was advertised;
- Selection criteria;
- Number of applications;
- Short listed candidates;
- Interview dates;
- Conclusions and recommendations of best candidate(s).

Offer of Employment

The CAO has the authority to negotiate benefits and vacation terms with new employees to attract and retain talent effectively. Salary negotiations that fall outside the approved pay grid must be presented to and approved by Council to ensure consistency, compliance with organizational standards and budget constraints.

Following acceptance by the CAO, the initial offer can be made by telephone or at a meeting set aside for that purpose. It must, however, be confirmed in writing on behalf of the Township of Huron-Kinloss. The offer should contain:

- The position title.
- Starting salary and reference to the salary range and grid in which the position is placed.
- Starting date and time.
- The probation period that applies to the position.
- Any conditions that must be met (including but not limited to eg. criminal reference check, valid drivers license, medical certificate).
- Congratulations and welcome to the Township of Huron-Kinloss.

Voluntary Employee

From time to time, the Township may have available to them the use of voluntary human resources. Normally, this occurs through either a cooperative placement as part of an educational curriculum or through a court mandated Community Service program. The Township welcomes such placements so long as the goals and objectives of the municipality are not obstructed by the placement.

The Township does not initiate this "hire".

The Senior Manager will seek the approval of the CAO for placing such individuals within their department. It shall be the Senior Manager's responsibility to ensure that

the placement is productive, and attempts meets the goals of the individual seeking placement.

Policy

Section: 3.0 Human Resources

Policy: Professional Development and Expense Policy

By-Law: 2019-166; 2022-137 Schedule J

Date: 16 December 2019

Revision: August 8, 2022

Coverage:

This policy shall apply to all non-union employees of the Township of Huron-Kinloss, as well as union employees subject to the terms and conditions in the respective collective agreements. Where applicable this policy will apply to council members and committee members.

Policy Statement:

The Township of Huron-Kinloss recognizes that its workforce is one of its most valuable assets and is therefore committed to investing in the necessary training and development of Members of Council and employees to enable corporate and strategic plan objectives to be met. Staff attendance at appropriate professional conferences for the purposes of training, development, networking and generally keeping up to date with issues and trends is therefore supported. The Township also allows for expense, mileage reimbursement and meal allowances for employees and Council members.

Legislative Authority:

N/A

Contents:

Education/Training

Expense Remittance

Mileage Allowance

Professional Association Fees



Township of Huron-Kinloss

Professional Development and Expense Policy

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1.0 Education/Training

The Township of Huron-Kinloss supports all employees in continuing development through training and education.

Employees shall be provided with the training necessary to carry out their tasks in a safe and efficient manner. Senior managers may, within their approved budgets, schedule employees for specific training.

The Senior manager will determine the type of training and the certification/professional designation required in their department. Where an employee wishes to further his/her education, approval is required from the Senior manager.

The Township shall cover the cost of tuitions, registration, materials, accommodations, mileage, parking and meals.

For correspondence courses the Township upon proof of a successful passing grade covers the cost of tuitions and course materials.

The employee shall provide their Senior manager with a copy of any municipal funded certificate/training course, once received, for their personnel file.

Social events, such as golfing are optional and at the full cost of the employee.

Education and training opportunities are considered a privilege and no overtime will be applicable.

2.0 Expense Remittance

Legislative Authority: Section 283, Municipal Act, 2001

The Township of Huron-Kinloss allows for expenses for all staff including all persons employed permanently, part-time or temporarily. As well as Council, and the positions of Tile Loan Inspector, Livestock Evaluator, Fence Viewers and Property Standards Committee.

Meal Allowance

Allowance for employees attending training or authorized meetings shall be as follows:

1. The meal allowance rates shall be:

Breakfast	\$20.00
Lunch	\$30.00
Supper	\$50.00

2. All meals at the meal allowance rate is limited to three per day, not included in registration, including those meals purchased while traveling to or from their destination

3. Expense sheets shall be submitted and approved by a Supervisor.

Convention and Conference Allowances

Each Senior manager is authorized to attend one conference in the Province in any year.

The CAO shall authorize attendance to a conference by any other employee that is within the approved budget.

Allowance for employees attending conferences shall be as follows:

1. Actual amount of registration fee
2. Actual amount of accommodation
3. Transportation via the most economical fare
4. All meals at the meal allowance rate limited to three per day, not included in registration, including those meals purchased while traveling to or from a conference.

5. Expense sheets shall be submitted and approved by a Supervisor.

Each member of Council is entitled to attend two conventions in the Province in any year.

Allowance for members of Council attending conventions shall be as follows:

- a) Registration - actual amount.
- b) Accommodation - actual amount.
- c) Transportation by the most economical fare.
- d) Meal allowances will be paid for all meals not covered in registration including meals purchased while travelling to or from a convention.
- e) Per diem rate shall be established in the annual remuneration by-law.
- f) When a companion attends the convention with a council member, those costs will be the councillors responsibility.

3.0 Mileage Allowance

Legislative Authority: Section 283, Municipal Act. 2001

The Township of Huron-Kinloss will pay a mileage allowance to employees and Council members who are required to operate privately owned automobiles in the course of their employment for municipal business

This includes all persons employed permanently, part-time or temporarily. As well, the positions of Tile Loan Inspector, Livestock Evaluator, Fence Viewers and the Property Standards Committee members.

Council, Committee members and employees will receive a per kilometre mileage allowance for use of a personal vehicle on Township business.

The mileage allowance will be paid based on the reasonable per-kilometre allowance established by the Canada Revenue Agency.

Mileage allowance does not apply from place of residence to office and return.

Expense sheets shall be submitted and approved by Supervisors.

4.0 Professional Association Fees

The Township of Huron-Kinloss supports staff development for all employees through encouraging membership in professional organizations.

The Township will pay annual fees for employees who, for the benefit of the municipality, belong to a professional organization.

Senior managers, within their approved budgets, will determine which professional organizations are beneficial to their department.

Attendance to meetings is encouraged; any fees will be paid for by the municipality upon approval by the appropriate Senior manager.

Social events, which are not related to professional organizations, are not paid by the Township. If an employee receives an invitation, it is up to the employee whether or not they will attend. If the employee attends, they will be required to use vacation or lieu time off as well as pay for any fees. (i.e. County Golf Tournament, Curling Bonspiel, etc.)

Where a convention provides a companion option, all additional costs incurred by the companion are the responsibility of the employee.

TOWNSHIP OF HURON-KINLOSS EXPENSE SHEET

NAME: _____

DATE	DESC	ACCOM	REGIST	PARKING	MILEAGE	MEALS
TOTAL		\$ _____ Attach Receipt	\$ _____ Attach Receipt	\$ _____ Attach Receipt	_____ x \$0.70/km = \$	_ x \$10= \$ _ x \$20= \$ _ x \$40= \$

SUPERVISOR'S APPROVAL _____

SUPERVISOR'S USE: Please Circle Appropriate Dept					
DEPARTMENT	CODE	DEPARTMENT	CODE	DEPARTMENT	CODE
General Administration	01-1020	Economic Dev't	01-1030	The Hub	01-1040
Ripley-Huron Fire Dept	01-2010	Lucknow Fire Dept	01-2020	Municipal Drains	01-3035
By-Law Enforcement	01-2040	Emergency Mngmt	01-2051	Building	01-3500
Roads	01-4500	Water	01-7000	Ripley Recreation	01-9000

	<u>Meetings</u>	<u>Conferences</u>	<u>Training</u>
Registration	7270	7300	7305
Accommodations	N/A	7301	7306
Travel, Parking	7271	7302	7307
Meals	7272	7303	7308

Policy

Section: 3.0 Human Resources

Policy: Termination Policy

By-Law: 2019-168; 2022-137 Schedule K

Date: 12 August 2019

Revision: August 8, 2022

Coverage:

This policy shall apply to all non-union employees of the Township of Huron-Kinloss as well as union employees subject to the terms and conditions in their respective collective agreements.

Policy Statement:

The Township of Huron-Kinloss ensures that terminations, either voluntary or involuntary, are initiated with appropriate notice and properly documented for Payroll and Human Resources processing. Discipline will be used to correct behaviour where applicable, as the purpose of discipline is corrective, not punitive. It is important to ensure that employees perform their duties in compliance with Corporation rules, directives, regulations, instructions and procedures, since the objectives of the Corporation cannot be achieved without this acceptance and conformity.

Legislative Authority:

Employment Standards Act

Contents:

Termination Policy

Discipline & Dismissal



Township of Huron-Kinloss

Termination Policy

Contents

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- 2.0** Termination 6

1.0 Discipline and Dismissal

All employees of the Township of Huron-Kinloss are subject to discipline and dismissal if their behaviour at work is not acceptable. Unionized employees should consult their collective agreement for any deviations from this policy. The purpose of discipline is corrective, not punitive. It is important to ensure that employees perform their duties in compliance with Corporation rules, directives, regulations, instructions and procedures, since the objectives of the Corporation cannot be achieved without this acceptance and conformity

Responsibilities of Supervisor:

1. Supervisors have a responsibility to guide employees in their behaviour at work. The manner in which guidance is given is very important. Most people conduct themselves properly when they understand exactly what is expected of them. The employee should therefore receive clear, unambiguous instructions on a code of behaviour and work performance expected of them. Supervisors are held responsible for the completeness and accuracy of documentation which may be relied upon for discipline. Proper documentation is essential to the process of administering fair and reasonable discipline. Follow up is important. It is not enough just to discipline an employee and let the case rest. A systematic and controlled review of job performance is required.
2. When a situation arises where a supervisor feels that disciplinary action may be required, they shall gather all the facts and discuss them with the employee prior to instituting any disciplinary measures. All discussions between supervisors and employees will be noted in writing as well.

Disciplinary Techniques

1. The Township shall follow the progressive disciplinary steps outlined below, if after gathering the facts and having an initial discussion with the employee, the Township determines that disciplinary action is necessary:
 - 1.1 The employee's supervisor shall discuss the problem with the employee and shall give a verbal warning to the employee, explaining the nature of the

infraction and consequences if the employee fails to comply. The supervisor shall document this discussion and place a copy of the documented verbal warning into the employee's personnel file.

- 1.2 If further disciplinary action is required, a clear written warning from the supervisor shall be issued to the employee outlining the nature of the infraction, expected corrective action, and consequences if the employee fails to comply. A copy of this letter shall be filed in the employee's personnel file. Any written response from the employee should also be retained in the employee's personnel file.
- 1.3 If necessary, a second written warning shall be issued to the employee by the senior manager, indicating that this is a final warning before more serious consequences shall follow. The consequences shall include further disciplinary action up to and including dismissal from employment. A copy of this letter shall also be placed in the employee's personnel file, and a copy will be provided to the Chief Administrative Officer.
- 1.4 If the employee does not meet the requirements set out in the letter, the senior manager shall meet with the Chief Administrative Officer to determine further disciplinary action, which may include suspension without pay. The employee concerned shall not be in attendance at this portion of the meeting. Prior to a decision, the employee will be given the opportunity to speak to the Chief Administrative Officer. When a decision is reached, the employee shall be informed of the decision in writing, and the appropriate action taken immediately. The employee shall also be informed in writing that further disciplinary incidents shall lead to dismissal from employment and a copy of the written report should be filed in the personnel file.
- 1.5 If all of the above steps do not resolve the problem, the Chief Administrative Officer shall meet and, in consultation with the Municipal solicitor, shall recommend and appropriate action to Council. Prior to Council making a final decision, they may give the employee (or his agent, or both) an opportunity to make representations, which shall be held in-camera, Council

shall render its decision, in writing, to the employee, within fourteen (14) working days.

- 1.6 In the event of an action by an employee, which warrants immediate suspension or dismissal, the Chief Administrative Officer, in consultation with the Mayor, may take the appropriate action which must be reviewed by Council. Council must review and confirm or reject the Chief Administrative Officer's decision within a fourteen (14) day period.
- 1.7 The Township reserves the right to implement the disciplinary action it determines is best appropriate to correct the conduct that took place. As such, not all disciplinary actions outlined above may be used for each employee. The Township will assess the appropriate disciplinary action on a case by case basis.

2.0 Termination

For all employees of The Township of Huron-Kinloss termination of employment, either voluntary or involuntary shall be initiated with the appropriate notice and shall be properly documented for payroll processing. Union employees should consult union contract for any deviations from this policy.

1. *Voluntary Termination*

- a. An employee who resigns his/her position is required to submit the resignation in writing. If the employee refuses to provide the resignation in writing, the Senior manager will immediately confirm the verbal resignation in writing, stating the date and if appropriate, the circumstances. The Senior manager will notify the Chief Administrative Officer immediately regarding this situation.
- b. Employees are expected to give a minimum of two weeks' notice when resigning. Senior managers are expected to give thirty days' notice. All written resignations must be acknowledged immediately.

2. *General Termination*

- a. Notice is not required for termination of temporary positions if the defined term expires in accordance with the contract. However, if the intended term is increased or decreased, the Senior manager should state to the employee, in writing, the revised term. Two weeks advance notice should be given if possible.

3. *Involuntary Termination*

- a. Any termination shall be consistent with the terms of the Employment Standards Act.

4. *Appeal Procedure*

- a. No appeals will be considered in the case of any employee discharges prior to completion of the probationary period.
- b. Full time staff shall follow the Complaint Procedure.



The Corporation of the Township of Huron-Kinloss

Policy

Section: 3.0 Human Resources

Policy: Time Off Policy

By-Law: 2019-167; 2022-137 Schedule L

Date: 16 December 2019

Revision: December 2023

Coverage:

This policy shall apply to all non-union employees of the Township of Huron-Kinloss, as well as union employees subject to the terms and conditions in their respective collective agreements.

Policy Statement:

In order to maintain a productive work environment everyone is required to do their best to attend work regularly. The Township of Huron-Kinloss understands the need for time away from work and we recognize the importance of achieving and maintaining a balance between your career and your personal life. We understand that you have needs beyond the workplace, which is why we offer the following time off. While these policies generally apply to all employees, eligibility is determined by your collective agreement and/or employment status.

Legislative Authority:

Employment Standards Act

Contents:

Attendance

Bereavement

Christmas Holidays

Jury Duty

Leave of Absences

Paid Holiday

Sick Leave

Vacation Time



Township of Huron- Kinloss

Time Off Policy

Contents

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1.0 Attendance

All employees of the Township of Huron-Kinloss are required to do their best to attend work regularly and to be punctual at all times, in order to maintain a productive work environment.

The expectation is that all employees be at work and ready to commence their shifts at their schedule start time.

Further expectation is to attend your personal obligations outside of working hours; where possible. If necessary, appointments should be booked as close to the beginning of the work day or the end of a work day to avoid interruptions during the day.

If an employee is persistently late or absent or demonstrates a pattern of absences (such as regularly absent Fridays or Mondays) without sufficient justification, you may be subject to discipline.

2.0 Bereavement

The Township of Huron-Kinloss provides regular non-union full employees paid leave of absence in the event of a death in the family.

The Township of Huron-Kinloss will pay an employee up to five (5) days regular pay in the event of the death of:

- Your spouse (includes common law or same sex partners)
- A parent, step-parent or foster parent of yours or your spouse
- A child, step-child or foster child of yours or your spouse

The Township of Huron-Kinloss will pay an employee up to three (3) days regular pay in the event of the death of:

- A grandparent, step-grandparent, grandchild or step-grandchild of yours or your spouse
- Your child's spouse
- A sibling of yours or your spouse
- A spouse of a sibling of yours or your spouse
- A relative of yours who is dependent on you for care

The Township of Huron-Kinloss will pay an employee one (1) day regular pay in the event of the death of:

- An aunt or uncle of yours or your spouse
- A niece or nephew of yours or your spouse
- A first cousin of yours or your spouse

Such leave shall be taken to coincide with the date of the funeral or internment.

If the employee is on vacation or sick leave, the affected vacation or sick time will be re-credited to the employee.

Common law status is recognized but in no event shall an employee be eligible for leave for a former common law relationship or relationship by marriage which has since been terminated by formal separation, divorce or annulment.

In the event of the death of an employee or Council member of the Township of Huron-Kinloss, employees may attend the funeral subject to approval by the Senior Manager. The Township shall pay these hours. If the employee does not attend the funeral, it is expected that they will be at the workplace or use other eligible time off for the absence.

3.0 Christmas Holidays

The Municipal Administration Office shall be closed during the Christmas Holiday Season, employees whose workplace is the Municipal Administration Office will be off during the Christmas Holiday Season.

The Christmas Holiday season shall be defined as Christmas Eve, December 24th at noon to New Year's Day inclusive. This includes all non-statutory days.

When Christmas Eve, December 24th is a Monday, the office will be closed all day.

Employees whose workplace is the Municipal Administration Office shall be required to use vacation days or accumulated overtime to compensate for the non-statutory days between Christmas Day and New Year's Day and December 24th.

If any employee does not have any unused vacation days or overtime accumulated, the employee shall take time off without pay.

4.0 Jury Duty

The Township of Huron-Kinloss encourages all non-union employees to fulfill their civic duty by serving jury duty when called upon to do so.

In the event that an employee is called for jury duty or is subpoenaed as a court witness, the Township of Huron-Kinloss will pay the employee his/her regular pay for each day that the employee is required to be absent from work provided that he/she:

1. Advised the Township immediately upon notification that he/she will be required to attend.
2. Presents proof of service to his supervisor
3. Promptly repays the amount (other than expenses paid to him/her) which he/she received for such attendances; and
4. Reports to work when not required at court.

5.0 Leave of Absences

Legislative Authority: Employment Standards Act (ESA)

To provide guidelines and definitions to all employees of the Township of Huron-Kinloss for the purpose of administering legislated leave of absences, and personal leave of absences.

Definitions:

Personal Leave of Absence: Any unpaid time away from work, that is not covered through the Employment Standards Act leaves

A personal leave of absence must be approved by your supervisor and the Chief Administrative Officer. Personal leaves will be considered on a case by case basis. Benefits and pension will be at the cost of the individual during their time off.

Legislated Leave of Absence: Job protected leaves, covered under the Employment Standards Act.

Legislated leaves include, but are not limited to pregnancy leave, parental leave, and other leaves outlined in the ESA. During a legislated leave of absence the individual will be provided with benefit and pension opportunities in accordance with the ESA. Sick credits and paid vacation time off will be prorated during a legislated leave of absence to reflect active service. The Township will maintain communication with the individual during a legislated leave through your supervisor and/or CAO in a method previously agreed upon. Request for a leave of absence must be made in writing a minimum of 4 weeks prior to taking the leave, or as soon as possible under certain circumstances.

Benefits: Refer to the Group Health Benefit Plan section in the Benefit Policy

Qualified Health Practitioner: as described in the Employment Standards Act

Active Service: time an employee is actively working, or receiving remuneration by the Employer

Family Member: as defined in the Employment Standards Act

Medical or Sickness Leave of Absences: These leave of absences are job protected leaves under the Employment Standards Act; and cover the following: Family Caregiver Leave; Family Medical Leave; or Critical Illness Leave. These leaves are subject to change, in accordance with the ESA. Where an employee qualifies; and has available sick leave, they may use up to 50% of their accumulated sick leave credits towards a medical leave to provide care for a family member. Evidence from a qualified health practitioner is

required for these leaves to be approved.

6.0 Paid Holiday

Legislative Authority: Employment Standards Act (ESA)

All regular non-union full-time employees shall be granted the following paid holidays:

- New Year's Day
- Good Friday
- Easter Monday
- Victoria Day
- Canada Day
- Civic Holiday
- Labour Day
- Thanksgiving Day
- Christmas Day
- Boxing Day
- Family Day
- 2 Floater Days

Where any of the above holidays falls on a Saturday or Sunday, the preceding Friday or following Monday will be designated by the Corporation as the holiday in lieu of the holiday falling on these days.

Where any of these holidays occur during an employee's vacation period, an extra day of vacation will be allowed.

Where any of the above holidays occur during an illness, that day shall not be charged against the employee's sick time.

Compensation will be based on a regular day's wage.

All part-time, temporary and casual employees shall receive payment for public holidays pursuant to the Employment Standards Act.

7.0 Sick Leave

In lieu of a short term disability plan, the Township of Huron-Kinloss will provide all regular non-union full time employees a salary continuance plan to protect its employees from financial hardship in the event of legitimate, substantiated illness or accident or personal emergency in the form of sick leave. This benefit is designed with the employee as priority, but we do recognize the need to assist out children and spouses at times.

This policy may be applicable for medical appointments, for self, children, or spouse; subject to approval and availability. We ask that such appointments be booked on your own time, or as close to the beginning or end of your work day; where possible.

Sick leave is not transferable to any other benefit.

Our policy shall offset any paid days provided through Employment Standards Act.

Each eligible employee shall receive one (1) day sick leave per month of active service, accumulative to a maximum of one hundred eighty (180) days with one half (1/2) of the accumulated sick leave payable at the employee's current rate of pay if the employee quits, is laid off, terminated, retires or if the employee passes away.

All payment for sick leave shall be on the basis of the employee's regular hours of work.

The employer will prepare for each employee, an annual statement of accumulated sick leave.

Sick leave credits will be effective immediately upon employment.

The Employer is responsible for determining whether paid sick leave absences are bona fide and may request evidence of absence at any time.

8.0 Vacation Time

All regular non-union full-time employees will receive annual paid vacation time based upon their length of continuous active service with the Township as measured from their anniversary date of employment. Paid vacation time means that vacation pay will be treated as paid time off, with the vacation pay received during the same pay period and corresponding pay date as the vacation time taken.

Length of Service	Vacation Entitlement
After 1 year	2 weeks
After 3 years	3 weeks
After 9 years	4 weeks
After 15 years	5 weeks
After 25 years	6 weeks

Regular non-union full-time employees will receive two weeks paid vacation time after successful completion of their probation period.

The Township recognizes a calendar year for vacation entitlement therefore any stub periods will be prorated for paid vacation time.

Employees with more than one year of service will not be allowed to draw pay in lieu of vacation time unless specifically approved by the CAO.

Requests for vacation shall be made to the CAO of the Township by January 31st each year.

It shall be the responsibility of the CAO to determine the number of employees who may be on vacation at any one time. The selection of vacation dates will, where practical, be approved on the basis of classification and seniority in each department so long as the selection is consistent with the efficient operation of the department.

Subsequent vacation requests must be made to the CAO and shall be determined on a first come, first served basis.

With approval of the CAO, employees may carry forward a maximum of one week or five days of vacation time. In some circumstances it may be reasonable to carry forward more than one week, at the discretion of the CAO.

In years where an additional week of paid vacation time is earned, employees shall be entitled to take the additional full week after the anniversary date has

passed.

Where an employee leaves the service of the Township because of termination, retirement or death, paid vacation time earned shall be prorated based on the amount of time the employee has worked in the current calendar year.

If the employee has used more paid vacation time than they have earned, an adjustment will be made on any final payout.

Any eligible remaining paid vacation time owed will be paid to the employee or estate as the case may be.

Part time, casual or contract employees will receive vacation pay on each pay cheque in accordance with the Employment Standards Act.