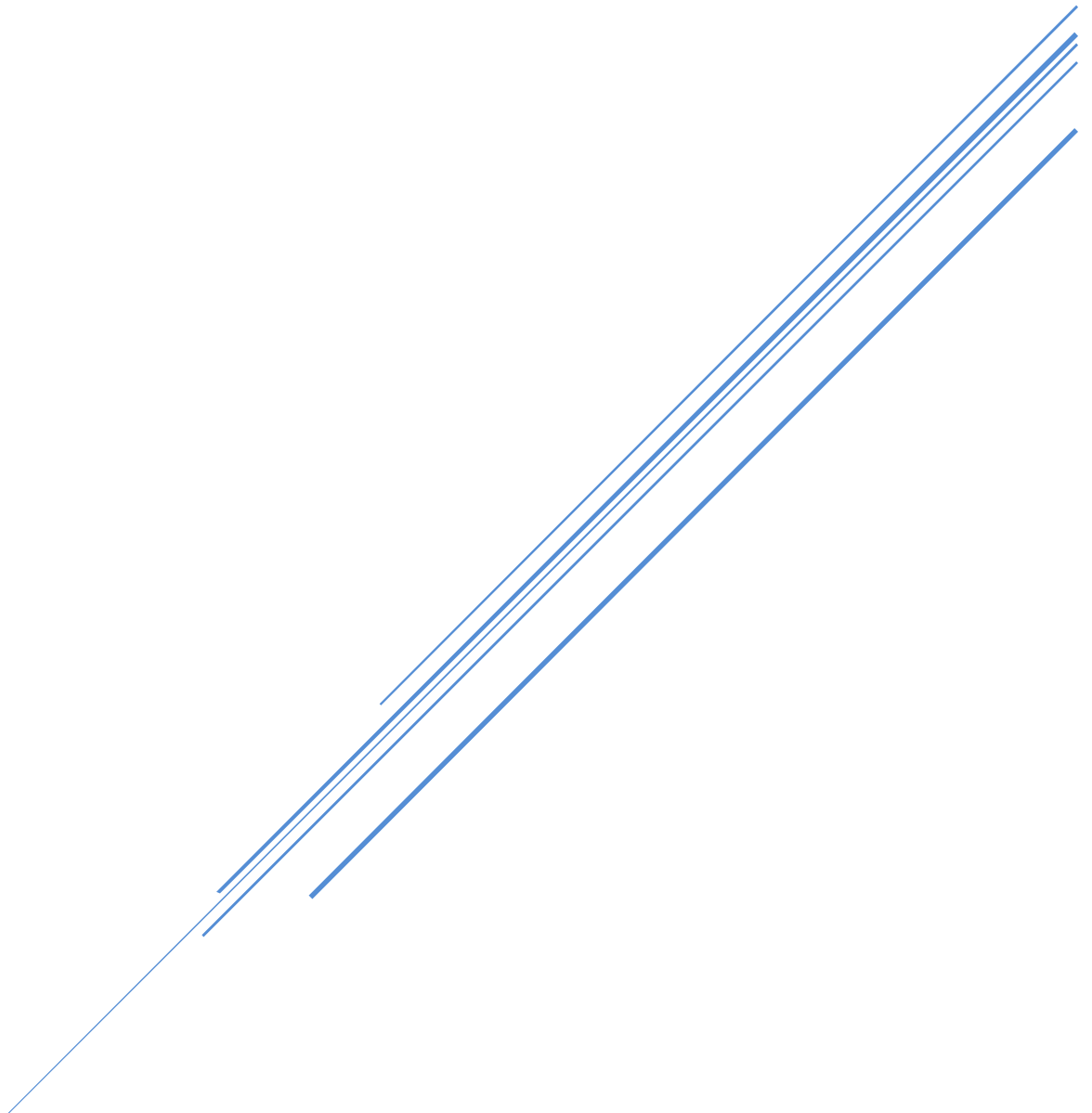




# HUMAN RESOURCE POLICY

Municipality of the District of St. Mary's



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# Municipality of the District of St. Mary's

## Human Resource Policy

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### 1. Purpose

The purpose of policy is to provide direction to staff and management on the accepted Human Resource standards under which the Municipality will conduct business.

### 2. Authority

The Municipality takes authority for this policy under Section 47 in of the Municipal Government Act.

### 3. Terms/Definitions

3.1 *Chief Administrative Officer (CAO)* – means the head of administration for the Municipality of the District of St. Mary's as appointment by Council.

3.2 *Council* – means the elected officials for the Municipality of the District of St. Mary's.

3.3 *Direct Supervisor* – is the person who monitors and regulates employees' daily performance of assigned tasks.

3.4 *Director* - refers to the Director of Community Development and Recreation, Director of Public Works and/or the Director of Finance (DOF).

3.5 *Employee* – means an individual who works for the Municipality of St. Mary's for a wage or salary.

3.6 *Employer* – means the Municipality of the District of St. Mary's.

3.7 *Essential services* – references services provided by the Municipality including Emergency Management, water and sewer utilities.

3.8 *Fiscal Year* – means the period of time from April 1<sup>st</sup>, in one year to March 31<sup>st</sup>, in the following year.

3.9 *Hospitalized*- means a person is admitted as an inpatient to a hospital.

3.10 *Letter of Offer/Contract of Employment* – letter given by the Municipality to a potential employee outlining the key terms/conditions/benefits of the prospective employee's employment.

3.11 *Municipality* – means the Municipality of the District of St. Mary's.

## 4. Recruitment and Selection

- 4.1 **Position Announcement** – New or vacant positions may be advertised internally before they are advertised externally in an effort to communicate any potential upcoming changes within current staff. The CAO may, from time to time determine that it is appropriate to advertise internally and externally simultaneously.
- 4.2 **Interview Standards**- In an effort to create consistent and fair hiring practices, all hiring staff shall follow the municipal hiring processes as outline in **Appendix #1- Interviewing & Hiring SOP**.
- 4.3 **Accommodation for Persons with Disabilities** – The Municipality is committed to hire, train and promote qualified individuals with disabilities and to make reasonable accommodations for their unique needs.
- 4.4 **Medical Discrimination** - The Municipality believes in protecting the rights and privacy of all employees and the Municipality assures non-discriminatory services to staff members. The employee shall follow all relevant health and safety guidelines as issued by the Nova Scotia Department of Health and the Department of Labour, and as provided in applicable Human Rights Legislation. To ensure confidentiality, any medical records provided by the employee shall be kept within the employee's personnel file. Employees who believe they have been discriminated against on the basis of any matter, may file a complaint with the CAO or their direct supervisor as set out in the municipal **Workplace Harassment and Discrimination Policy**.
- 4.5 **Reference Checks** – When scheduling an interview, the applicant shall be asked for authorization to contact their references. If available, at least two refences checks must be completed for every prospective employee and placement. The applicant shall provide references of individuals who are not related in any way to the applicant, including through marriage. A copy of the reference check form, including responses, can be found in **Appendix #2- Reference Check SOP** and shall be kept in the employee's personnel file.
- 4.6 **Orientation** – All new employees will be provided with a comprehensive, detailed orientation to the organization and their role within the Municipality. Procedures and an orientation package for new employees include the following:
  - 4.6.1 CAO or designate shall inform the new staff member of the Municipality policies, as well as staff services and benefits.
  - 4.6.2 CAO or designate may ask another staff member to assist the new employee with specific staff training.

- 4.6.3 CAO or designate, along with supporting staff, shall ensure that the workplace is prepared for the new employee.
  - 4.6.4 CAO or designate is expected to ensure that other staff members are aware of the new employee's start date and are prepared to welcome and assist the new employee as much as possible.
  - 4.6.5 New employees' binder will include but will not be limited to; job description/scope and workplan, review of policies/procedures, staff benefits if applicable (pension and medical forms to complete), occupational health and safety (OHS) orientation, and any training deemed mandatory for the position. In addition, the following forms will also be included for review and signing acknowledgment: **Appendix #3- Confidentiality Agreement Form, Appendix #4- Property Acknowledge Form, Appendix #5- Employee Contact Form** (both employer/staff and employee emergency contact information), and **Appendix #6- Policy Acknowledgement Form**.
- 4.7 **Employee Classification** – Employees classification is determined at time of hire and is not changed by hours worked or time in lieu. The classification of position determines how an employee may be paid, including the number of hours per pay period and the type of benefits (pension/health) they are eligible for. The CAO is responsible for assigning classifications of employees:
- 4.7.1 Full Time Permanent (FTP) – An employee whose regularly scheduled workweek is between 35-40 hours per week as determined in an employee's letter of employment with the Municipality.
  - 4.7.2 Full Time Term (FTT) – An employee who is filling a special position for a specified period of time and works between 35-40 hours per week for a pre-determined length of time, generally not exceeding one year.
  - 4.7.3 Part Time Permanent – An employee who has been appointed to a position for which hours of work on a continuous basis are less than the standard workday or work week.
  - 4.7.4 Casual Employee – An individual employed with the Municipality for work of a temporary nature.
  - 4.7.5 Permanent Seasonal Employee – An employee who is employed on an hourly basis during certain times of the year on an annual rotation.
- 4.8 **Employment of Immediate Family** – The Municipality may employ relatives of municipal employees and elected officials. No special advantages or favouritism will be shown in hiring relatives. A relative of a candidate for employment may not be involved, directly or indirectly, assessing with

merits, qualifications or capacities or any candidates for an open position. An employee may not be employed in a position subject to direct or in-line supervision or direction by a relative. For the purpose of this section, a "relative" includes parent, spouse (including common-law), child, sibling or half sibling, grandparent, grandchild, niece, nephew or any of those by way of marriage ("in law" or "step" relatives).

- 4.9 **Release of Information for Employment** - All potential employees must provide a "Criminal Record Check", or other documentation related to training, certificate, or professional membership upon request. It is the responsibility of the applicant to obtain criminal record checks performed by the RCMP. The record checks should be completed and received by the Municipality as soon as possible and no later than 10 business days after the applicant's start date of employment, unless extenuating circumstances exist, and an extension is granted by the CAO. Regarding non-compliance to provide a criminal record check or if any results other than "No record on file" then this, at the discretion of the CAO, may preclude any applicant from involvement with or engagement of the Municipality. If an employee is working with children/youth, then a venerable sectors check must also be completed within the same timeframe. A person who requires a vulnerable sector check under this Section must obtain a new vulnerable sector check and provide the updated copy no later than 5 years after the date of the most recent check, and every 5 years after that.
- 4.10 **Staff Qualifications** – The CAO or direct supervisor of an employee shall ensure staff meets the qualification guidelines for employees as determined by the Municipality. The Municipality shall provide opportunity for staff to maintain or upgrade their necessary credentials as determined by the Municipality and incur the costs associated with any mandatory training. Copies of up-to-date certifications shall be maintained in the employee's personnel file.

## 5. Benefits

- 5.1 **Federal/Provincial Benefits** – Employees receive deductions from their bi-weekly pays for the Canada Pension Plan, Employment Insurance, and Income Tax. If and when needed, employees are eligible to apply for benefits from federal and provincial governments.
- 5.2 **Pension Benefits** – Permanent Full-Time employees of the Municipality are required to join the Municipality Pension Plan through Manulife after completing the six (6) month probation period, unless otherwise determined by the CAO. Part Time Permanent employees become eligible on the 1<sup>st</sup> day of any month following the completion of 24 months of continuous service. In addition, they must have earned at least 35% of the year's maximum pensionable earnings as defined under the Canada Pension Plan or have worked at least 700 hours in each of the two consecutive calendar

years of service with the employer immediately prior to joining the plan. Participation for Full Time employees is compulsory, and it is voluntary for part time employees. Employees' contribution is 6% of annual earnings and is 100% matched by the employer. Voluntary contributions above 6% are permitted but not matched by the employer. Automatic deductions will be taken from the employee's pay to cover the plan premiums.

5.3 **Medical, Dental Benefits and Long-Term Disability (LTD)** – The Municipality is committed to providing employees with a benefit plan which have options available to meet individual needs. Eligibility is based on employee classification, Full Time Permanent employees are eligible to join the plan upon successful completion of their probation period, generally 6 months or under the discretion of the CAO during employment negotiations.

5.3.1 Full Time Permanent employees agree to pay 100% of the Long-Term Disability (LTD) Plan and the employer pays 100% of the balance of the Group Medical/Dental Plan.

5.3.2 Full Time Term employees are eligible to join the Medical/Dental Plan after successful completion of their probation period and are responsible to pay 100% of LTD and 50% cost share of the balance of the plan.

5.3.3 Permanent Seasonal employees working full time hours (35 hours per week) are eligible to join the Medical/Dental Plan after successful completion of their probation period and are responsible to pay 100% of LTD and 50% cost share of the balance of the plan while employed seasonally and 100% while not employed (off-season). During off-season, premiums must be paid at the first of each month by the employee. If premiums are not paid by the seasonal employee within 10 days following the start of the month, then the seasonal employee's coverage may be cancelled.

5.3.4 Casual employees are not eligible to join the Medical/Dental Plan.

5.3.5 Deductions for the employee's share of LTD and/or Medical/Dental Plan will occur through payroll on a bi-weekly basis for all eligible employees.

5.3.6 In the event that an employee is off sick or injured for an extended period, the employee may have to contribute their share of the LTD during the 119 day LTD waiting period or the balance of premiums depending on eligible sick or vacation days remaining.

5.4 **Employee and Family Assistance Program** – As part of the group medical plan employees have access to various programs and assistance with immediate and confidential help for any work, health, or life concerns.



5.5 **Employee Wellness Program** – The Municipality has created a policy, known as the **Workplace Wellness Policy**. The purpose of this policy is to encourage, support and offer health-related programs that will assist employees in achieving ownership for their physical, mental, and emotional wellbeing, resulting in improving the overall health and wellbeing for all employees. A healthy workplace leads to improved satisfaction and morale, which contributes to a more effective workplace.

5.6 **Employee Service Recognition**- The Municipality is committed to providing a positive and appreciative work environment for its employees at all municipal work sites. A program of recognition is meant to celebrate the service accomplishments of staff as public servants striving to represent the Municipality in service to the community.

5.6.1 The Warden and Council will acknowledge staff service milestones and retirements as they arise through the calendar year at the appropriate monthly Council meeting. Staff will be recognized at the service milestones outlined below:

<b>Years of Service</b>	<b>Award/Monetary Value of Recognition</b>
5	Certificate & gift valued at \$50
10	Certificate & gift valued at \$100
15	Certificate & gift valued at \$150
20	Certificate & gift valued at \$200
25	Certificate & gift valued at \$250
30	Certificate & gift valued at \$300
35	Certificate & gift valued at \$350
40	Certificate & gift valued at \$400

5.6.2 Retirement from the Municipality will be acknowledged at the next available milestone based on the employee's year of service.

5.6.3 In the first year that this program becomes active for staff, the acknowledgement of years of service will be recognized at the employee's current service.

5.6.4 For employee service recognition, "Years of Service" will be based on the total number of full years which an employee has been employed with the Municipality. Maternity, parental, and municipal sick/vacation time does not negatively affect an employee's years of service.





- 5.7 **Occupational Health and Safety** - Health and safety are of the utmost importance to the Municipality. The program binder for the OHS program is located in the staff room at the Municipal Office, along with additional OHS information at each municipal facility. Employees are invited to take part in the OHS Committee or express their concerns or questions to any committee member and/or supervisor at any time in accordance with the **Joint Occupational Health and Safety Committee Policy**.
- 5.8 **Nova Scotia Workers Compensation** – The Municipality works to provide a safe, healthy environment free of recognized hazards for its employees, clients and visitors. Employee and/or witnesses must immediately report an accident/injury to their supervisor and/or the CAO and complete either **Appendix #7- Incident Investigation Report**, or **Appendix #8- Accident Investigation Witness Statement**. The supervisor and/or CAO will ensure that the injured employee receives appropriate medical care. If medical treatment is received from a physician, the employee must request the physician complete an accident/injury report form, provided by the WCB. The supervisor and/or CAO shall investigate the accident/injury and complete the appropriate records which shall be kept with the employee's personnel file.

## 6. Attendance & Absences

- 6.1 **Attendance** – All employees are expected to be present, on-time and ready to work at their work location on scheduled workdays as described in their Letter of Employment. Absenteeism and tardiness will be monitored. If an issue arises regarding attendance, a process shall be put in place to work with the employee to improve any excessive absenteeism. An employee's direct supervisor/or designate shall maintain a record of employee attendance. If the frequency of absenteeism of an employee reaches a level that is of concern, the direct supervisor and/or CAO shall meet with the employee to discuss the issue and work to improve the attendance. If efforts to address the frequency of absenteeism fail to improve attendance to an acceptable level, the continued employment of the employee will be reviewed.
- 6.2 **Reporting Absences** – When an employee is unable to attend work without prior notice or approval, they shall contact their direct supervisor and/or CAO by either phone, email or text as soon as possible and advise of the reason for the absence and the anticipated return date. Missed time from work due to an approved absenteeism will first be deducted from the employee's banked time in lieu or vacation if either are available for use. If not available, then the employee would be considered off work without pay. For absences due to illness, please refer to **Section 8- Sick/Medical Leave**.

- 6.3 **Unauthorized Absence** - Employees that are found to have unauthorized absences may be subject to disciplinary action, up to and including dismissal. This may include absent from work without advising their supervisor, at which point the supervisor shall be required to conduct a review of the incident and provide follow-up to the CAO/designate with a written letter or report.

## 7. Vacation

- 7.1 **Vacation Entitlement** – The vacation year runs from April 1<sup>st</sup> to March 31<sup>st</sup> (fiscal year). Vacation days are applicable to FTP and FTT employees, hourly employees will receive vacation pay in accordance with the requirements under the NS Labour Standards Code. Vacation entitlement for full time employees in the first year of employment is calculated on a pro-rated basis from employees start date until March 31<sup>st</sup>. If an employee uses their pro-rated vacation days within the fiscal year that have not yet been earned to date and the employment is terminated, those days may be deducted from the employee's final pay with the Municipality.
- 7.2 **Annual Vacation Leaves** - Subject to any variation in an employee's letter of employment, FTP/FTT employees are entitled to the following annual vacation leaves which are pro-rated based on the number of days worked within the fiscal year:
- 7.2.1 Less than one (1) year of service – pro-rated portion of fifteen (15) working days/annum
  - 7.2.2 After completion of one (1) year of service – fifteen (15) working days/annum
  - 7.2.3 After completion of ten (10) years of service – twenty (20) working days/annum
  - 7.2.4 After completion of fifteen (15) years of service – twenty-five (25) working days/ annum
  - 7.2.5 After completion of twenty-five (25) years of service – thirty (30) working days/annum
- 7.3 **Vacation Carry Over** – Vacation must be taken within the fiscal year for which it is eligible, except where pre-approved by the CAO. Employees who have twenty (20) or less vacation days per annum are permitted to carry over a maximum of five (5) days unused vacation time to the next fiscal year. Employees who have greater than twenty (20) vacation days per annum are permitted up to a maximum of ten (10) days unused vacation time to be carried over to the next fiscal year. Any exception to this section must have CAO approval in writing. Employees who have unused vacation days at the time they leave their employment with the Municipality will have the option of taking paid vacation days prior to their departure date, or be paid out at the rate of pay being used when they vacation was earned.

7.4 **Vacation Approval** – Employees are responsible to request vacation time from their direct supervisor two business days prior to the first day they will be absent by completing the **Appendix #9-Absence Request Form**. The Municipality reserves the right to limit the number of employees on vacation during one period of time. When conflicting requests arise, the employee who submitted their request first will be granted leave, followed by preference given to the employee with the greatest length of service. This will ensure adequate departmental coverage with the Municipality and prevent having more than one employee absent from the workplace/department. Employees are encouraged to work together in achieving a departmental vacation schedule that accommodates all employee vacation requests to the greatest degree possible. Supervisors are to ensure the application of the vacation policy is fair to all and the CAO, in consultation with the Director, can make exceptions to the vacation approval when discrepancies arise. Subject to the operational requirements of the Department, the Director/ direct supervisor shall make every reasonable effort to ensure that an employee's request for vacation is approved. When the Director/ direct supervisor has made every reasonable effort to grant the vacation leave but is unable to comply with the employee's written request the Director/direct supervisor shall give the reason for denying the request in writing.

## 8. Sick/Medical Leave

8.1 **Eligibility for Sick Days/Leave** - Eligible employees for sick leave can accumulate a maximum of one hundred and fifty (150) days. No remuneration shall be granted in lieu of unpaid sick leave/benefits when the employees' employment is terminated, so are the accumulated sick leave days. Employees are eligible as follows:

8.1.1 Full Time Permanent employees – FTP employees who have completed their probationary period as outlined in their letter of offer/contract of employment will be permitted to use sick leave/days accumulated at a rate of 1.5 days earned/worked per month from the date of their first day of FTP employment with the Municipality.

8.1.2 Full Time Term employees – FTT employees who have completed their probationary as outlined in their letter of employment of employment will be permitted to use sick leave/days at a rate of 1 day earned/worked per month from the date of their first day of FTT employment with the Municipality.

8.1.3 Casual/Part Time employees – are not eligible for paid sick leave unless otherwise negotiated as part of the employee's contract of employment by the CAO.

- 8.2 **Reporting Sick Leave** -Employees are required to contact their direct supervisor as soon as possible when they are unable to come to work due to illness or injury for themselves, or are required to care for their sick, ill or injured child/dependant. The employee must communicate with their supervisor directly by telephone, email or text, unless the nature of the illness or injury prevents them from doing, so in which case another person must contact the supervisor. If possible, employees are to provide the length of time they expect to be absent from the workplace. If the employee is unable to return to work at that time, they shall notify their supervisor as soon as possible with an update. A medical certificate may be required by the employee's supervisor for extended periods of sick leave but must be in compliance with provincial regulations. Exceptions may apply depending on provincial health protocols and practices relating to health pandemics.
- 8.3 **Health Care Appointments** – The Municipality recognizes the need for employees, or their dependant child(ren), to visit health care professionals during working hours from time to time. However, in arranging these appointments, both the best interest of the Municipality as well as the best interests of the employee should be considered. There may be instances where an employee is unable to arrange an appointment outside of working hours, therefore, employees should be granted use of available sick days.
- 8.4 **Hospitalization**- Employees may use sick days instead of vacation for days in which the employee is hospitalized while on vacation or has a letter from their physician, in accordance with provincial regulations for requesting physician/doctor medical certificates.
- 8.5 **Advancement of Sick Leave**- Sick leave credits/days cannot be used in advance, only actual earned days are eligible to be used.
- 8.6 **Termination for Health Reasons** – Termination of employment may become inevitable when an employee's status of health no longer permits them to do their job or any other job that the Municipality may be able to offer/accommodate. This may occur when an employee has exhausted sick leave benefits but is not fully disabled and not yet medically fit for any other work available within the Municipality. Termination of employment may also result when the employee fails to keep a correctable condition or illness under control in such a way that job performance is affected, or where the employee for any reason is unable to maintain regular attendance at work.

## 9. Other Leaves

- 9.1 **Volunteer Firefighter and Ground Search and Rescue Leave** – The Municipality recognizes the value of volunteer firefighters (VFF) and the important role they play in keeping the community safe. Generally, municipal employees who are volunteer firefighters may respond to calls during their

regular hours of employment without loss of time. However, when required to manage a municipal situation of an urgent nature as an employee, the employee must remain at work, be on-call or standby to carry out their duties required. If an employee who is a VFF is required to leave work to respond to a call, they must notify their direct supervisor/CAO and when the call is complete the employee must return to work if their regular schedule shift has not ended.

- 9.2 **Emergency Unpaid Leave** – The Municipality recognizes that situations may unexpectedly occur which require employees to be absent from their position. The CAO may approve emergency unpaid leave as per the N.S. Labour Standards.
- 9.3 **Maternity/Parental Leave** - Maternity and parental leave shall be in compliance with legislated standards. In addition to legislative requirements the following applies to any FTP staff requiring maternity or parental leave:
- 9.3.1 Vacation and sick leave do not accumulate while on leave but will resume when the employee returns to work.
  - 9.3.2 Years of service and seniority continue while on leave.
  - 9.3.3 Pension contributions can be voluntarily made while on leave but will not be matched by the Municipality. Pension contributions from the Municipality will resume immediately upon returning to work after leave.
  - 9.3.4 Group Medical Insurance will continue while on leave. If for any reason upon completing for the employees leave they choose not to return to work with the Municipality, group medical must be repaid to the Municipality in full. If an employee resigns within 12 months after returning to work, group medical must be repaid on a pro-rated basis and may be deducted from the employee's final pay.
  - 9.3.5 The Municipality will provide a maternity/paternity leave “top-up” equivalent to a maximum of 26 bi-weekly pays of the employee's Long Term Disability payments. This is considered a taxable benefit.
  - 9.3.6 Employee(s) must notify their direct supervisor in writing if they wish to take maternity or parental leave stating their estimated start and ending date of the leave.
- 9.4 **Voting Leave** – The Municipality respects employees’ right/privilege to vote and will comply with existing legislation in relation to planning and scheduling time off for voting, as per section 131 of the *Nova Scotia Elections Act*.
- 9.5 **Bereavement Leave** – These days are normally to be taken consecutively however, the employee may request permission from their supervisor and/or CAO not to take the days consecutively. This

may be granted at the discretion of the supervisor and/or CAO. The CAO may approve a paid leave for a period of one day for family members of the employees other than those as listed. Each FTP/FTT employee is entitled to compassionate leave; full pay shall be granted to an employee:

9.5.1 Five working days following the death of a partner (married or common law), child, stepchild, parent, or legal guardian.

9.5.2 Three working days following the death of a sibling, brother, grand parent, father or mother-in-law, step-parent(s) and grantparent.

9.5.3 All other employees of the Municipality are entitled to take unpaid bereavement leave in compliance with the N. S. Labour Standards.

9.6 **Compassionate Care Leave** – is an unpaid leave for an employee whose personal care is required for a seriously ill family member, including a partner (married or common-law), child or grandchild (including step), parent (including in-law), sibling, son-in law, daughter-in law or any family member living is domicile , who has a high risk of dying within 26 weeks. An employee must have been employed by the Municipality for more than three months before becoming eligible for compassionate care leave. Compassionate care leave request must be done in writing to the employee's supervisor and/or CAO and must follow the N. S. Labour Standards.

9.7 **Jury Duty/Court Duty** – When an FTP/FTT employee is summoned for jury duty or subpoenaed to appear in court shall be granted paid leave but must notify their direct supervisor and/or CAO as soon as possible and provide a copy of the summons or subpoena immediately. All other employees will be compensated in accordance with the N.S. Labour Standards.

## 10. Workplace Performance

10.1 **Harassment Free Workplace** – The Municipality will provide a workplace free from harassment and discrimination. Employees are responsible to review both the **Workplace Harassment and Discrimination Policy** and the **Dealing with Difficult Customers Policy**.

10.2 **Grievances** – A grievance is defined as an employee's expression of dissatisfaction concerning conditions of employment or treatment by management or other employees. Processes to file a grievance can be found in **Workplace Harassment and Discrimination Policy** and/or the **Code of Conduct Policy**.

10.3 **Drug/Alcohol Abuse** - Employees are prohibited for using, distributing, procuring, and possessing illegal drugs or non-prescribed controlled substances on Municipal property or in connection with

Municipality's activities. Individuals found being in violation of alcohol and/or drug abuse in a drug free environment may be subject to termination. Individuals suspected of being under the influence of illegal drugs, non-prescribed controlled substances, alcohol, or marijuana in the workplace may be terminated if determined/found to be valid.

- 10.4 **Annual Performance Reviews** - An employee's direct supervisor, in conjunction with the CAO will conduct an annual performance review each fiscal year by completing the municipal performance review package. A copy of the completed package will be reviewed with the employee and filed. Annual performance reviews are generally only completed for FTP employees but at the director's discretion other categories of employees may have annual performance reviews completed.
- 10.5 **Corrective Action and Documentation** - The CAO or direct supervisor has the responsibility of counselling employees, administering corrective action, and documenting the counselling or corrective action. The code of conduct and their performance are communicated to the employee. This may be accomplished in writing, by discussion or other reasonable means. Before imposing corrective action involving suspension, Directors must consult the CAO. Before the CAO imposes corrective action involving suspension of a Director, the CAO must consult with Council.
- 10.6 **Unsatisfactory Work Performance** – Unsatisfactory work performance is work-related performance that fails to satisfactorily meet job requirements as set out in the relevant job description, work plan or as directed by the employee's supervisor and/or CAO. The direct supervisor and/or CAO shall take corrective action towards any employee with unsatisfactory work performance as follows:
- 10.6.1 **Step 1** – Meet with employee and discuss areas of concern and suggest ways in which the employee can improve their work performance through developing an action plan for improvement.
- 10.6.2 **Step 2** – Written notice – The employees' direct supervisor and/or CAO shall notify the employee that their work performance is unsatisfactory. The written notice shall include the area(s) of concern and the expectations for improvement and the potential outcome should the employee not improve to a satisfactory level of performance. The employee shall be required to sign a copy of the written notice acknowledging they have read and understand the contents. They should also be provided with an opportunity to add their written comments at the end of the notice.
- 10.6.3 **Step 3** – Formal meeting – The employees' direct supervisor and/or CAO shall meet with the employee to advise the employee of the areas of concern, provide the employee with the opportunity to respond and advise the employee of the potential outcome should they fail to improve their performance to a satisfactory level.

- 10.7 **Employee Code of Conduct** – All employees must read and sign the policy acknowledgement form and comply with the **Municipal Code of Conduct Policy**.
- 10.8 **Smoke/Vape Free Facilities** - All municipal facilities are smoke and vape free. Both employees and the public are not permitted to smoke or vape in any municipal facilities.

## 11. Personal Records

- 11.1 **Personnel File Contents and Document Management** - The Municipality shall maintain accurate and complete personnel records for all employees in accordance with the **Municipal Records Management Policy**.
- 11.2 **Access to Information and Protection of Privacy** - Employees have the right, given reasonable notice, to examine their files maintained by the Municipality. The employee may request that information in the file be corrected or supplemented in cases of error or inadequacy.
- 11.3 **Resignations** – Employees are entitled to voluntarily resign from their position at the Municipality. It is encouraged that employees provide minimum written two weeks notice of resignation, unless otherwise stated in their letter of employment, to their supervisor and/or CAO. Written notice should include their last day of work and the reason for resignation.
- 11.4 **Personal Information Changes** – Employees are responsible to notify their direct supervisor in writing of personal changes such as changes in material status, additions/deletions of dependent information, and home address and home phone number. All employees, when starting their employment with the Municipality, must complete the TD1 Form and **Appendix #5- Employee Contact Form**.

## 12. Hours and Location of Work

- 12.1 **Hours of Work** - The employees' direct supervisor, in conjunction with the CAO, shall determine hours of work.
  - 12.1.1 The Municipal Administration Office hours of operation is from 8:30am to 4:00pm each day of the week excluding Saturdays, Sundays and Holidays.
  - 12.1.2 The Public Works Department working hours are based a schedule developed by the Director of Public Works in conjunction with the CAO/designate. Schedules are based on workload/projects/time of year and seasonal facilities such as the St. Mary's Recplex.



- 12.1.3 The Municipal Transfer Station hours of operation are Monday, Tuesday, Friday and Saturday, 9:00am to 4:30pm. Employees working at the St. Mary's Transfer Station receive a paid lunch break due to being unable to leave to facility.
- 12.1.4 Employees are entitled to a half hour lunch break (unpaid) and two (2) fifteen (15) minute (paid) break if they work more than five (5) hours per day. An employee is entitled to one (1) fifteen (15) minute break if they work more than three (3) hours and less than five (5) hours per day as per *NS Labour Standards Code*.
- 12.2 **Location of Work** – Municipal Administration Office staff's physical location of work 8296 Hwy #7 Sherbrooke, NS. Municipal Public Works staff location of work will vary across worksites and municipal properties. Part time/hourly employees' location of work will be as outlined in the employees' letter of employment.
- 12.3 **Public Holidays** –The following shall be legal holidays and FTP/FTT employees shall not be required to work and shall be paid at their regular rate of pay, except for essential services required. Paid holidays are as follows: New Year's Day, Heritage Day, Good Friday, Easter Monday, Victoria Day, Canada Day, Natal Day, Labour Day, National Day of Truth and Reconciliation, Thanksgiving Day, Remembrance Day, Christmas Day and Boxing Day. FTP/FTT workers required to work on the above holidays shall receive time in lieu at a rate of one and a half times the hours worked. When any of the above-mentioned holidays fall on an employee's regular day off, the employee shall receive another day of equal hours off. All other employee's quantity for holidays is based on the NS Labour Standards.
- 12.4 **December/January Holiday Closure** – The Municipal Administration Office and the Municipal Transfer Station are closed for business between Christmas Eve and re-open on the first week-day after the New Year's Day. During that period there are three statutory holidays for FTP/FTT employees, Christmas Day, Boxing Day and New Year's Day. Employees may choose one of the following options to cover the remaining regular workdays between the holidays; either previously earned time in lieu time or vacation days.
- 12.5 **Time in Lieu/Overtime Accumulation** – See attached **Appendix #10 - Accumulation and Use of Time in Lieu SOP**
- 12.6 **Monthly Time Sheet Reporting** – FTP/FTT employees are required to track all vacation, sick and TIL hours/days used and/or accumulated on the monthly time sheet, see attached **Appendix #11- Monthly Time Sheet**. Time sheets are to be submitted within the first five business days following month end to the finance department and their direct supervisor. Timesheets will be reviewed, and a summary provided to the employee stating vacation/TIL/sick day balances.

12.7 [Work From Home Eligibility](#) – See attached **Appendix #12- Work from Home Request SOP**

12.8 [Inclement Weather/Storm Day](#) -See attached **Appendix #13- Inclement Weather/Storm Day SOP**

### 13. Conditions of Employment

13.1 [Probationary Period](#) – All new and present employees, transferred or promoted to a new job, shall undergo a probation period of 6 (six) months for full time permanent employees unless otherwise stated in their letter of employment. For term or part time/employees the probation period will be as outlined in the employees' letter of employment. During the probationary period, the employee's direct supervisor shall review performance expectations specific to the position as well as provide appropriate guidance and leadership. The probationary period may be extended for up to the length of the original probationary period should the direct supervisor and CAO agree that, with clearly defined objectives and timelines, any remaining performance issue will be resolved. A performance review must be conducted prior to the end of the probationary period as outlined in the letter of employment. A performance evaluation and/or probationary review form should be completed, signed, and a copy kept in the employee's file.

13.2 [Payroll](#) – Payroll is processed bi-weekly, with 26 pay periods each calendar year for all employees. Pay day is every second Thursday for the two weeks previously worked and is automatically deposited in the employee's bank account. A statement of this deposit is distributed to employees. Without exception, deadline for payroll submission is 1:00pm on the Tuesday prior to the scheduled pay day.

13.3 [Salary Determination](#) – The CAO is ultimately responsible for determining the amount of the employee's salaries within the Municipal Operating Budget as approved by the Municipal Council. Specifications related to salary determinations can be found in **Appendix #14- Salary Determination and Salary Scales**.

13.4 [Use of Municipal Facilities/Equipment/Technology](#) – The Municipality provides its employees with the necessary technology/equipment to facilitate communication among personnel, clients and other parties in connection with municipal business. The use of Municipality's phone, email and internet systems are for municipal business purposes only. All work performed on Municipal equipment remains the property of the Municipality and may therefore be monitored and/or surrendered to a court of law. Employees will only download/install software on the advice of the Municipality's IT contractor and with permission of the CAO and/or Director.

13.5 [Municipal Staff Communication](#) – See attached **Appendix #15- Municipal Communications SOP**



13.6 **Commitment of Confidentiality** – The Municipality considers commitment to confidentiality. All information regarding clients, families and staff members is considered confidential and therefore, may not be used or disclosed other than for purposes of direct care without consent of the legal Guardian, staff member, or by court order. Any employee who violates municipal confidentiality will be subject to the appropriate disciplinary action. Before commencing a position at the Municipality, all employees are required to read and sign a confidentiality form. See attached **Appendix #3- Municipal Confidentiality Agreement Form.**

## 14. Revisions to Policy

14.1 The Municipality shall ensure that this policy is reviewed at least every four years and, where necessary revised. All amendments to this policy will be recorded using **Schedule A- Policy Amendments.**



## SCHEDULE A- POLICY AMMENDMENTS

Version #	Amendment Description	Approved By	Approval Date
1	Adoption of Policy	Council	October 10/23

**Motion Approved at Tuesday, October 10th, 2023 - Regular Council Meeting:**

Recommendation from Committee of the Whole – September 6th, 2023

On motion of Councillor Malloy, and seconded by Councillor Mailman, Council rescinded the old Municipal Working Policy and approved the Human Resources Policy.

Motion approved.

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## Interviewing and Hiring

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### **1. Purpose**

- 1.1 The Municipality believes that hiring qualified individuals to fill positions contributes to the overall success of Municipal operations. When hiring the most qualified candidates for positions, the hiring process shall consist of the following procedural steps.
- 1.2 While the CAO may not necessarily be part of every hiring process/interview, they ultimately will have the final approval of hiring all new employees based on interview committee recommendations.

### **2. Job Posting**

- 2.1 The department in which the vacancy exists for the position is responsible for developing the job posting and position description. The job posting must include but is not limited to the following: position title, type of employment (full time/term/casual), duties specific to the position, salary/hourly compensation and benefits, due date, skills/qualifications required, primary work location, criminal record check requirements/special requirement and directions on how to submit applications. Job postings should also include that only those selected for an interview will be contacted and that verbal applications are not accepted.
- 2.2 The direct supervisor and/or the director must review the job posting along with accompanying full job description prior to advertising. The CAO may also wish to approve the job posting and/or position description prior to advertising. If advertisement is related to a new position within the Municipality, then the CAO must review prior to being advertised publicly.
- 2.3 Job postings should be advertised for a minimum of 10 business days through the following channels but not limited to: local print media, municipal website, municipal social media, employment centers, municipal newsletter, etc.

### **3. Interview Committee**

- 3.1 The interview committee shall consist of 2-3 staff members and will be comprised of various staff members depending on the position which is being interviewed for. The interview team will be the direct supervisor and/or director of the position being filled, and one/two additional staff members chosen by the direct supervisor and/or CAO. Council members are only members of an interview committee during the hiring process of the CAO.

- 3.2 The direct supervisor of the position being filled should be the lead individual on the interview committee or appoint another staff member who is sitting on the committee to be the lead. The lead individual will be responsible for contacting the candidates to arrange interview dates and times, developing interview questions (with committee members' review) and organization of the interview folders and content for the interview committee.

#### **4. Interview Process**

- 4.1 Short listing of candidates should occur within one week of the job posting deadline. The interview committee will meet to review applications and short list candidates based on application completeness and position requirements advertised. When interviewing for one vacant position, no greater than 6 candidates should proceed to the interview processes. Ideally 3-4 candidates would proceed past the short-listing stage to the interview stage. Candidates who do not advance past the short-listing stage will not be notified.
- 4.2 The preferred method of contacting candidates to schedule interviews is email, although there may be times when phone calls are required. This method helps to ensure all information is communicated correctly. When contacting the candidates for interviews the following must be communicated; name and title of person contacting them, date, time and location of interview (in person/virtual). Also ensure to ask if the candidate requires any accessibility accommodations to complete their interview.
- 4.3 Develop the interview package for the interview committee. Interview packages should include a file folder for each committee member with the job description, interview questions for each candidate along with a copy of their resumes. The committee should receive the packages no later than one business day prior to the first interview. Set up interview room for both in person (water/pens/note pads) and virtual interviews (technology) should be completed by the lead/designate.
- 4.4 The interview committee and/or direct supervisor will appoint a committee member to develop the interview questions and interview packages. Once developed, interview questions should be emailed out to the committee 2-3 days in advance for review to allow for edits prior to interview. The general structure to the interview questions/process should be as follows:
- 4.4.1. Introductions of interview committee.
  - 4.4.2. Review exits/safety information with candidate.
  - 4.4.3. Provide general overview and process of the interview including number of interview questions, overview of position interviewing for, general length of the interview, and anticipated start date of the position.

- 4.4.4. Interview questions should cover topics such as candidates background and experience relating to position, quality score component (professionalism/impression/resume/cover letter), direct questions relating to experience with duties listed in job description, questions relating to interaction with managers, co-workers and/or public. Certain positions may benefit from situational type questions. See attached municipal ***Interview Questions Form***.
- 4.4.5. At the end of the interview the following questions/items must be covered; available start date, valid driver's license if required, criminal record check/vulnerable sectors check requirements, reference confirmation, when a decision will be made and if ask if the candidate has any questions or any items they would like to revisit.
- 4.4.6. All interviews must be scored out of 100 points with a pass mark of 60 points. If no candidate reaches the pass mark, then the position is not filled at that time and re-posting may be required.
- 4.4.7. At the end of the interview, the interview committee should ensure to thank the candidate for taking the time to apply for the position and interview.
- 4.4.8. All interview documents should record candidates name, interviewers name, date, time, and position. All records will be managed in compliance with the ***Municipal Records Management Policy***.
- 4.4.9. Once all interviews are completed for the position the interview committee will review their scores and the candidate with the highest average score above the pass mark will proceed onto the reference check stage of the hiring process. See ***Interview Reference Check SOP***

## 5. Job Offer

- 5.1 After the reference checks are reviewed with the interview committee, their decision on the successful candidate, along with proposed compensation details must be presented to the CAO or designate prior to a job offer being presented to the candidate.
- 5.2 Once the information for the successful candidate and compensation details have been approved by the CAO, the direct supervisor of the position which is being filled will contact the successful candidate to present the job offer to them.
- 5.3 The initial job offer should be presented by way of phone call to the successful candidate. That offer should include congratulating them on being the successful applicant for the position, followed by confirming the position title, salary or hourly compensation, overview of vacation and sick time entitlement, health/dental benefits if applicable, position hours

and potential start date. The successful candidate should be provided with time to consider the offer and inform them that a letter of employment will be followed up by emailing outlining the employment offer. The successful candidate should be asked to provide a response within 3 business days of receiving the offer. The letter of offer template must be used for all employment offers made by the Municipality. See attached municipal **Letter of Employment Form**.

## 6. Interview Wrap-Up

- 7.1 Once the successful candidate has signed and accepted the letter of employment, then the unsuccessful candidates who were interviewed can be notified that a decision has been made.
- 7.2 Unsuccessful candidates are to be notified by email as soon as the successful candidate formally accepts using the following template:

*Dear [unsuccessful candidate name],*

*We sincerely thank you for taking the time to apply and meet with our team about the [job title or position]. We enjoyed learning more about your past achievements as well as your skills and qualifications. We regret to inform you that we've selected another candidate.*

*If you have any questions, please don't hesitate to contact me. The interview team wishes you all the best.*

*Regards,*

*Municipal Signature*

- 7.3 All interview documentation, including the applicant's signed letter of employment, must be submitted to the Director of Finance to be filed in accordance with the *Records Management Policy* and a copy placed in the new employee's personal file.
- 7.4 The employee's supervisor will also notify council and staff by email introducing the new employee upon their start date welcoming them to the internal team. In addition, a short public notice in the newsletter should be placed welcoming the new employee (no personal information).



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**Interview Reference Check**

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**1. Purpose**

- 1.1 The Municipality believes that hiring qualified individuals to fill positions contributes to the overall success of municipal operations. Reference checks are performed to help verify any pertinent information shared by the candidate's employment history, relevant experience, and eligibility.
- 1.2 Prior to hiring an individual, candidates must provide at minimum of (3) three references, preferably a mix between professional and personal. A minimum of two reference checks must be completed by a staff member involved during the hiring process prior to job offer negotiation commencing.

**2. Process**

- 2.1 Confirm during the interview process that it is ok to contact the references provided. If additional references are required, ensure to follow up with the candidate during the interview to make that request.
- 2.2 When contacting a reference provided, ensure to state your name, position and that you are phoning from the Municipality of St. Mary's.
- 2.3 Inform the reference why you are contacting them, that the candidate has applied for the specific position and has listed them as a reference to contact. Ask if they are available to answer a few questions regarding the candidate on their performance/character or if it would be better to contact them at an alternate time to do so.
- 2.4 Once the reference is completed ensure to thank the reference for their time.
- 2.5 Generally, reference checks are only completed for the lead candidate for the position based on the interview committee's recommendation.
- 2.6 Reference checks must be completed by an individual on the interview committee, when completed the results must be shared with the committee and signed/dated by the individual who completed the reference check.

**Municipality of St. Mary's**



**Municipal Confidentiality Agreement Form**

**EMPLOYEE NAME & POSITION TITLE**

**DATE**

**DISCLOSURE**

I acknowledge that in the course of carrying out my duties and responsibilities with the Municipality of St. Mary's, I may gain knowledge to information concerning the business of the Municipality, its employees, clients and Municipal Council. The disclosure of any information could potentially be highly detrimental to their interests.

Accordingly, I hereby agree to treat all confidential information which I may have access to during the course of my employment with the Municipality, neither will I take possession of, make a copy of or allow another party access to any information or receive a copy.

Furthermore, upon termination of employment with the Municipality of St. Mary's, I hereby agree to keep all confidential information in which I may have had access to during my employment with the Municipality.

**EMPLOYEE SIGNATURE**

\_\_\_\_\_  
*Name Printed*

\_\_\_\_\_  
*Signature*

**Municipality of St. Mary's**



**Municipal Property Acknowledgment Form**

**EMPLOYEE NAME & POSITION TITLE**

**DATE**

**DISCLOSURE**

I acknowledge that I have received the following Municipal Property and return all property once no longer employed with the Municipality. I acknowledge that I will not reproduce any municipal keys for facilities unless permission is granted in writing by my supervisor or CAO. I acknowledge that when municipal logins and passwords are changed, they are documented in a secure location.

Keys listed by facility:

Computer/IPAD:

Municipal Cell Phone:

Tools/Equipment:

**EMPLOYEE SIGNATURE**

\_\_\_\_\_  
*Name Printed*

\_\_\_\_\_  
*Signature*

**Municipality of St. Mary's**



**Employee Contact Form**

**EMPLOYEE NAME & POSITION TITLE**

**WORK & PERSONAL EMAIL & MAILING ADDRESS**

**WORK & PERSONAL PHONE NUMBERS**

**EMERGENCY CONTACT INFORMATION (NAME, PHONE, EMAIL) & MEDICAL INFORMATION**

\_\_\_\_\_  
*Name Printed*

\_\_\_\_\_  
*Signature*

**Municipality of St. Mary's**



**Policy Acknowledgment Form**

**EMPLOYEE NAME & POSITION TITLE**

**DATE**

**DISCLOSURE**

I acknowledge that I have received and reviewed all policies within the first month of my employment that were provided and recommended during my new employee orientation.

I also acknowledge that all employees are encouraged to stay up to date and informed on all municipal policies.

**EMPLOYEE SIGNATURE**

\_\_\_\_\_  
*Name Printed*

\_\_\_\_\_  
*Signature*

## Appendix #7

Municipality of the District of St. Mary's

# Incident Investigation Report



**Note: Include diagram or photo where necessary**

Incident Number: \_\_\_\_\_

### **Incident type (Check Off):**

Injury/Illness \_\_\_\_\_ Property Damage \_\_\_\_\_ Near Miss \_\_\_\_\_ Fire \_\_\_\_\_ Environmental \_\_\_\_\_

Other \_\_\_\_\_

### **Details:**

Incident Date (YYYY/MM/DD): \_\_\_\_\_ Time (24 Hour Clock) \_\_\_\_\_

Location: \_\_\_\_\_ Weather Conditions: \_\_\_\_\_

Name of injured party: \_\_\_\_\_ Other Contacts: \_\_\_\_\_

Age: \_\_\_\_\_

#### **STAFF EMPLOYEE SECTION (If Applicable):**

Experience at incident-related job (years): \_\_\_\_\_ Start Date of Employment: \_\_\_\_\_

Occupation: \_\_\_\_\_

Lost Time: \_\_\_\_\_

Workers Compensation Accident Form Completed? Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

Describe Injury: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Describe Damages: \_\_\_\_\_

\_\_\_\_\_

Describe how the incident occurred (use additional sheets if needed): \_\_\_\_\_

\_\_\_\_\_

---

What were the immediate causes (use additional sheets if needed): \_\_\_\_\_

---

What are the underlying causes (use additional sheets if needed): \_\_\_\_\_

---

How can this or similar incidents be prevented? (Use additional sheets if needed): \_\_\_\_\_

---

Employee/Manager comments and recommendations (use additional sheets if needed)

---

Supervisor's comments and recommendations (use additional sheets if needed): \_\_\_\_\_

---

What action has been taken or planned to ensure that this incident does not happen again?

---

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

---

Investigators: \_\_\_\_\_ Date: \_\_\_\_\_

***Manager is to sign and date when Incident Investigation Report has been reviewed.***

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Manager: \_\_\_\_\_ Date: \_\_\_\_\_

**Appendix #8**

Municipality of the District of St. Mary's

**Accident Investigation Witness Statement**

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Incident Number: \_\_\_\_\_ Date: \_\_\_\_\_

Witness Name: \_\_\_\_\_ Witness Phone Number \_\_\_\_\_

Witness Address: \_\_\_\_\_

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Name of Injured Party: \_\_\_\_\_ Date of Accident: \_\_\_\_\_

Where was the injured party when the accident of injury happened?

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What was your location when the accident of injury happened?

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What distance were you from the injured party when the accident happened?

---

Describe in your own words how the accident or injury happened: \_\_\_\_\_

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Did any other factor or person contribute to the accident? \_\_\_\_\_

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\_\_\_\_\_  
Witness Signature

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# Appendix #9



## Municipality of the District of St. Mary's

### Absence Request

#### Absence Information

Employee Name: \_\_\_\_\_

Department: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Type of Absence Requested:

- Sick
- Vacation
- Bereavement
- Training/Conference
- Other
- Jury Duty
- Maternity/Paternity
- Personal Appointment

Dates of Absence: From: \_\_\_\_\_ To: \_\_\_\_\_

Total # of Days Requested: \_\_\_\_\_

Reason for Absence:

*You must submit requests for absences, other than sick leave, two days prior to the first day you will be absent.*

\_\_\_\_\_  
*Employee Signature* *Date*

#### Approval

- Approved
- Rejected
- Plan in place for backfill (if required)

Comments:

\_\_\_\_\_  
*Supervisor Signature* *Date*

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**Accumulation and Use of Time in Lieu (TIL)**

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**1. Purpose**

- 1.1 It is recognized that from time-to-time salaried employees may be required to work outside or above their regular work schedule. During such circumstances time in lieu (TIL) hours will be provided to employees to compensate for such time worked. Circumstances for which eligible time in lieu accumulation can occur includes:
- 1.1.1. After Regular Working Hours: When employees are requested to stay after regular working hours to attend or participate in authorized municipal business including, council or committee of council meetings. Employees are to reference the municipal committee structure matrix to guide which committee meetings have been approved for them to attend.
  - 1.1.2. Between Work or Meetings: When an employee has a gap between their regular end of day and a council or committee of council meeting of no more than 1-2 hours, the employee may elect to stay in office and continue to work until the meeting. If the employee takes a meal break during that time, then that duration is not eligible to claim TIL.
  - 1.1.3. Community Consultations: When employees are requested to stay after regular working hours to attend or participate in an authorized community consultation or workshop. Authorization must be granted by direct supervisor and/or CAO prior to session as per the Municipal Mileage/Expense Policy.
  - 1.1.4. Hosting Municipal Events: When employees are requested or responsible for hosting/organizing a municipal event conducted after regular working hours such as; Canada Day, Volunteer Awards and/or Small Business Week Events. Authorization must be granted by direct supervisor and/or CAO prior to event.
  - 1.1.5. Travelling After Hours: When an employee is travelling after hours to an approved conference or training event. Employee will make every effort to travel during regular scheduled hours.
  - 1.1.6. Deadline Considerations: When an employee is requested by their direct Supervisor and/or CAO to complete work on a specific project outside of regular working hours in order to meet a timeline, an employee would be eligible to accumulate TIL.

- 1.1.7. Emergency Situations: Public works employees dealing with emergency situations, such as water shuts off, water/sewer breaks, leak detection, or line/hydrant flushing.
- 1.1.8. Holiday Scheduling: When an employees scheduled regular day off falls on an approved holiday as outlined in the Municipal Human Resource Policy, then the employee shall receive another day off with pay at a time to be determined by their Supervisor or CAO and with consideration of other staff scheduling. Should an employee be scheduled to work on a holiday then they will receive TIL at a rate of 1.5 times.

## 2. Roles and Responsibilities

- 2.1 Employees are responsible to ensure the following with regards to accumulation and use of TIL:
  - 2.1.1. An employee's Supervisor must be aware prior to them accumulating or using TIL.
  - 2.1.2. Regardless of time or location (extended shift lengths, off site emergency calls etc.), when an employee is actively accumulating TIL all health and safety measures must be adhered to and practiced.
  - 2.1.3. Any deviation from an employee's regular shift must be reviewed and approved by their Supervisor prior to occurring and shall be recorded on their monthly timesheet regardless of if there is a net zero impact to weekly hours worked.
  - 2.1.4. When an employee records TIL on their monthly timesheet, hours recorded must reflect actual TIL worked. Example: if a scheduled committee meeting occurs from 4-5:30pm, then 1.5 hours TIL is recorded.
  - 2.1.5. In emergency situations resulting in callouts during non-scheduled shifts, hours recorded will reflect and adhere to the NS Labour Standards.
  - 2.1.6. TIL is to be accumulated at a regular rate for hours not overtime, unless otherwise superseded by the NS Labour Standards or in relation holidays as stated above.
  - 2.1.7. Employees will make all reasonable efforts to ensure efficient use of time and responsible project management to limit TIL accumulation.

- 2.1.8. TIL accumulation is not to be treated in a manner to gain or accumulate additional time off or as vacation but, rather, TIL accumulation must be due to occurrences as outlined in the purpose.
- 2.1.9. TIL may only be accumulated to a maximum of 35 hours at any one point in time. Accumulated hours above 35 will be brought to the attention of the CAO as soon as possible for consideration and examination of staff's workload and possible time management inefficiencies.
- 2.1.10. If fraudulent claims are made or patterns of misuse are identified by the employee's Supervisor and/or the CAO, then the employee's future TIL privileges will be revoked and could result in loss of pay for fraudulent time claimed.

### **3. Procedure**

- 3.1 Employees requesting to use TIL accumulated must complete a time off request form to be submitted for approval by supervisor and/or CAO.
- 3.2 Employees must submit either their accumulation or usage request as soon as possible to ensure adequate time to process the request.
- 3.3 Depending on the nature and duties required of the employee's position or office staffing demands, a TIL usage request may not be accommodated or approved by the Supervisor and/or the CAO.
- 3.4 If the Supervisor or CAO is unavailable to make the approval in the time frame needed, approval may be given solely by either party.



Name: \_\_\_\_\_  
Month: \_\_\_\_\_

All monthly time sheets are to be submitted to the Director of Finance / Treasurer  
Please note time in lieu is measured in hours and sick / vacation time is measured in days.

	Start of Month		Start of Month		Start of Month
Date	Vacation Days Used	Time In Lieu Description	Time In Lieu Accum.	Time in Lieu Used	Sick Days Used
<b>Monthly Totals</b>	0.00		0.00	0.0	0.00
<b>Totals to Date</b>	0.00		0.00	0.0	0.00

Employee Signature: \_\_\_\_\_  
Date Submitted: \_\_\_\_\_

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## Work From Home Request

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### **1. Purpose**

- 1.1 All municipal staff are expected and encouraged to make all efforts possible to report to work each day scheduled but it is recognized that due to unforeseen circumstances and when other avenues such as sick days, vacation days or time in lieu are not a viable option, work from home may be requested by the employee. Unforeseen circumstances include:
- 1.1.1. Lost or cancelled childcare within 24 hours of scheduled work provided the employee has made all reasonable efforts to find alternate childcare. Not to extend for more than 2 consecutive days.
  - 1.1.2. If a child is sick, it is expected that employees use available sick days, or time in lieu (TIL) to cover first. If sick or TIL are not available to use, then a work from home request may be permitted.
  - 1.1.3. Storm days or inclement weather. (See ***Inclement Weather/Storm Day SOP***)
  - 1.1.4. Unplanned school closures on the same day of the request or within 24 hours.

### **2. Roles and Responsibilities**

- 2.1 If a work form home request is approved, the employee is responsible to ensure that:
- 2.1.1. They have all materials required to preform duties. (Computer, files, etc.)
  - 2.1.2. They are readily available, by email, phone and Microsoft Teams to communicate with co-workers during regular work hours (8:30am-4:00pm) and to check-in with their supervisor at the beginning and end of the day.
  - 2.1.3. If any meetings or appointments were scheduled with clients, counterparts, residents, co-workers etc., that they attend by electronic means or reschedule with proper notification.
  - 2.1.4. They provide their Supervisor with details of work completed for that day by 4:00pm.
  - 2.1.5. They are working in a safe and hazardous free workplace.
  - 2.1.6. All municipal property is stored in a safe and secure location to ensure confidentiality.

- 2.2 In extreme cases (such as a provincial state of emergency etc.) and after approved by the CAO, the duration of a work from home request may be extended.
- 2.3 Depending on the nature and duties required of the employee's position or office staffing demands, work from home request may not be accommodated or approved by the Supervisor and/or the CAO.
- 2.4 If fraudulent claims are made or patterns of misuse are identified by the employee's Supervisor and/or the CAO, then the employee's future work from home privileges will be revoked and could result in loss of pay for fraudulent time claimed.
- 2.5 The Municipality will not reimburse any employees for their home electrical, internet, or other similar costs while working under an approved work from home request.

### **3. Procedure**

- 3.1 Employees requesting to work from home must complete **Form WFH-1** and submit to their supervisor for initial approval who will then submit to the CAO for final approval.
- 3.2 Due to the approved circumstances for such a request being unanticipated, employees must submit the request form as soon as possible to ensure adequate time to process the request.
- 3.3 If the Supervisor or CAO is unavailable to make the approval in the time frame needed, approval may be given solely by either party.

**Form WFH-1**  
**WORK FROM HOME REQUEST**

Employee Information

Employee Name \_\_\_\_\_  
Department \_\_\_\_\_  
Supervisor \_\_\_\_\_

Details of Request

Work From Home Date \_\_\_\_\_  
Circumstance (Sect. 1.1) \_\_\_\_\_

\_\_\_\_\_  
Date Employee Signature

Authorization

Approved  Denied

\_\_\_\_\_  
Date Supervisor CAO



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## Inclement Weather/Storm Days

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### 1. Purpose

- 1.1 The Municipality has an obligation to conduct its business and provide municipal services on a regular basis, despite occasional inconvenience caused by inclement weather. At the same time, the Municipality has a responsibility for safety and well-being of residents and staff. The Inclement Weather/Storm Day SOP is therefore intended to provide flexibility for the CAO and staff to make responsible decisions when confronted with adverse weather conditions that make it unsafe to report to, or remain at, work.
- 1.2 This SOP encompasses additional operating processes due to weather events, including potential road closures or unsafe driving conditions, flooding caused by weather, and power failure at the municipal administration office.
- 1.3 The CAO or Direct Supervisor can approve employees that submit a work from home request during these events.

### 2. Roles and Responsibilities

- 2.1 The decision to close, reduce the hours of operation or delay opening at any or all municipal facilities due to severe weather conditions will be the responsibility of the CAO, after consultation with appropriate weather and road authorities.
- 2.2 Municipal program cancellations will be determined by both the CAO and Director of Community Development and Recreation in conjunction with the ***Municipal Communications SOP***.
- 2.3 In the event of impending inclement weather, staff are responsible to ensure they gather and take with them any materials required to perform duties from home. (Computer, files, etc.) Staff will also be responsible for re-directing their phone line to municipal cell phones prior to the storm in preparation.
- 2.4 Employees will be notified of potential closures by the CAO or designate by email, text and Teams message an hour prior to the office opening or sooner if possible. During weather events employees are to check their means of communication for office closure notifications.
- 2.5 If an employee is going to arrive at work late due to inclement weather/unsafe driving conditions, it is the Employee's responsibility to notify the CAO by way of phone, Teams message, email or text as soon as possible.

- 2.6 In the event facilities/programs are closed/cancelled, full time employees who can work from home are required to do so unless it is agreed to use time in lieu (TIL) or vacation time. The employee shall follow the procedure in the ***Municipal Work From Home SOP***. Notification if an employee wishes to use vacation to TIL must be provided to their direct supervisor at the start of their regularly scheduled shift.
- 2.7 Casual/hourly employees will not be paid for any time lost of shift cancellations due to inclement weather.
- 2.8 Employees working in essential services include employees responsible for water and wastewater. During inclement weather/storm day events the Director of Public Works must ensure adequate staff are able to report to work to ensure essential services continue to operate in a safe manner.
- 2.9 Employees may be called into work when it is deemed safe to travel at the discretion of the CAO.
- 2.10 A minimum of two staff members must be present at the municipal administration office for the office to be open to service the public. One of the two staff members must be a staff member trained to work the front desk area. If the minimum of two staff members are unable to be present at the municipal administration office, then the office is unable to open or remain open to the public for occupational health and safety reasons.
- 2.11 The Municipal Clerk will notify the Public of office closures in consultation with the CAO. Notification will be posted on the municipal website, social media platforms and through community cancellations on local radio stations.
- 2.12 Employees are expected to make every reasonable effort to be at work during normal working hours, however the Municipality recognizes that severe inclement weather may create concerns for employees with respect to travel to and from work who must use their own judgement in determining whether it is safe to travel. Consultation with CAO in these cases in requirements.
- 2.12 If the building is closed, there will be no loss of pay or other benefits during the time of the closure for full time permanent employees who are unable to work from home.
- 2.13 During inclement weather/unsafe driving conditions employees will be provided with up to a 30 minute grace period from the beginning or end of their regular scheduled shift without penalty. Supervisor notification is required for grace periods. Any additional time taken will require the use of vacation or time in lieu. If any miss use of the grace period is recognized, the CAO or direct supervisor has the ability to address.

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## Salary Determination and Scales

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### **1. Purpose**

- 1.1. The Municipality believes in providing employees with salary levels comparable to other employees performing similar functions in other Nova Scotian Municipalities.

### **2. Process for Salary Determination and Scale Changes**

- 2.1. In consultation with Directors, the Chief Administrative Officer shall determine the appropriate salary for a position based on a number of parameters including knowledge/skill, responsibility and effort.
- 2.2. Every active job description shall be reviewed by the Chief Administrative Officer or their designate at a minimum of every (3) years.
- 2.3. The Municipality shall keep an up-to-date salary scales schedule which is updated on an annual basis depending on the approved cost of living as set by municipal council at the Annual General Meeting.
- 2.4. The Chief Administrative Officer shall recommend any new salary scales and benefits to Council as required. Each salary scales should be comprised of 10 steps in total, the bottom of the scale should be 80% of the top of the scale with equal increments in between.
- 2.5. Directors shall submit and justify any recommendations for salary changes to the Chief Administrative Officer.
- 2.6. Employees can move up steps on their position's salary scale on an annual basis based on a satisfactory annual performance review. After completion the annual performance review, Directors must submit salary increase recommendations to the Chief Administrative Officer. Positions receiving greater than one salary range step must be approved at the Annual General Meeting of Council through presentation of operating budget(s).
- 2.7. Certain factors help determine salaries and the CAO will apply the approved salary scales to the following:
  - 2.7.1. There will be an annual practice of movement within the approved step range for a level based on performance as measured through the employee's annual review.

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- 2.7.2. For “acting” or “interim” assignments (other than covering for vacations) where the staff is expected to be fully needed, trained and accountable, the best practice is to move staff to a minimum of the first step in the new level of the position they are working in. In such circumstances, a Letter of Employment will be provided by the CAO to the employee in the “acting” or “interim” position.
- 2.7.3. A review of the market position on ranges and salaries will be conducted every 3-5 years, unless otherwise requested by the CAO and/of Council.
- 2.7.4. The cost of living, as determined annually by Council, is applied to salary ranges each year to keep salaries and ranges accurate.

**3. Salary Scales for Full Time Permanent Positions**

Position	Salary Scale (as of 2023/24)
Chief Administrative Officer	\$91,072 - \$113,389
Director of Finance/Treasurer	\$73,336 - \$91,670
Municipal Clerk	\$42,343 - \$52,930
Cashier/Receptionist	\$34,608 - \$43,260
Economic Development Officer	\$55,620 - \$69,525
Director of Community Development and Recreation	\$49,440 - \$61,800
Active Living Coordinator	\$33,280 - \$41,600
Director of Public Works	\$75,544 - \$94,430
Public Works Operator	\$49,028 - \$61,285
Public Works Assistant	\$36,256 - \$45,320

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**Municipal Communications**

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**1. Purpose**

1.1 The following procedures outline the steps for appropriate and efficient municipal communication. These procedures apply to all municipal staff members in their respective departments that are tasked with delivering communications on behalf of the Municipality of the District of St. Mary's.

**2. General Municipal**

2.1 Effective communication both internally amongst staff and Council, and externally to municipal residents is key for efficient administration of municipal government. In order to streamline communications and present a cohesive unit, the below steps outline general municipal communication.

2.1.1 Council/Staff- All formal communication to Council should be delivered by the CAO, unless otherwise directed or outlined in another municipal policy. If municipal staff is sending correspondence to Council, the CAO should be attached/notified for information purposes.

2.1.2 Municipal Templates- All staff shall use the municipal templates provided to them in the digital template package for internal and external communication which includes a template for letterhead, email signature, and staff reports.

2.1.3 Political/Media- Any communication to local politicians or media outlets/reporters shall be done through the CAO unless otherwise directed. All correspondence with media/politicians, where possible, should ideally be in a written format so that content can be reviewed by the CAO

2.1.4 General Operating- Any communication for the operation of general municipal services including water/sewer utility, solid waste/recyclable collection, civic addressing and government relations will be the responsibility of the Municipal Clerk in conjunction with the CAO.

**3. Community Development & Recreation Department**

3.1 The Director of Community Development and Recreation (CDR) is responsible for the planning and management of recreational and community development events and programming. For the success of these events and programs, effective communication to the public is essential. The steps below outline the process for the delivery of routine communications (event promotions, updates, cancellations) from the CDR Department. All

other communication that is not considered routine shall have all content approved by the CAO prior to distribution.

- 3.2 All routine CDR Department communications will be posted to the municipal website and Facebook page by the Director of CDR.
- 3.3 If St. Mary's Education Centre Academy is closed due to inclement weather, municipal youth recreation programs will also be cancelled.
- 3.4 Targeted communication to participants/guardians in the case of youth programs, should be the first method of notification for cancellations. A Voyent Alert can be issued by the Director of CDR for a program/event cancellation only if time does not allow for efficient notification or direct contact with all participants has not been made.
- 3.5 For after-school youth programs, a cancellation notification will be given prior to 10:00am in case guardians need to make alternative arrangements for childcare. The Director of CDR will call the school secretary to communicate the cancellation and any scheduled student recreation staff. All other programming (after work hours/weekends) should be cancelled no later than 4 hours prior to the start time of the program, unless due to an unforeseen circumstance.
- 3.6 It will be the responsibility of external/private organizations that hold programs at municipal facilities (Recplex) to issue their own cancellations. The private organization will notify the Director of CDR by phone or text of the cancellation. In the case of such a cancellation, it will be the responsibility of the Director of CDR to ensure that municipal staff (Recreation or Public Works) are properly notified of the organization's program cancellation.

#### **4. Emergency Management Office (EMO)**

- 4.1 The Emergency Management (EM) Coordinator is responsible for participating with internal and external committees and agencies regarding emergency preparedness, including those at the hospital, local, regional, and provincial levels. As such, in preparation for a forecasted event (weather, wild fire, etc.), the EM coordinator will review applicable information and generate a summary of the event identifying the type, length and severity of the event as well as recommendations for preparedness. This communication piece will be delivered following the below steps:
  - 4.1.1 EM Coordinator generates a summary of the event (if possible).
  - 4.1.2 EM Coordinator emails a summary to all Councillors, the CAO and the Municipal Clerk within 24hrs of the event- if forecasted.

- 4.1.3 Using the summary provided by the EM Coordinator, the Municipal Clerk will issue a Voyent Alert and post it to the municipal website and Facebook page to inform residents.
- 4.1.4 EM Coordinator will continue to review information received and monitor databases (NS Power, NS 511, etc.) and provide updates as needed throughout the event in the same manner as Step 2.
- 4.1.5 Throughout the event the EM Coordinator will continue to check in with appropriate entities including but not limited to local comfort centres, the hospital, senior care facilities, to ensure additional support is not needed.
- 4.1.6 The EM Coordinator will notify by email to all councillors, the CAO and Municipal clerk when the event is over, and the Municipal Clerk will end the Voyent Alert.