

MUNICIPALITY OF
**EASTERN
CHARLOTTE**

**POLICY 01-2023
HUMAN RESOURCE POLICY**

VALUES

The values are the guiding principles that help Members of Council and staff members achieve the vision and fulfill the mission of a municipal government.

At Eastern Charlotte, we are committed to:

- **Service** - We provide excellent public service and strive to understand and meet the needs of all those we serve.
- **Integrity** - We practice exacting standards of ethical behavior and conduct ourselves with an openness and transparency that inspires trust.
- **Respect** - We create an environment where people are included, valued and treated with dignity.
- **Innovation** - We foster an environment of leadership, excellence and creativity.
- **Collaboration** - We build internal and external relationships to achieve common goals and resolve differences.

We serve

with caring and
responsible government.

We engage

by listening and responding
to community needs.

We inspire

with new ideas and
creative solutions.

TABLE OF CONTENTS

1.0 - RESPECTFUL WORKPLACE	1
2.0 - WORK TIME & LOCAL GOVERNMENT ASSETS	6
3.0 - CODE OF CONDUCT	7
4.0 - CONFIDENTIALITY	8
5.0 - PERFORMANCE EVALUATIONS	8
6.0 - LEARNING & DEVELOPMENT	10
7.0 - EXPENSES	13
8.0 - DRESS CODE	17
9.0 - RECRUITMENT & HIRING	18
10.0 - USE OF LOCAL GOVERNMENT VEHICLES, EQUIPMENT & FACILITY RESOURCES	20
11.0 - SALARIED ADMINISTRATION	22
12.0 - SENORITY	22
13.0 - OVERTIME	23
14.0 - ACTING PAY	23
15.0 - VACATION TIME	24
16.0 - SICK LEAVE	25
17.0 - DISCHARGE, SUSPENSION & DISCIPLINE	26
18.0 - BEREAVEMENT LEAVE	27
19.0 - INJURY ON DUTY	28
20.0 - JURY DUTY	28
21.0 - LEAVE, HOLIDAYS & ACCRUALS	28
22.0 - BENEFIT PLAN	29
23.0 - HOURS OF WORK	30
24.0 - RETIREMENT PLAN	30
25.0 - SMOKING/VAPING	31
26.0 - STORM POLICY	31
27.0 - SUSTANCE ABUSE PREVENTION POLICY	32
28.0 - ATTENDANCE MANAGEMENT	39
29.0 - POLICY DETAILS & AUTHORITY	43

1.0 - RESPECTFUL WORKPLACE

Purpose Statement

Eastern Charlotte is committed to maintaining a healthy, safe and supportive workplace for all employees that is free from discrimination, harassment and workplace conflict. This procedure is designed to resolve complaints and disputes in a manner that is respectful and maintains an employee's dignity.

Eastern Charlotte will not condone discrimination or harassment with respect to race, ancestry, place of origin, color, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, marital status, family status or disability.

It is the responsibility of every employee to maintain a positive work environment by always acting in an appropriate manner in the workplace or at any work-related or staff social function. Any inappropriate conflict or behavior will not be tolerated. The local government will take the necessary corrective measures including discipline up to and including dismissal, against any person who contravenes this policy.

Eastern Charlotte, as an employer, is committed to:

- Zero tolerance of discrimination, harassment and workplace conflict;
- Resolution of discrimination, harassment and workplace conflict, as soon as possible.
- Proactive communication and education regarding employee's rights and responsibilities;
- Conducting all aspects of respectful workplace investigations fairly and in a professional manner that respects the dignity of all involved;
- Confidentiality wherever possible, noting Eastern Charlotte has a duty to investigate and address issues that have been brought to its attention

Scope

This policy applies to all local government employees (including but not limited to full-time, part-time, students, volunteers, temporary and interns), contractors, consultants, workers and every person accessing local government property, services, events and programs

Procedure

Employees who believe they have been subjected to an action which is in contravention of the respectful workplace policy by another employee in the workplace should:

- If possible, tell the offending person that their behavior is offensive and against the respectful workplace policy,
- Make a note about the incident including when it happened and who was present and any resolution,

- If the behavior continues, the employee should keep a record of the incidents, dates, times, locations, possible witnesses, and reaction of the alleged harasser and bring this to the attention to the CAO,
- In some situations, telling the offending person may be difficult or the concern may be ignored. If an employee is unable to talk to the offending person or the concern is ignored they should notify the CAO,
- The supervisor will address the concerns immediately,

Eastern Charlotte's **Employee Assistance Program** (EAP) is available to provide support for employees.

If the offending behavior does not stop after the employee or supervisor has spoken to the offending person then the employee should proceed to file a formal complaint.

Reporting

Step 1 - Formal complaints must be made in writing and signed by the Complainant. Complaints must be filed as soon as possible after the incident. All formal complaints must be forwarded the CAO who will initiate an investigation into the complaint within five (5) business days of receipt.

Step 2 - The investigation will be conducted by the CAO, impartial local government staff member or a councillor.

Step 3 - Once the investigation is complete, the investigation outcomes will be reported to the Complainant and Respondent in writing.

Investigation Outcomes

1. If the complaint is substantiated, the CAO in conjunction with a designated member of Council will:
 - a. Meet with the Respondent and if required his/her supervisor/union representative and provide written notification of the results of the discussion which will be placed on his/her employee file.
 - b. Consider if corrective action needs to be taken; corrective action may include discipline up to and including dismissal.
 - c. Notify the Complainant that the appropriate action has been taken and that any further instances of offending behavior should be reported immediately.
2. If the complaint is not substantiated, the CAO will:

- a. Notify the Complainant and Respondent that the complaint has not been substantiated and that no further action will be taken. If it is determined that the complaint was made in a frivolous or vexatious manner, the complainant may be disciplined up to and including dismissal.

Confidentiality and Privacy

During the investigation and resolution of complaints, all information must remain confidential, subject to the rules below, except where sharing information is otherwise required by law:

- Complainants, Respondents and witnesses will have access to statements they have made and personal information which they have provided.
- Respondents will have access to details of the complaint to enable them to make a full response.
- Copies of the draft investigation report will be shared with the Complainant and Respondent so they can comment on the accuracy and completeness of facts. The draft report must be kept confidential.

Discrimination

Includes but is not limited to unequal treatment based on one or more of the prohibited grounds under the *Human Rights Act of New Brunswick*, except where conduct is permitted under the law. Discrimination can be intentional or unintentional, direct or indirect with the result being an adverse impact on the employee based on *the prohibited grounds*.

Harassment

Includes a course of bothersome comments or conduct that is known or ought reasonably to be known to be unwelcome. It may include but is not limited to:

- Written or verbal insults,
- Unwanted remarks or comments on a person's mannerisms or body,
- Practical jokes that cause embarrassment or endanger an employee's safety,
- Behavior that undermines or sabotages the employee's job performance,
- Behavior that threatens the livelihood of the employee,
- Behavior, conduct, comments or activities not directed specifically at an individual, but which nonetheless create a degrading, offensive, "poisoned" work environment. It may include, but is not limited to:
 - Circulating or displaying sexually explicit, racist or derogatory pictures, graffiti or other offensive materials
 - Patronizing behavior, language or terminology that reinforces stereotypes and undermines self-respect or adversely affects work performance or conditions.

Harassment can take many forms and may be directed at an individual or group of individuals. Harassment can occur in several types of communication, including face to face exchanges, email correspondence, written correspondence and the use of social media. Differences of attitude or culture and misinterpretation of social signals can mean that what is perceived as harassment by one person may not seem so to another. Behavior shall be regarded as harassing if, having regard to all the circumstances, including the perception of the person who is the Subject of the harassment, it should reasonably be considered as having that effect.

Harassment includes the following, but not limited to:

Sexual Harassment

Occurs when an employee receives unwelcome sexual attention from another employee and such comment or behavior is known or should reasonably be known to be unwelcome. An employee may also experience a threat to their job security or working conditions (i.e. advancement, monetary raise etc.) for refusing to comply with sexual demands by a person in a position of authority. These may include, but is not limited to the following:

- Unnecessary or unwanted physical contact, ranging from touching, patting or pinching, to physical assault
- Leering (suggestive staring at a person's body), or other suggestive gestures
- Unwelcome remarks, jokes, innuendoes or taunting about a person's physical appearance, attire, sex or sexual orientation
- Practical jokes of a sexual nature, which cause awkwardness or embarrassment
- Demands for sexual favors or requests, particularly where privilege is implied; and compromising invitations.

Personal Harassment/Bullying

Personal harassment or bullying is any unwelcome, disrespectful, intimidating, abusive, cruel, vindictive or offensive behavior, conduct or communications directed at an individual or group. In some cases, it may erode their self-confidence or self-esteem and it may create an intimidating, offensive or embarrassing work environment often referred to as a "Poisoned Work Environment".

Personal harassment may include, but is not limited to: name calling; insults; inappropriate jokes; threats; shouting; derogatory remarks (including messages that are threatening, derisive, or defamatory); spreading malicious rumors; persistent criticism and exclusion.

Harassment does not include the following:

- Legitimate, reasonable management actions that are part of the normal work function that may include, but is not limited to appropriate direction, delegation, performance

management or discipline administered by a member of management or a management designate.

- Professional debate.
- Attendance management.
- Relationship of mutual consent or mutual flirtation.
- Stressful events encountered in the performance of legitimate job duties.
- Occasional disagreements or personality conflicts.

Definitions

Workplace Conflict: Inappropriate workplace conflict occurs when two or more employees disagree on a matter which results in a disruption to the cohesive relationships necessary for a productive and harmonious workplace.

Complainant: A person who makes a complaint under this policy.

Respondent: The person against whom a complaint has been filed.

Poisoned Work Environment: An infringement of every person's right to equal treatment with respect to employment which refers to comments, behaviour or work environment that ridicules, belittles or degrades people or groups identified by one or more prohibited grounds of the policy and in accordance with the Code. A poisoned work environment could result from a pattern of events, serious and single event, remark, or action and need not be directed at an individual.

Employees' Responsibilities

- To refrain from harassing and inappropriate workplace conflict as outlined in this procedure.
- To inform the alleged offender about unwelcome conduct or actions if they feel they are being harassed or discriminated against, are encouraged where possible.
- To notify the next level of supervisor/management not involved in the complaint as soon as possible about the alleged violation if the harassment, discrimination or workplace conflict does not stop, they are encouraged. This will assist to resolve issues quickly and in the least adversarial way.
- To cooperate fully in any respectful workplace investigation and keep any information about the complaint and/or investigation confidential.

Supervisors' Responsibilities

- To provide a workplace free from harassment and conflict – setting a good example and not participating in or ignoring harassment, discrimination or workplace conflict.
- To be aware of the potential for harassment and conflict and proactively intervene before problems arise.

- To act quickly and appropriately as soon as becoming aware of possible policy violations in consultation with CAO.
- To cooperate fully and must make their staff available to participate in investigations and other resolution processes.
- Be sensitive to the nature of the complaint and implement recommended changes in the workplace.
- To keep any information about the complaint and/or investigation confidential.
- To train and educate all staff on the Respectful Workplace policy and procedure including their responsibilities.
- To act quickly and appropriately as soon as receiving a complaint under the policy.
- To provide guidance on the policy to supervisors and staff.
- To keep any information about the complaint and/or investigation confidential.

2.0 - WORK TIME & LOCAL GOVERNMENT ASSETS

At Eastern Charlotte work time and assets of the local government are used only for the performance of local government duties. We will safeguard and protect local government work time and assets. Employees must devote themselves exclusively to the performance of their employment duties during paid working hours. We will not use any local government asset, including e-mail, Internet services, or any other electronic communication devices, for such use if such use could be offensive, inappropriate or fraudulent.

Things to do:

- Respect local government assets and take proper care of them.
- Use local government assets only for local government work.
- Devote time at work to performing assigned job duties.
- Obtain approval for exemptions.
- Ensure all local government forms, documentation and requisitions are completed accurately.

Things not to do:

- Take home local government assets for personal use without prior approval.
- Use a local government vehicle for personal business.
- Install personal software on local government computers.
- Download software on local government equipment without prior approval.
- Store substantial amounts of non-work-related data on local government computers.
- Access, communicate, distribute or display racial or ethnic slurs, threats, insults, obscenities, abuse, defamation or lewd or sexually explicit material on local government computers.

- Gain, benefit or favoritism.
- Participate in any decision process that may result in a real or perceived personal gain or benefit.
- Remove oneself from situations where there is a real or perceived risk of favoritism.
- Use information collected by the local government only for purposes consistent with the use for which it was collected.

Compliance:

- Managers must ensure each employee receives a copy of the Code of Conduct.
- Each employee must sign the enclosed declaration form to acknowledge receipt of the Code of Conduct.
- Questions concerning the application, interpretation or disclosure procedures of the Code of Conduct should be directed to your supervisor.
- Violation of the Code of Conduct may result in disciplinary action, up to and including dismissal. If you think you are or may conflict with the Code of Conduct, you must notify your supervisor

3.0 - CODE OF CONDUCT

Eastern Charlotte, as a level of government, is committed to the principles of integrity, accountability and openness and endeavors to maintain the highest level of public confidence in all that we do.

Through staff commitment and effort, we can demonstrate our values, deliver quality public service and strive to achieve the local government’s vision to make the Eastern Charlotte the most livable town in Canada.

These guidelines, referred to as the Code, explain the expected rules of behavior required, and support the core values of:

Accountability

We deliver what we promised. We are accountable for our own actions and results. We are accountable for the efficient and effective use of public funds.

Dedication

We willingly take on responsibility. We are committed to serving our community. We take initiative and we take on our share of the work.

Honesty

Each of us demonstrates personal integrity, truthfulness and honesty in how we do our job. We inspire public confidence and trust in our government.

Innovation

We pursue innovation by being creative, showing initiative and taking risks. We encourage employees to exercise judgment in meeting customer needs.

Respect

We value an open, respectful and inclusive workplace. We value the cultural and social diversity of our community. We make it possible for every resident to participate in our community, and in our government.

Teamwork

We act as a team. We demonstrate elevated levels of trust and cooperation. We collaborate across departments to achieve our goals. We work in partnership with our community

4.0 - CONFIDENTIALITY

Policy Statement:

All Eastern Charlotte employees must sign an “Employee/Volunteer Code of Conduct & Confidentiality Agreement” in conjunction with the Code of Conduct, *pursuant to the Provincial Freedom of Information and Protection of Privacy Act - Province of New Brunswick*, as a condition of a written offer of employment, to ensure the security and confidentiality of records and personal information under the control of the local government.

Procedure:

- An offer of employment is conditional upon the completion of an “Employee/Volunteer Code of Conduct & Confidentiality Agreement” by a new employee.
- The “Employee/Volunteer Code of Conduct & Confidentiality Agreement” is signed, dated, witnessed, and placed in the individual’s personnel file with the CAO.
- A new employee’s refusal to sign an ‘Employee Confidentiality Statement’ after signing a written offer of employment voids and nullifies the written offer of employment.
- Although not currently required, employees hired before the implementation of this policy are encouraged to sign an “Employee/Volunteer Code of Conduct & Confidentiality Agreement”.

5.0 - PERFORMANCE EVALUATIONS

Guidelines

1. The objectives of the Performance Appraisal Program are:

- To foster a climate conducive to the self-realization of the individual and the achievement of corporate goals.

- To provide employer/employee with a clear, concise understanding of the duties and responsibilities of the employee's assigned jobs.
 - To establish measuring tools by which the employee's performance in completing their duties and responsibilities can be evaluated.
 - To recognize employees who achieve high performance levels.
 - To identify employee training and staff development needs.
 - To encourage the employee/employer to identify and overcome barriers which limit performance.
 - To support employee movement within the organization.
 - To provide a basis for granting salary increases.
2. A comprehensive documented performance appraisal will be done when:
- Employee reaches the end of the probationary period, or
 - Employee reaches their anniversary date* or assigned appraisal date, or
 - Employee is being reviewed due to performance concern, or
 - Either employee or supervisor requests a comprehensive performance appraisal.
3. A streamlined route may be selected when:
- Employee reaches their anniversary date and continues to move through the salary range.

Please Note: Employees who have reached maximum salary in their category shall receive a formal, documented performance appraisal at least every second year. Managers have the option of continuing to complete yearly appraisals.

Evaluation Procedures

The supervisor is responsible for:

- Appraising current performance levels and discussing performance expectations with the employee on an ongoing basis.
- Completing the formal documented performance with the CAO or with a designated member of Council.
- Ensuring that a job description exists for each employee.
- Arranging with the employee for an appropriate time and location for the appraisal interview.
- Reviewing the employee's past performance.
- Guiding the employee through the interview process.
- Ensuring the completed performance appraisal form is reviewed by the supervisor's superior.

The employee is responsible for:

- Reviewing their own past performance.
- Determining what future objectives/expectations they wish to set.
- Informing the supervisor of any barriers limiting performance.
- Identifying areas of the job in which training is needed.

The CAO is responsible for:

- Monitoring compliance with the Performance Appraisal Program.
- Ensuring that all supervisory staff receives training on performance appraisal.
- Reviewing, analyzing and interpreting the information collected through the program and storing completed performance appraisals.
- Assisting supervisory staff in the development of employee job descriptions.

The meaning of signatures on the appraisal form is to be interpreted as follows:

The supervisor's signature acknowledges that:

- the supervisor is responsible for assessments, comments and/or recommendations that precede their name on the appraisal form and that the observations recorded on the form have been the result of direct observation of the employee, a review of available performance information and/or consultation with other staff.

The employee's signature acknowledges that:

- the employee has had an opportunity to read and discuss the information on the appraisal. It does not necessarily acknowledge total agreement with the content of the appraisal. If the employee disagrees with the appraisal, the employee can record any comments/concerns in the space provided.

The reviewer's signature acknowledges that:

- the reviewer (usually the supervisor's superior) has reviewed the appraisal form, inclusive of the employee's and supervisor's comments.

The CAO signature acknowledges that:

- the return of the performance appraisal form to the employee's personnel file.
- the performance appraisal decisions may be appealed in writing through the normal channels of communication beginning with the person who made the decision.
- the CAO will review the Employee Performance Appraisal Program as required.

6.0 - LEARNING & DEVELOPMENT

Eastern Charlotte recognizes the benefits of investing in employee development to:

- Build a competent, diverse, and professional workforce
- Increase employee engagement and job satisfaction
- Maintain public confidence in the quality of the local government’s service delivery
- Position the local government as an attractive employer in the job market
- Create a skilled and versatile workforce that can adapt to changing need
- Reduce risk and exposure to liability due to non-compliance of legislated training
- Foster employee career growth, high performance, and innovation
- Act as an important input to workforce planning including succession planning

Learning & Development

Happens everywhere and encompasses a wide range of activities designed to improve the capabilities of people. While the definitions of what encompasses learning and development vary from one expert to another, they share four dimensions key to building a learning organization: legislated, corporate, team, and individual. These include not only the technical skills and knowledge, but also an employee’s attributes attitudes and behaviors. Learning and development activities can be designed to deliver specific skills in a brief period of time to meet an immediate need, or designed to achieve broader requirements over a longer period.

Learning and development includes on-the-job training such as manager coaching, special projects, acting transfers, mentoring, job-shadowing, and external secondment. It also may include more formal learning opportunities such as conferences, e-learning, webinars, and formal classroom training.

There are four main categories of learning & development opportunities as follows:

1. **Legislated:** refers to required legislated training for employees. Examples include health and safety, accessibility standards, legislated certifications and licenses, violence in the workplace, and emergency management.
2. **Corporate:** refers to development activities linked to the corporate strategic plan and applicable to employees in the local government. Examples include new employee orientation, respectful workplace training, continuous improvement, and change management.
3. **Team:** refers to development of team capabilities and competencies. Examples include team building, leadership development, knowledge sharing, manager coaching, mentoring, job shadowing, trust building, and other team related competencies.
4. **Individual:** refers to enhancing individual capabilities and competencies to improve on the job performance and for career development. Examples include lunch & learn sessions, acting transfers, external secondments, e-learning, webinars, volunteering, job-specific training, taking on new responsibilities, conferences, workshops, special

projects, on-boarding, and professional & technical training and university course related to employment.

Eastern Charlotte is committed to provide learning and development opportunities to help employees work flexibly to meet the constant changes of day-to-day operations. To create a skilled, innovative, and respectful organization, it is critical that learning and development continue to be a strategic priority for the local government. This means continuing to invest time and budget to support employee learning and development. Over time, the local government will instill a learning culture where employees are motivated and rewarded for developing new skills and provided opportunities to do so. This involves providing stretch and development assignments to give employees a chance to develop and apply new competencies. A learning culture has been shown to be a critical part of developing a high performing workforce

Provide Learning & Development Opportunities to All Employees

Employees at all job levels, job functions, and divisions need to have access to learning and development opportunities to develop in their existing role, and grow into their next position. While it is acknowledged that not all employees may have a desire to move into a manager or supervisor role, continuous learning and development is important to stay current with changing trends and technology in an employee's existing role. Learning and development opportunities need to be offered to all staff in a fair and equitable manner

Share Knowledge with Other Staff

As part of instilling a learning and development culture, an organization needs to make knowledge sharing a widespread practice. This means that when an employee attends a seminar, training or conference they need to share the content with their peer group. For example, the employee may choose to provide copies of the course materials to others who did not attend; or during a team meeting the employee may present the key lessons learned.

Knowledge sharing goes beyond that gained in a formal institutionalized program of study. An organization must also ensure that knowledge and experience is shared between staff on an ongoing basis through management making time for the mentoring and coaching of high potential staff. This is particularly important to successful succession planning to retain corporate knowledge and develop future leaders

Employee

Participate in a Learning & Development Plan discussion with manager or supervisor on an annual basis as part of the PAD process. This is a two-way discussion of career interests, aspirations, and learning goals; and creating a learning & development plan.

This plan needs to benefit both the employee and the department and must be an agreement with supervisor and manager on their learning and development plan. It is important that the employee commit to the actions identified in the plan, and that the employee follows through to accomplish the objectives and actions outlined in the plan. To Participate actively to maximize benefits of all learning opportunities and satisfactorily complete all requirements to successfully complete the learning event; Apply the new skills and knowledge gained to their day-to-day job responsibilities; and communicate to immediate manager or supervisor where further support is needed.

Share the skills and abilities with others within the organization to enhance the performance of the organization.

Education taken without the express written consent of the CAO will not be reimbursed.

Distance learning or other online learning courses can be done for a maximum of 2 hours per day. Working on a course on a weekend or day off will not be compensated without approval of the CAO. If approval is granted education will be paid at straight time only.

All education opportunities will be approved by the CAO and Council in accordance with this policy and budgeting for the fiscal year.

7.0 - EXPENSES

The Expense Policy defines reasonable expenses to be claimed by Employees travelling on government business, including training.

The Employer has the responsibility to authorize and determine when government travel is necessary, and to ensure that all travel arrangements are consistent with the provisions of this policy.

Travel costs are reimbursed as follows:

- Wherever practical, Employees are expected to travel by the most direct route and use the most economical means of transportation, considering the travel time involved.
- Employees may submit a claim for the reimbursement of travel expenses incurred while performing their duties, in accordance with the rules set out in this policy.
- For claims purposes the start and end of any trip is:
 - the place of work, or
 - the employee home, where employee leaves from or returns to home and the distance traveled is less than above.

Kilometric allowance

When an Employee is requested to use his/her private vehicle, the following rates apply. The same rates apply when the Employee requests permission to use a personal vehicle and the Employer provided prior approval.

Kilometric allowance is based upon the rate in use by the Southwest New Brunswick Service Commission. Rates below are considered updated at the time of SNBSC approval.

Kilometric level/fiscal year (Individual records of accumulated kilometers revert to zero on January 1st of each year)	Effective January 1, 2023
For each of the first 8,000 kilometers per year	\$.50
For each of the next 8,000 kilometers per year	\$.47
For each kilometer in excess of 16,000 kilometers per year	\$.42

Meals allowance

Effective January 1, 2023, meal allowances for those traveling on municipal business are as follows:

Meal Period	Effective January 1, 2023
Breakfast (between 12:00 a.m. and 12:00 noon)	\$12.00
Lunch (between 12:00 noon and 6:00 p.m.)	\$16.00
Dinner (between 6 p.m. and 12:00 a.m.)	\$25.00
TOTAL DAILY ALLOWANCE	\$53.00

Insurance for privately owned vehicles

Eastern Charlotte does not accept any liability under any circumstances for claims arising from the use of privately owned vehicles.

Employees using a privately-owned automobile for Eastern Charlotte business are responsible for proper insurance and payment of insurance premiums for such use.

Accidents - Accidents must be reported immediately to local law enforcement authorities, (if applicable) the automobile insurance company and the CAO

Air travel - Air travel is the accepted method of out of province travel, except where the use of a car is more practical or economical.

Air travel class - Air Travel class is approved per the following rules:

- economy class is used
- upgrade to a higher class may be approved if:
 - Less expensive seats are not available and a delay in arrival is not acceptable, or,
 - The Employee is officially accompanying a person travelling at the higher class.

Fare arrangements - Fare arrangements are to be made according to the following rules:

- the lowest available airfares appropriate to itineraries will be sought when making bookings
- discount and reduced fares are to be purchased rather than full fare economy whenever these rates are available. Whenever feasible, booking must be made as far in advance as possible
- the various restrictions or benefits that apply to special fares must be considered when determining the most economical means of travel available. The possibility of increased travel costs occurring through the payment of additional lodging and meal expenses to the Employee must be taken into consideration to meet the conditions of a carrier's special fare
- financial penalties for unavoidable cancellation of discount airline tickets are not the Employee's responsibility
- employees may seek reimbursement of airfare in advance of travel.

Allowable expenses

The Employer reimburses expenses incurred for:

- public transportation
- hotel/airport shuttles
- taxi charges
- ferry charges
- bridge, road and tunnel tolls
- parking charges.

Public transportation and hotel/airport shuttles - Local public transportation, hotel/airport shuttles are readily available in many areas and are encouraged whenever practical.

Taxis - The use of taxis should be confined to short trips in situations where it is not suitable or reasonable to use local public or hotel/airport shuttle transportation. The points of departure and destination as well as the nature of the trip must be indicated on receipts or travel claim.

Taxi expenses are justified where group travel by taxi is more economical than the total cost, had individuals travelled separately.

Fines - The Employer will not reimburse parking, traffic or other motor vehicle fines.

Guidelines for renting vehicles.

- Corporate credit card - For insurance purposes, it is strongly recommended that Employees use a corporate credit card to arrange for rental vehicles. Unless operational requirements require it, direct billing should not be used for renting vehicles. Direct billing is to be used as an exception.
- Additional insurance - Rental companies charge an additional daily rate to reduce their standard deductible collision insurance to zero. Damages up to the deductible limit will be covered by the Employer provided the accident occurs while the Employee is on legitimate government business.
- Secondary drivers - The primary driver and all potential secondary drivers of rental vehicles must be specifically listed on the auto rental agreement. Eastern Charlotte will only cover a secondary driver if they are an employee of the Eastern Charlotte.
- Family members and non-employees - Vehicles rented for government business may be driven by authorized Employees who meet the requirements of the auto rental contract. Family members or non-Employees are not permitted to drive vehicles rented for government business.

Meal and incidental reimbursement - When, because of work related travel, the Employee is removed from the normal or usual pattern of taking meals, reimbursement is per Appendix A.

Full day travel - A daily composite allowance is provided, including gratuities per Appendix A.

Part day travel - No reimbursement of meal costs shall be made for meals that could normally be taken prior to departure or after return.

No reimbursement of meals shall be made when the employee is working according to a pre-established schedule in other location(s) or within an assigned work area.

Allowances may be made for those meals, as set by time in Appendix A, which apply to the times the Employee was travelling.

Conference/event attendance - No reimbursement of meal costs shall be made for meals at home prior to departure or after return, or for meals included/provided in the cost of transportation, accommodation, seminars/conferences/training.

Deduct from the daily/partial day allowances in Appendix A, the allowance amounts for the meals included in: the conference registration; the cost of the hotel; provided at an event; or, by a carrier.

Time limit for claims - All claims must be submitted on a timely basis within the fiscal year as directed by the Employer. Claims should normally be submitted once per month, but no more frequently than bi-weekly.

Petty cash - The Employer may decide to use petty cash for reimbursement of travel expenses in amounts of \$75 or less.

Travel expense reimbursement - Travel expense claims for reimbursement must contain the following:

- employees shall submit an account of travel related expenses through the expense reimbursement process/method established by their Employer.
- Pre-approval of funds for travel may be requested and will not be unreasonably withheld.

Method of payment - For Employees who are reimbursed for travel and Employee related payments the method of payment will be by direct deposit or cheque at the discretion of Eastern Charlotte.

Authorization - All claims must be approved by the Employee's immediate supervisor or designated approver through the expense reimbursement process/method established by their Employer accompanied by appropriate receipts and any necessary justification/documentation.

Receipts - Original receipts (not photocopies) must be submitted with all claims, which require receipts, unless otherwise indicated in this policy. Where the Employee certifies that the receipt was lost, accidentally destroyed or unobtainable, a personal declaration may replace the receipt.

*** Please Note: Under the Collective Bargaining Agreement with Union members, expense guidelines may differ. In that circumstance, the Agreement shall prevail.**

8.0 - DRESS CODE

Any questions related to the content of this policy or its interpretation should be directed to the CAO. The following is required of all employees:

- A professional, business-like appearance daily regardless of the employee's interaction with clients, customers, suppliers, contractors, or volunteers, each employee projects the reputation of the organization; part of this impression depends on each employee's choice of dress.
- Casual dress environment for employees on Fridays only. Employees are expected to use good judgment and to show courtesy to their co-workers by dressing in a manner that is presentable and appropriate. At all times employees are asked to be cognizant that regardless of their interaction with clients, customers, suppliers, contractors, or volunteers, Eastern Charlotte is still a place of business.
- Business attire when asked to attend business meetings with clients, either in the Eastern Charlotte offices or otherwise.

9.0 - RECRUITMENT & HIRING

Eastern Charlotte will endeavor to recruit the most competent individuals to fill all positions.

Procedure

- Approval to recruit for vacant or newly created positions will be granted by The CAO in conjunction with the Mayor and Council of Eastern Charlotte.
- Vacant and newly created positions (non-union) must first be posted internally for a period of ten (10) calendar days in order that current employees have an opportunity to apply. The posting may include:
 - Job title
 - Essential requirements for education and experience
 - Knowledge and skills required
 - Key areas of responsibility
 - Starting/ending date where applicable
 - Hours of work
 - Compensation rate
 - Closing date of competition
 - Respondent
- The following statement regarding acknowledgement of applications: “We thank all candidates for their interest, however, only those selected for an interview will be contacted.”
- If a suitable applicant cannot be found through the internal process, recruitment can then take place externally, i.e. newspaper ads and other media forms.
- When time restraints dictate, positions can be posted internally and externally concurrently.

- All applications will be date stamped upon receipt.
- All internal applications will be acknowledged.

Confirmation of Employment Policy

When a staff position is being filled, the CAO will confirm the offer of employment in writing with the prospective employee, on or before the first day of employment, outlining the terms and conditions of employment which may include

- Date of commencement
- Salary
- Vacation entitlement
- Notice of termination required
- Employee benefits
- Additional terms or conditions
- Employee must personally indicate their acceptance of the job offer
- Probationary periods policy
- Authority
- Managers and supervisors

Procedure

The probationary period is an extension of the selection process and provides the CAO Supervisor and Council with an opportunity to determine, through regular performance reviews, if the individual's knowledge, skills, and abilities are an appropriate match to the job requirements. Employees will be officially appointed to their position upon satisfactory completion of the 6-month or 9 months probationary period.

The period of probation starts on the employee's commencement date and runs as follows:

- Six (6) months for non-Supervisory positions.
- Nine (9) months for Supervisory positions.
- If it is not possible to determine whether an employee is suitable for ongoing employment, the probationary period may be extended for up to 3 months with an approval of council. As it is expected that the CAO/Supervisor can adequately assess an Employee's performance during the initial probationary period, extensions are considered only in unusual circumstances.
- With regards to hiring of a CAO: The evaluation of the new hired CAO will occur with Council and the Mayor of Eastern Charlotte on a three month, six month and nine months basis.

Orientation

Eastern Charlotte recognizes the importance of providing essential information to newly hired persons.

The local government will provide all new employees with an orientation session during the first weeks after the commencement of employment.

Orientation Procedure

The manager or supervisor will conduct the orientation, which will include:

- Brief the new employee on the role, purpose, history and organization of the local government.
- Review relevant policy and procedure manuals along with pertinent details of the work area, (i.e. washrooms, parking, etc.) for the program area with the new employee.
- Review the Human Resource Policy & Procedure Manual with the new employee.
- Inform the new employee of expected responsibilities and review the job description.
- Introduce the new employee to their colleagues.
- Inform the new employee of the Performance Evaluation.
- Ensure the employee receives a copy of the Occupational Health & Safety Policies and Procedures and the Fire & Safety Policy and HR Procedures
- Answer questions as required.

Eastern Charlotte makes all hiring and employment related decisions based on transparency, equitable opportunity, and an overall emphasis on merit. This schedule aims to eliminate the influence of nepotism in local government hiring and employment related decisions to maintain confidence in the integrity of the local government's hiring and employment practices.

The purpose of this schedule is to ensure that employment related decisions concerning existing or potential local government employees are free from any real or perceived improper influence based on family member or significant social relationships. At the same time, it is recognized that existing family member and significant social relationships with local government employees should not unduly or unfairly restrict or enhance an individual's opportunity to pursue employment or changes in employment at the local government. Eastern Charlotte supervisor positions will not manage any family members.

10.0 - USE OF LOCAL GOVERNMENT VEHICLES, EQUIPMENT & FACILITY RESOURCES

Purpose Statement

This procedure defines the standards and guidelines for the acceptable use of local government vehicles, equipment and facility resource(s) (local government resource(s)).

Scope

This procedure applies to all users of local government resources, including but not limited to, elected officials, employees, and any other individual with authorized access and use of the local government resource(s).

Access and Security

- Local government resource(s) are to be used by trained and licensed employees or other authorized users, as required, for work related activities based on job function.
- Local government resource(s), except those which employees are authorized to take home, are to be stored and secured overnight on local government properties in designated areas.
- Local government resource(s) are not to be driven or taken beyond the boundaries of Eastern Charlotte at any time except when on official business, unless otherwise authorized.
- Eastern Charlotte employees are afforded access to the community center known as Magaguadavic center for one paid function per year without charges for the facility.
- Employees who do not intend to use these facilities, may on permission of the CAO, transfer their use of the facility to another employee within the calendar year.

Compliance

Local government resource(s) must be used in compliance with applicable laws or regulations, professional standards, and corporate policies and procedures.

Health and Safety

All employees and authorized users shall operate or use local government resource(s) in a safe and responsible manner.

Smoking and/or vaping while accessing or using local government resource(s) is prohibited.

All vehicle or equipment riders must be members of the local government. Pets are not allowed in local government resource(s) such as vehicles and buildings.

When accessing or using a local government resource, any cellular or wireless devices and electronic/entertainment devices, personal or local government issued, hand-held and hands-free, shall only be used, in accordance with applicable legislation in the Province of New Brunswick.

Personal Use

- Personal use of local government resource(s) is strictly prohibited unless authorized.
- Preserving Assets.

- Local government resource(s) are valuable assets and users of such are expected to exercise reasonable care.

Consequences of Non-Compliance

Users who fail to comply with the Use of Local Government Vehicles, Equipment and Facility Resource(s) policy and procedures and associated guidelines may be subject to disciplinary action up to and including dismissal, early termination of contract or other sanctions as applicable. Any fines, charges, etc. received by employees or authorized users of such resource(s) are the responsibility of the use

11.0 - SALARIED ADMINISTRATION

An employee shall be paid the rate of pay established for the position in accordance with the applicable Non-union Employee Salary Schedule, as approved by Council. Employees shall be paid weekly, through direct deposit, in the week following the completion of a pay period.

An employee hired externally shall commence at the start level of the grade for the position. Progression through the steps for the grade shall be on an annual basis. Progression shall be automatic, unless performance is unsatisfactory. Any exceptions to the above must be approved by the CAO and Council.

12.0 - SENORITY

“Seniority” is defined as the length of service of an employee based on his actual hours of work as of his last effective hiring date up until December 31st of each year excluding overtime

An Employee shall lose seniority if the employee:

- resigns; or
- is discharged for cause and not reinstated through the grievance; or
- fails to return to work within five (5) working days after recall notice is given to the Employee personally or by mail to the last address on file with the Employer. It shall be a condition of possible future recall from that all Employees keep the Employer informed of their current mailing address and telephone number; or
- fails to return to work from an approved leave of absence on the day set out when the leave was approved; or
- retires from work; or
- is absent from work in excess of ten (10) working days without sufficient cause or without notifying the Employer; or
- is laid off longer than twelve (12) consecutive months.

13.0 - OVERTIME

General

Overtime is only paid to staff members for working more than 37.5 hours per week, if overtime worked is nondiscretionary (non-elective).

Overtime is non-discretionary when a supervisor asks the employee to work and this usually involves a specific project outside normal work plans. It is not paid if the supervisor asks the employee to stay 30 minutes or less to meet a critical deadline.

Supervisors will give reasonable notice whenever overtime is needed so that the employee involved has sufficient time to make the necessary arrangements.

Before overtime work starts, the supervisor and employee are advised to get together to review the work plan and establish the maximum hours that should be worked. It is the supervisor's job to approve overtime work in advance, keep accurate records and report overtime claims immediately so that the employee can be paid in the pay period the overtime is earned.

Overtime Rate

Pay for non-discretionary overtime is paid at the following rates:

- Time and a half per hour for Monday through Saturday
- Time and one-half for all time, except per hours for Sundays, and the dates of December 25 and January 1.

*** Please Note: Under the Collective Bargaining Agreement with Union members, overtime guidelines may differ. In that circumstance, the Agreement shall prevail.**

14.0 - ACTING PAY

Acting pay shall be provided as follows:

- Assignment of Full Responsibilities: An employee temporarily assigned to perform the full responsibilities of a higher paying position shall be paid, subject to the approval of the CAO, 15% increase of their regular rate of pay.
- Assignment of Additional Essential Responsibilities: An employee temporarily assigned to perform some of the essential responsibilities of an equal or higher paying position, in addition to their regular job duties, for greater than ten consecutive business days shall be paid, subject to the approval of the CAO, an increase of 5% to their regular hourly rate.

15.0 - VACATION TIME

Each regular employee shall receive vacation credits based on the following seniority as of Dec 31st the previous year. Vacations run from Jan 1 to December 31st. When an employee is on vacation, no other hours of pay other than vacation are paid without preapproval by the CAO. Hours submitted while on vacation will be denied without prior approval.

To calculate active, continuous service for determining paid vacation entitlement, a vacation entitlement date shall be established based on:

- an employee's most recent date of hire, without a break in service;
- part-time hours worked will be prorated.

Vacation Entitlement

- After 1,920 hours will be granted one (1) day of vacation for each 173 hours of service, to a maximum of 10 days.
- After two (2) full-time years of full-time hours (1,920) employees will be granted three (3) weeks of vacation.
- After five (5) years of continuous full-time service employees, will be granted four (4) weeks' vacation.
- After fifteen (15) years of continued full-time service employees will receive five (5) weeks' vacation.
- When an employee retired he will be paid his vacation for accrued vacation.
- Vacation schedules will be available on a seniority basis and approved by the CAO.
- Vacations shall be submitted by April 1st of each year and will be posted by May 1st each year.
- Vacation requests submitted after April 1st will be granted on an individual basis as decided by the CAO.
- No Employee can draw pay and take pay or sick time pay concurrently in preapproved vacation time.
- Vacation is on an accumulation basis only; i.e. you work the year prior to get vacation for the following year.
- Vacations schedules will be arranged by the Chief Administrative Officer (CAO) in order of seniority.
- All vacations should be scheduled so all staff is here the week of annual festivals of the local government, i.e. Fun days, Summerfest. Exceptions would have to be approved by the Chief Administrative Officer after discussions with Council.
- Vacation benefits for casual employees will be paid out on a weekly basis at a rate as set out in the Employment Standards Act.

- Where it can be established by an employee to the satisfaction of the Employer that an injury or illness has occurred prior to the start of the employee's vacation which will interfere significantly with the vacation, sick leave may be substituted for some, or all, of the scheduled vacation period and the vacation days may be rescheduled. The Employer will require a report from a qualified medical practitioner to substantiate the claim for substitution.
- If an employee is recalled after having proceeded on vacation leave, the employee will have the vacation replaced and they will be paid 1.5 times for the day they returned. The employee may, with the approval of the Employer, either extend the vacation period or reschedule at a later, mutually convenient date.
- Vacation requests submitted as per the terms of this policy shall be approved on the basis of seniority. Individual requests submitted after the request period, shall be approved on an individual basis as per approval from the CAO.

Vacation Carry-over

- A request for vacation carry-over must be submitted in writing to the CAO.
- A carry-over of up to 5 days shall be subject to the approval of the CAO
- The CAO shall ensure vacation entitlement, for which carry-over has not been approved, is scheduled and taken by no later than December 31 of the current year.

Vacation Payout

- Payout of unused vacation shall be considered on an exceptional basis only and shall require CAO approval and council.
- All requests must be in writing and include reasons to justify the payout.
- Vacation at Time of Retirement, Resignation, Termination or Death

*** Please Note: Under the Collective Bargaining Agreement with Union members, vacation time guidelines may differ. In that circumstance, the Agreement shall prevail.**

16.0 - SICK LEAVE

Full-time employees shall be allowed fifteen (15) days of paid sick leave each fiscal year beginning January 1. An employee who begins work after January 1 shall receive one and one-quarter (1 ¼) days of sick leave entitlement for each full month of employment up to the following December 31. Days of sick leave shall be deducted from sick leave allotted. When an employee's sick leave credits have been exhausted, they may upon application to the CAO borrow a block of time not to exceed 15 days. Sick leave will be paid back at a rate of 1/4 day per pay. Sick time block may only be used once per calendar year and must be paid in full before any new applications. Employees may accumulate up to 240 days sick leave.

Part-time employees shall accumulate sick leave at the rate of one eight-hour day for every twenty (20) eight-hour days worked, or the equivalent if less than eight-hour days are worked.

Sick leave benefits shall only be paid for excused absences and for times when the employee would normally be scheduled to work. An employee is expected to advise the supervisor prior to the start of the scheduled workday if they are unable to work due to illness.

Sick leave benefits are for use only, or as otherwise provided for in this Agreement.

An employee is entitled to be informed, upon request, of the balance of his sick leave with pay credits.

When an employee's absenteeism exceeds five (5) incidents or ten days in a calendar year, a medical certificate may be requested by the employer.

17.0 - DISCHARGE, SUSPENSION & DISCIPLINE

The right to discipline, demote, suspend or discharge employees for cause rests with the Employer. A progressive system of discipline will be used, beginning with verbal advice, progressing, if necessary, through written warnings, suspensions and finally discharge. In specific cases, not every step of this procedure must be followed. No Employee shall be discharged except for just cause.

Unless the right is waived by the Employee, The Employee shall be informed of the reason for the meeting at its beginning and may request to bring another person with them.

The Employer agrees not to introduce as evidence in a hearing relating to disciplinary action, any document from the file of an employee which the employee was not aware at the time of filing. Notice of a disciplinary action which may have been placed on the personnel file of an employee may not be used in disciplinary action against an employee after eighteen (18) months have elapsed since the disciplinary action was taken provided that no further disciplinary action has been recorded during this period.

Employees' personnel files shall be considered confidential and not accessible to unauthorized employees.

An employee may make an appointment to review the employee's personnel file during normal office hours in the Employer's office. The employee shall be entitled to make a copy of any information contained in the personnel file. The employee shall have the right to reply in writing to any document placed in their personnel file and such reply shall become a part of the employee's record. Information obtained by an employee in this manner shall not be sufficient and justifiable notification of a letter of warning or criticism.

18.0 - BEREAVEMENT LEAVE

A permanent employee shall be granted five (7) consecutive business days off, but shall only receive pay for all regularly scheduled hours lost to accommodate the bereavement leave, upon the death of the employee's:

- spouse
- child
- grandchild
- sibling
- parent or parent-in-law
- grandparent or grandparent-in-law

A permanent employee shall be granted three (3) consecutive business days off, but shall only receive pay for all regularly scheduled hours lost to accommodate the bereavement leave, upon the death of the employee's:

- great grandparent
- brother-in-law or sister-in-law

A permanent employee shall be granted one (1) business day off, but shall only receive pay for all regularly scheduled hours lost to accommodate the bereavement leave, upon the death of their spouse's:

- aunt or uncle
- niece or nephew

When a death of a former or fellow employee occurs and appropriate notice is given, an employee shall be granted time off from work with pay to attend the funeral.

Bereavement leave shall be taken as consecutive days off, within twelve (12) months of the date of the death; however, if circumstances require, an employee may distribute their bereavement leave entitlement over two occasions with the approval of the employee's Supervisor and/or the CAO.

Relatives also include "step and foster" relationships.

"In-law" refers to the employee's current in-law(s) only.

"Spouse" shall be defined as an individual of the same or opposite sex to whom the employee is married or has co-habitated with for a period of not less than the past twelve (12) consecutive months.

There will be no extra time granted for bereavement leave.

*** Please Note: Under the Collective Bargaining Agreement with Union members, bereavement leave guidelines may differ. In that circumstance, the Agreement shall prevail.**

19.0 - INJURY ON DUTY

An employee who is injured on duty shall immediately report or cause to have reported any injury sustained in the performance of his duties to his immediate supervisor in such manner or on such form as the Employer may from time to time prescribe.

The Employer will advance to the employee, subject to agreement by the employee to fully reimburse the Employer, an amount equal to the WHSCC award that the employee would be entitled to if the claim is accepted, and further subject to Revenue Canada WHSCC award rules. The Employer will not advance payments after WHSCC places the employee on long-term disability benefits. If the claim is not accepted by WHSCC at first instance, the advance will not be adjusted or recovered until any appeals are concluded.

An employee receiving Workers' Compensation payments, in respect of an injury or occupational illness received in the employment of the Employer, will have his/her benefit plans (including Vacation, Sick Leave and Superannuation) maintained in effect with the employee paying his share of the premium until such time as WHSCC determine that the employee is permanently disabled from his/her occupation.

20.0 - JURY DUTY

A permanent employee called for jury duty or summoned as a subpoenaed witness shall advise their Supervisor, and shall be paid by Eastern Charlotte to ensure no loss of regular earnings for all such time spent. The employee shall remit to Eastern Charlotte the full amount of any payment received for such jury or subpoenaed witness duty, excluding expense reimbursement. Eastern Charlotte will not reimburse for travel, meals and other expenses incurred during the leave.

21.0 - LEAVE, HOLIDAYS & ACCRUALS

Leave

Paid Leave: An employee may use up to a total of 5 days per year from their sick bank for Family emergencies and appointments.

Dental and medical appointments: The employee will try to schedule these appointments outside of regularly scheduled hours of work. If not possible the appointment shall be booked, if possible, at the beginning of the day or the end of the shift, in consultation with the CAO to accommodate work schedule.

The local government, with the approval of the CAO, in conjunction with the consulting of Council and Mayor, shall not unreasonably withhold a Leave of Absence for good and sufficient cause. The leave shall be submitted in writing.

Seniority, sick leave, vacation shall not accumulate during this time.

Personal Leave

An employee may be granted unpaid leave of absence for good and sufficient cause. Leave shall be requested in writing and shall not normally exceed one year. During such leave, entitlement to group insurance and medical care benefits may continue, subject to the terms and conditions of the applicable plan, and provided the employee continues to pay the employee's share of the premiums. Seniority benefits, including vacation and sick leave, shall not accumulate during an unpaid leave.

The entitlement of insurance and medical benefits will be subject to the terms and conditions of the plan.

Public holidays

Eastern Charlotte observes the following paid public holidays:

- New Year's Day
- Family Day
- Labour Day
- Good Friday
- Easter Monday
- Victoria Day
- Canada Day
- New Brunswick Day
- Day of Truth and Reconciliation
- Thanksgiving Day
- Remembrance Day
- Christmas Day
- Boxing Day

*** Please Note: Under the Collective Bargaining Agreement with Union members, sick leave and holiday guidelines may differ. In that circumstance, the Agreement shall prevail.**

22.0 - BENEFIT PLAN

Plans are administered through a third party and provisions shall be in accordance with the current contracts with such insurer.

An employee will become eligible for the following Benefit Plans, after three (3) months of continuous service:

- Extended Health Care Plan
- Dental Plan
- Basic Life Insurance Plan
- Accidental Death and Dismemberment Insurance
- Long Term Disability Insurance

Benefit coverage will terminate when the employee reaches age sixty-five (65).

The cost of long-term disability is 100% paid by the employee and is deducted from their pay, but short-term disability can be terminated at any time.

The premiums for benefits are paid on an 80/20 share split between employer and employee. The 20% will occur at the time of service for dental and medications

Co-pay for medications/drugs and dentals services are covered at 80% by the benefits plans.

Eastern Charlotte may adjust the benefit plan at any time however employees will be advised of any changes.

23.0 - HOURS OF WORK

Your regular attendance at work and punctuality are crucial factors to your success personally and to the success of our organization as a whole. We all work as a team to provide services to our affiliates and clients, and this requires that each person be at work or at their project sites at the assigned times.

If a situation arises which makes it impossible to report to work, or if you are going to be late, you must immediately contact the CAO.

Regular office hours are for non-unionized workers, 37.5 paid hours per week, Monday to Friday 8:30am to 4:30 pm., with one half hour allotted for an unpaid lunch break. Fifteen-minute paid coffee breaks will be provided in the morning and afternoon.

Each department must be adequately staffed daily throughout the summer hours' time period to provide the necessary support to meet the needs of the public.

24.0 - RETIREMENT PLAN

Eastern Charlotte provides Retirement Pension Plan with each regular pay 7.41% from Employer and 7.41% employee contribution are directed to New Brunswick Municipal Employees Pension Plan. The municipality will not direct funds to any other retirement plan

option. Once CPP is paid for the year the RSP total contribution increases to 9.88 %. The employee may add extra to Retirement Plan contributions by contacting the CAO or plan administrator.

25.0 - SMOKING/VAPING

Restricting Tobacco Use at Outdoor Facilities Policy

This policy prohibits smoking and the use of tobacco and vaping (electronic cigarette) products at all local government owned and administered sport fields and courts, playgrounds, skateboarding parks, onsite canteens and public washrooms.

The purpose of this policy is to:

- Enhance the stewardship role of Eastern Charlotte related to the management of outdoor recreational and leisure sites, sport and park facilities, as it pertains to clean and healthy environments;
- Increase awareness of the risks posed by second hand smoke and other tobacco product uses for residents, visitors and employees through social marketing and public education;
- Improve the environmental health of outdoor recreation spaces in Halifax Regional Municipality; and
- Enhance the health and safety of users, particularly youth, as well as the quality of life for all residents, through the promotion of healthy messages and best practices in the use Eastern Charlotte owned and administered outdoor facilities.

Authority

Authority to enact this policy is authorized under the Local Governance Act.

26.0 - STORM POLICY

Under severe storm conditions, the Municipal Office will be closed to help ensure the safety of employees. During such a closure, employees are encouraged to stay home or to go home and employees will be paid their regular salary. Employees involved in the provision of essential services must report to work during a storm where necessary to maintain essential services.

Factors that contribute to the decision making on whether Municipal Offices will be closed may be, but no limited to, weather forecast, school closures, closures with other levels of government.

A primary purpose of closing the Municipal Office is to limit risk to employees while also encouraging the public to remain at home and off the roads.

Municipal Offices will be closed for storms as follows:

Overnight Storm

Municipal Offices will delay opening or close for the day in accordance the meeting of the CAO and the Mayor. The Mayor or CAO may Delay opening or close for the day and an announcement to that effect will be made on local radio stations, social media or staff will be notified through a fan out arrangement.

Daytime Storm

Municipal Offices will close early at the discretion of the Mayor or CAO.

Inclement Weather

When storm conditions exist but the Municipal Offices are open, employees who are concerned for their safety are encouraged, in consultation with CAO, to use their discretion and either remain home or go home. In this case, employees must use vacation leave.

Essential Services

The CAO shall designate employees who are required to provide essential services. Employees so designated must report to work where necessary to maintain essential services at the discretion of the Chief Administrative Officer or Designate. Employees so designated shall be paid regular time or overtime in accordance with the municipality's Personnel Policy or Union Contract.

27.0 - SUSTANCE ABUSE PREVENTION POLICY

Policy Statement and Purpose

Eastern Charlotte is committed to providing a safe work environment for all employees, contractors, clients and the public.

Impairment through the misuse of alcohol and other drugs affects the ability of a person to properly perform their employment responsibilities. Impairment can lead to incidents causing severe injury to employees and other persons or damage to the environment and property. The safety of employees is the local government's highest priority. Consequently, this Policy has as its purpose a working environment free of the effects of drug and alcohol impairment.

Awareness, education, early detection and treatment for those employees with alcohol and drug dependency help to maintain a safe and healthy workplace.

Eastern Charlotte supports prevention and rehabilitation initiatives for those employees who identify a need.

Applicability

This Policy is intended not to be inconsistent with collective agreements however this policy is intended to apply to all employees.

Definitions

Drug - A substance, including alcohol, illicit drugs or medications, the use of which has the potential to change or adversely affect the way a person thinks feels or acts. For the purpose of this Policy, drugs of concern are those that inhibit or impair the ability of a person to safely and productively perform his or her job.

- The definition of Drug includes:
 - *Alcohol* - the intoxicating agent in beverage alcohol, ethyl Alcohol or other low molecular weight alcohols including methyl and isopropyl. This includes, but not limited to, beer, wine, spirits, etc.
 - *Medication* - a drug legally obtainable as either an over the counter a drug through prescription by a doctor.
 - *Cannabis* - a drug regulated by the Federal government and legally obtainable for both recreational and medicinal purposes. Also known as “marijuana”.
 - *Illicit Drug* - any drug or substance that is not legally obtainable and whose use, sale, possession, purchase or transfer is restricted or prohibited by law (for example, street drugs such as cocaine and prescription drugs obtained without a Physicians’ prescription).
 - *Drug Paraphernalia* - any equipment, product or material that is used or intended for use in concealing a drug or for use in injecting, Inhaling, or otherwise introducing a drug into the human body.

Employee - any person categorized as permanent, term, part-time, casual, contract, seasonal and temporary or student in the employ of Eastern Charlotte. This also includes those volunteers of events and of fire protection services.

Employer - Eastern Charlotte, including persons employed or retained who control and direct the work activities of employees. This also includes independent contractors retained by the local government.

Fitness for work - In the context of this Policy means being able to safely perform assigned duties and responsibilities without any impairment due to the use or after effects of alcohol, drugs or medications.

Safety sensitive position - Safety sensitive position one in which job performance requires the employee to be alert, to be physically coordinated, and to exercise well judgment, where impairment by way of ingesting alcohol or drugs could adversely affect job performance, the health, safety or security of the Employee, other persons, property, or the environment. Any employee who directly supervises an employee in a safety sensitive position will also be considered to work in a safety sensitive position.

Substance Abuse Professional - This is a person who is knowledgeable about and who has clinical experience in the diagnosis and treatment of alcohol and drug related disorders and who evaluate employees who have violated this Policy and makes recommendations concerning education, Treatment, follow-up testing and aftercare.

Substance abuse - Substance abuse is the use of illicit drugs, the misuse of prescription And over the counter medications, the use of other substances for intoxication, and the nontherapeutic use of other substances. It is the misuse of alcohol or drugs, where impairment by way of ingesting alcohol or drugs could adversely affect job performance, the health, safety or security of the employee, other persons, property, or the environment.

Workplace Rules

In order to ensure the safety of employees, clients and the public, along with the protection of property and the efficient operation of the local government, the following rules apply:

- Employees must report and remain fit for work and unimpaired during his or her entire work shift.
- Any employee during work who is or becomes impaired and unfit for duty must report this to his or her supervisor immediately.
- Any employee working in a safety sensitive position who has a limitation or restriction on their ability to perform their job, or if prescribed medical treatment which has or will adversely affect those abilities, must report such limitations or restrictions to their immediate supervisor, who in turn will notify CAO.
- Employees must not use, possess, distribute, offer for sale or sell alcohol, cannabis, drugs and/or drug paraphernalia during work, on local government premises or in local government owned or leased vehicles.
- Employees must not consume alcohol, cannabis or drugs during work.
- Employees must not consume any drug which adversely affects job performance or due to impairment from ingestion could adversely affect the health, safety or security of the employee, other persons, property, or the environment.
- Employees must not transport alcohol or illicit drugs in vehicles, or in equipment owned, leased, operated or otherwise directly controlled by Eastern Charlotte.
- Employees required operating a motor vehicle on local government business must maintain a valid driver's license. Any suspensions, loss of license, impaired driving

charge or conviction, or any other restrictions to their license, must be reported immediately to their manager/supervisor, regardless of effective date unless an Eastern Charlotte collective agreement relating to the employee clearly provides for a different reporting time line.

In keeping with our commitment to health and safety, any employee who fails to meet any of the above work rules may be subject to discipline, including the termination of their employment. The imposition and degree of discipline will be determined on an individual, case by case basis, taking into account all relevant factors and circumstances.

Prevention

It is a priority of Eastern Charlotte to have safe working conditions for all employees including a work environment free of the negative effects of alcohol and drug use. The local government recognizes that prevention is key to creating a safe and healthy work environment. The local government will take all reasonable and necessary steps to ensure that employees are following the rules of this Policy, including the following:

Education & Prevention

- The local government will educate and inform employees with respect to the impact of substance abuse in the workplace and the existence and effect of this Policy.
- The local government will also educate employees of the availability and the process of Accessing the confidential Employee and Family Assistance Program (“EAP”).

Early Recognition & Monitoring

The local government recognizes that early identification and prompt treatment of alcohol and/or drug dependency is in the best interest of local government and its employees.

Alcohol and/or drug dependency usually affect work behavior in the following ways:

- Tardiness
- Absenteeism
- Noticeable difference in morning and afternoon behavior
- Inability to concentrate
- Carelessness
- Appearance
- Inattention to job duties
- Conflicts with coworkers
- Mood swings
- Sloppy work
- Failure to meet deadlines
- Isolation from coworkers

Managers and supervisors play a crucial role in the implementation of this Policy and will monitor compliance and expectations outlined in this Policy.

Accordingly, managers and supervisors will:

- Distribute and communicate this Policy to all employees and contractors.
- Monitor and evaluate work performance with the goal of early identification of performance problems including those that may be caused by alcohol or other drug use.
- Engage employee about performance problems through verbal discussion and progressive discipline or counseling as appropriate.
- Remind employees of the availability Employee and Family Assistance Program.
- Safely remove any employee unfit for work from the work place or premises and safely escort the employee home or to assessment.

Assessment/Rehabilitation

No employee with alcohol or drug dependency will be disciplined for voluntarily requesting help in overcoming the dependency. Further, employees can access confidential assessment services including counseling, referral and aftercare through a variety of assistance Programs. If a medical work modification is recommended, the local government may assign the employee to alternative duties if available and appropriate.

Employees with an alcohol or drug dependency, in safety sensitive positions, are required to participate in pre-treatment, treatment and follow-up. Aftercare activities, as determined by a Substance Abuse Professional. This does not eliminate the requirement for maintenance of satisfactory job performance levels.

Where, in the opinion of a qualified Substance Abuse Professional, there is a risk that an employee cannot do their job safely, modification may be recommended, and Eastern Charlotte may assign the employee to alternative duties, if available and appropriate.

Reasonable Grounds

Where a supervisor or manager of an employee, after consultation with another council, determines there is reasonable cause to suspect an employee of alcohol or other drug use or possession in violation of this Policy, testing may be required. The decision to test shall be made by the supervisor, and must be based on the supervisor's specific observations, and must be documented.

Observations may include, but are not limited to:

- Observed use or evidence of use of a substance (e.g. smell of alcohol; Possession of substances or paraphernalia) ;
- Erratic or atypical behavior of the employee;
- Changes in the physical appearance of the employee;

- Uncoordinated walking, staggering, weaving;
- Changes in the speech patterns of the employee

Return to Work after Primary Treatment

Where employees in safety sensitive positions have returned to work or have been reinstated after completing primary treatment (e.g. residential or outpatient treatment) for alcohol and/or drug addiction, testing may be performed on an unannounced basis if required.

Return to Work while in Aftercare Program

As part of the aftercare program developed by the Substance Abuse Professional, employees in safety sensitive positions may be tested prior to returning to work after primary treatment, and on an unannounced basis for the duration of the aftercare program.

Any of the above situations, attempts to delay reporting for a test, refusal to submit to a test, refusal to agree to the disclosure of test results to management, or a confirmed attempt to tamper with a test will be considered disciplinary matters and may result in disciplinary action up to and including the termination of employment.

Impaired Driving Charge or Conviction/Searches

Due to the concern for the health and safety of employees and the safety of others on roads and highways, all employees required to drive as part of their job duties (including anyone who drives local government owned or leased vehicles) must adhere to the following requirements:

- All employees required to operate a motor vehicle for local government business must maintain a valid driver's license.
- May be requested to provide a driver's abstract.

Any suspension, loss of license, impaired driving charge or conviction, or any other restriction must be reported immediately to their manager/supervisor, regardless of effective date unless a local government collective agreement relating to the employee clearly provides for a different reporting time line.

Any employee charged with an impaired driving offense (including but not limited to testing over the legal blood alcohol content, driving while impaired, or refusal to submit to a Breathalyzer test) when operating a motor vehicle on behalf of local government is required to inform their manager/supervisor immediately. Upon notice of such charge, the employer will investigate or inquire, as appropriate.

Depending on the results of the inquiry or investigation, the employee may be referred to EAP, or to a Substance Abuse Professional assessment for a determination of any alcohol or drug dependency. The employee may be subject to alternative work, dismissal or any other appropriate action depending on the results of the inquiry or investigation.

A conviction for an impaired driving offense when driving on local government business or in a local government vehicle may result in disciplinary action, up to and including termination of employment. Where applicable, the imposition and degree of discipline will be determined on an individual case by case basis, taking into account all relevant factors and circumstances.

Each situation will be fully investigated Operating a motor vehicle on local government business with a suspended driver's license is also a serious offense, which generally justifies termination of employment.

Each situation will be determined on an individual case by case basis, taking into account all relevant factors and circumstances.

Employees

Employees are charged with the responsibility:

- To know and understand this Policy; to comply with this Policy, to take every reasonable precaution in all circumstances to protect their own health and safety and that of other persons at the workplace.

Employer

Eastern Charlotte, through the CAO and Council, is responsible for:

- Educating the Employees on the Policy, its rationale of promoting a healthy, drug free workplace out of concern for safety, productivity and how the employer views and responds to substance abuse including a clear description of prohibited behaviors and consequences related to substance abuse.
- Providing training, information sessions and educational materials on alcohol and drug use for managers and supervisors. Training will include prevention, early detection trends/changes/suspicious behavior, interview strategies, clear guidance for managers and boundaries for employees, confidentiality and privacy, and other available resources.
- Providing information sessions for employees to ensure employees are aware of and understand the Policy including the dangers, impact, consequences and available programs.
- Providing a copy of the Policy to current employees and to new employees prior to commencement of employment.
- Providing and supporting managers/supervisors dealing with employees involved in a violation of the Policy.
- Providing encouragement and support to employees working to improve their performance and/or behavior.
- Providing a list of community resources and EAP contact information.
- Monitoring and evaluating this policy and updating accordingly.

Confidentiality

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

28.0 - ATTENDANCE MANAGEMENT

Eastern Charlotte is committed to providing excellence in service to the public. It is important for all employees of Eastern Charlotte to work as a team in the attainment of this mission.

Quality of service to the public is affected by work performance, including attendance of employees. It is important that employees report to work regularly, be punctual in reporting to work and returning from breaks, and make every effort to maintain good health.

It is recognized that from time-to-time employees may be absent from work due to disabling illness or injuries. The local government is committed to informing employees about the intent and proper use of sick leave, to assuring that employees maintain their work commitments, and to promoting a healthy workplace in which operational effectiveness is not jeopardized by frequent or unnecessary absences.

Policy Objectives

This policy establishes methods for maximizing attendance at work, balancing fairness to the employee, and maintaining work efficiency. The policy has been developed in accordance with the following goals:

- To contribute to excellence in service delivery by having all employees attend work regularly
- To ensure the implementation of measures by manager/supervisors to minimize absences within their respective areas of responsibility
- To approach problem attendance in a positive and concerned manner, in accordance with this policy

Policy Directives

Review policy

Each employee will receive a copy of the Attendance Management Policy. The contents of the policy will be reviewed with each employee by his/her manager/supervisor.

Absence verification

The manager/supervisor may verify absences from work as required.

Deemed Resignation from work

An employee who is absent from work without permission for 10 consecutive days shall be deemed to have resigned the position effective the first day of the absence. The employee may be reinstated if he/she establishes to the satisfaction of the employer that the absence arose from a cause beyond his/her control and it was not possible for the employee to notify the department of the reason for the absence.

Reporting Procedure

When an employee, for any reason, is not able to attend work as scheduled, that employee has the responsibility to call and speak directly with his/her immediate manager/supervisor or appropriate designate. Such notification should be provided as soon as possible in accordance with department requirements. Only in extenuating circumstances, e.g., hospitalization, is it acceptable that someone other than the employee make the contact as outlined above.

To be eligible to receive leave benefits, an employee must inform the immediate manager/supervisor or appropriate designate of the following type of leave:

- sickness
- workplace injury
- family illness
- bereavement
- legal or court required

Estimated date of return to work

Whether or not the employee plans to see a doctor to assist with effective leave reporting, the CAO must document the date and time of the call, expected time/date for return to work, whether or not the employee plans to see a doctor and the type of leave and record the absence by using the applicable symbol via the leave reporting system established in the department. A failure to follow reporting procedures will result in an absence being recorded as leave without pay. This system must create a record for each employee, allow for proper adjustments to payroll, and present a statistical record that can be used to monitor and manage attendance.

When an employee fails to call in as prescribed by departmental procedure, the manager/supervisor or appropriate designate shall:

- Make reasonable efforts to contact the employee to discuss the absence and obtain necessary supporting information and discuss the consequences of continued unscheduled absence.

- Meet with the employee privately at the commencement of the next scheduled shift, or as soon as the employee is available, to reinforce the reporting procedure and, where appropriate, advise the employee of the availability of the employee assistance program and modified alternative work duties.

A failure to follow the reporting procedures set out above may result in the denial of benefits and disciplinary action.

In accordance with the collective agreements and departmental requirements, application for paid leave benefits for any period of illness may require medical certification. Failure to provide such medical information, where required, will result in a presumption that the employee does not have a medical reason for the absence from work.

In cases of injury on the job, (WHSCC) Workers' Compensation Form 10 is filled out by the employee and the employer and Form 10 is given to the employee for completion by his/her physician and is to be returned to the employer as soon as possible.

Failure by employees to follow treatment plans, as prescribed by a medical practitioner and/or specialist, will result in their being ineligible for benefits. When the Form 10 indicates that the degree of impairment allows the employee to carry out some of his/her duties and or modified alternative work duties, and that doing so would not adversely affect the employee's health, the employee is expected to attend work; and the employee's duties will be adjusted by the employer accordingly, subject to operational requirements.

If a manager/supervisor has a reasonable basis for believing that an employee is attempting to claim, or has claimed, a benefit to which he/she is not entitled, this may result in a denial of the benefit claimed and/or may subject the employee to disciplinary action, up to, and including, termination.

Monitoring

Eastern Charlotte views regular attendance at work as an important issue and consequently requires that an employee's attendance record must be reviewed on an ongoing basis.

Attendance Review Standard

Three incidents of absence from work in a six-month period will trigger the CAO to review an employee's record and take appropriate action where necessary. If the nature or frequency of an employee's absences leads a CAO to reasonably believe that regular attendance at work is compromised, the CAO should determine if a formal attendance interview is required to be held with the employee.

Informal Discussion

The CAO may meet informally with an employee at any time to discuss attendance issues.

Formal Attendance Interview

A formal interview is conducted by the CAO, with an employee and Union representative if applicable, where the nature or frequency of an employee's absences leads a manager/supervisor to reasonably believe that regular attendance at work is compromised. Follow-up interviews should be scheduled as appropriate, following the first interview. The following steps should be followed when conducting the attendance interview:

- During the interview, employees must be given every opportunity to explain the circumstances surrounding the attendance issue, and reasons for unsatisfactory attendance should be discussed.
- At every interview the CAO must ask the employee whether or not there is medical reason for the employee's absence from work. If the employee indicates that there is a medical reason for the absence from work, where appropriate, the CAO is responsible for advising the employee that the employee will be provided with a package which the employee is to give to the employee's physician.
- During every interview, the manager/supervisor must inform the employee of the availability of assistance through the Employee Assistance Program.
- Following every interview, a letter must be sent to the employee that summarizes the matters discussed during the interview and the matters agreed upon. Should an employee not achieve and maintain a regular and consistent attendance, this may ultimately jeopardize continued employment

Please note: The items outlined in this policy does not override contractual agreements in negotiated Union contract whereas a conflict would exist.

29.0 - POLICY DETAILS & AUTHORITY

Human Resource Policy (01-2023)

Reviewed by Personnel Committee on 07 February 2023.

Adopted by Resolution of Council on 15 February 2023.

Please Note: The items outlined in the Human Resource Policy (01-2023) do not override contractual agreements in negotiated Union contract whereas a conflict would exist.

Pending Items/Under Review

Date	Topic:	Tasked To:

Amendments/Additions

Date	Change(s):	Completed By:

MUNICIPALITY OF
**EASTERN
CHARLOTTE**

1 School Street, St. George NB E5C 3N2
506 755-4320 (P) 506 755-4329 (F)

Attendance Letter to Doctor to Be Used When Employee States There Is a Medical Reason for Absences

[Date]

Dear Dr. _____

RE: **[Employee's Name]**

[Employee's name], an employee of Eastern Charlotte, was recently interviewed to review **his/her** work attendance. During this interview, **[Employee's name]** indicated that there was a medical condition that contributed to his/her use of sick leave.

In order that I may advise the **[department's name]** accurately as to what might be reasonable expectations for this employee's attendance, I require further information. To this end, would you please provide answers to the following questions? The medical information you provide will remain confidential. Management will be provided only with information regarding the employee's fitness for work.

1. Does the employee have a medical condition that would prevent **him/her** from attending work on a regular and consistent basis?

Yes _____ No _____

2. Please provide the dates on which this employee consulted you for this condition in the past year.

3. What is the current treatment plan and what specialists, if any, have been involved in this employee's care?

4. Is any improvement in this condition expected?

Yes ___ No ___

If yes, when do you anticipate this employee being able to attend work on a regular and consistent basis?

5. Is there anything that the employer can do to assist this employee in their medical rehabilitation/attendance? (Employee Assistance Program, modified alternative work duties [please specify], etc.)

Please provide your confidential report in the enclosed envelope. Costs associated with completion of this form may be submitted along with the confidential report to the above address. The employee has been given 14 days from the date of this letter in which to see you and have a response provided to my office.

Thank you in advance for your timely attention to this matter.

Sincerely,

CAO, Eastern Charlotte

cc: **[Employee's Name]**

MUNICIPALITY OF
**EASTERN
CHARLOTTE**

Employee/Volunteer
Code of Conduct & Confidentiality Agreement

Dear Employee and/or Volunteer:

Please review the Code of Conduct (Section 3.0) and Confidentiality (Section 4.0) agreement of the Human Resource Policy (50A-2018) for Eastern Charlotte:

Signing this agreement indicates as an employee you understand the mission and values we uphold.

Through staff commitment and effort, we can demonstrate our values, deliver quality public service and strive to achieve the local government's vision to make the Eastern Charlotte the most livable town in Canada.

These guidelines, referred to as the Code, explain the expected rules of behavior required, and support the core values of:

Accountability:

We deliver what we promised. We are accountable for our own actions and results. We are accountable for the efficient and effective use of public funds.

Dedication:

We willingly take on responsibility. We are committed to serving our community. We take initiative and we take on our share of the work.

Honesty:

Each of us demonstrates personal integrity, truthfulness and honesty in how we do our job. We inspire public confidence and trust in our government.

Innovation:

We pursue innovation by being creative, showing initiative and taking risks. We encourage employees to exercise judgment in meeting customer needs.

Respect:

We value an open, respectful and inclusive workplace. We value the cultural and social diversity of our community. We make it possible for every resident to participate in our community, and in our government.

Teamwork:

We act as a team. We demonstrate elevated levels of trust and cooperation. We collaborate across departments to achieve our goals. We work in partnership with our community I understand that I may encounter confidential information during my time at Eastern Charlotte, as part of the condition of my work with Eastern Charlotte hereby undertake to keep in strict confidence any information regarding any client, employee or business of Eastern Charlotte that comes to my attention while at Eastern Charlotte.

Confidentiality

- I agree to never remove any confidential material of any kind from the premises of Eastern Charlotte unless authorized as part of my duties, or with the express permission or direction to do so from Eastern Charlotte CAO.
- I agree not to discuss matters pertaining to my duties and the duties of my office or department with those outside of my organization.

Name of Employee/Volunteer: _____
Please Print Full Name

Signatures of Agreement:

Employee/Volunteer

Date

CAO

Date