

# **Township of Prince**

## **HUMAN RESOURCES POLICY AND PROCEDURE MANUAL**

**October 08, 2013**

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**SECTION 1: INTRODUCTION TO THE TOWNSHIP  
CODE OF CONDUCT**

**DATE APPROVED:**

**DATE LAST REVISED: OCTOBER 2013**

**DATE LAST REVIEWED: OCTOBER 2013**

**POLICY:**

The Township of Prince establishes a Code of Conduct to define a minimum standard for behaviour of Council members, Committee Appointees, Municipal Employees and Volunteers in carrying out their functions. All are expected to adhere to standards, policies and procedures, with the primary goal being to provide the highest possible quality of service to positively reflect the Township.

**RATIONALE:**

The Values of the Township are demonstrated in how Council members, Committee Appointees, Municipal Employees and Volunteers interact with others. The Code of Conduct has been developed to assist to:

1. Understand the standards of conduct that are expected of them and the law that applies in relation to these standards;
2. Fulfill their duty to act honestly and exercise reasonable care and diligence;
3. Act in a way that enhances public confidence in local government;
4. Identify and resolve situations which might involve a conflict of interest or a potential misuse of position and authority.

This policy also recognizes that it is the responsibility of each individual to uphold the principles and values described herein.

**PROCEDURE:**

1. The Code of Conduct has specific definitions as follows:

**DEFINITIONS**

- “Corporation” means the Corporation of the Township of Prince.
- “Council” means the Council or the Corporation of the Township of Prince.
- “CAO/Administrator” refers to the CAO/Administrator or successor and shall include designates.
- “Municipality” means the Corporation of the Township of Prince.
- “Committee Appointees” means any individual appointed by Council to a Board, Commission or Committee and who may represent Council or the Corporation of the Township of Prince in the capacity as appointed.
- “Municipal Employees” means all employees either casual, part-time or full-time, hired and/or appointed by Council for the Corporation of the Township of Prince.

- “Salaried Employee” means all full-time non-union employees with regular and consistent hours of work, regardless of how their compensation is calculated.
- “Volunteer” means any individual approved by Council to act in a volunteer capacity for the Corporation of the Township of Prince.

2. The Code of Conduct has defined standards as follows:

#### **STANDARDS OF CONDUCT**

- 1) Members of Council, Committee Appointees, Municipal Employees and Volunteers shall at all times seek to advance the common good of the community which they serve.
- 2) Members of Council, Committee Appointees, Municipal Employees and Volunteers shall truly, faithfully and impartially exercise their office or position to the best of their knowledge and ability.
- 3) Members of Council, Committee Appointees, Municipal Employees and Volunteers shall refrain from behaviour that could constitute an act of disorder or misbehaviour. Specifically, Council officials shall refrain from conduct that:
  - Contravenes Federal or Provincial statutes or legislation, the *Municipal Act*, municipal by-laws, associated regulation and policies, and the Municipality’s Code of Conduct;
  - Is an abuse of power or otherwise amounts to discrimination, intimidation, harassment, verbal abuse, or the adverse treatment of others;
  - Prejudices the provision of a service or services to the community.

#### **CONDUCT TO BE OBSERVED**

##### **1) Release of Confidential Information**

Members of Council, Committee Appointees, Municipal Employees and Volunteers have a duty to hold in strict confidence all information concerning matters dealt with at *in camera* meetings or that is determined to be confidential by the CAO or as specifically declared by Council. They shall not, either directly or indirectly, release, make public or in any way divulge any such information or any aspect of this confidential information to anyone, unless expressly authorized by Council or required by law to do so. Further, Members of Council, Committee Appointees, Municipal Employees and Volunteers:

- Shall not release information in contravention of the provision of the *Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, Chapter M.56*
- Shall not release information subject to solicitor-client privilege, unless expressly authorized by Council or required by law to do so
- Shall not misuse confidential information such that it may cause detriment to the Corporation, Council or others, or benefit or detriment themselves or others
- Shall return upon informal or formal request, to the CAO, confidential or in camera information or materials.

##### **2) Foster Respect for Decision-Making**

All Members of Council, Committee Appointees, Municipal Employees and Volunteers shall accurately and adequately communicate the attitudes and decisions of the Council, even if they disagree with Council’s decision, such that respect for the decision-making process of Council is fostered.

### 3) **Release of Information to the Public and Media**

Members of Council, Committee Appointees, Municipal Employees and Volunteers acknowledge that official information related to decisions and resolutions made by Council will normally be communicated to the community and the media by the Council as a whole or the Reeve as Head of Council or by his or her designate.

### 4) **Acceptance of Gifts**

Members of Council, Committee Appointees, Municipal Employees and Volunteers shall comply with the *Municipal Conflict of Interest Act* and must not accept a gift or personal benefit that is connected with their performance of the duties of office or position. This does not include gifts or personal benefits received as a matter of the protocol or social obligations that normally accompany the responsibility of office.

### 5) **Engaging in Incompatible Activity**

Members of Council, Committee Appointees, Municipal Employees and Volunteers shall not engage in any activity, financial or otherwise, which is incompatible or inconsistent with the ethical discharge of official duties in the public interest. Without limiting the generality of the foregoing, Members of Council, Committee Appointees, Municipal Employees and Volunteers shall not:

- Use any influence of office or position for any purpose other than official duties
- Act as an agent before Council or any committee, board or commission of Council
- Solicit, demand or accept the services of any corporation, employee or individual providing services to the municipality at a time in which said person or corporation is being paid by the municipality
- Use any information gained in the execution of office that is not available to the general public for any purpose other than for official duties
- Place themselves in a position of obligation to any person or organization which might reasonably benefit from special consideration or may seek preferential treatment
- Give preferential treatment to any person or organization in which a Member of Council, Committee Appointee, Municipal Employee or Volunteer has a financial interest
- Influence any administrative or Council decision or decision-making process involving or affecting any person or organization in which a Member of Council, Committee Appointee, Municipal Employee or Volunteer has a financial interest
- Use corporate materials, equipment, facilities or employees for personal gain or for any private purpose.

### 6) **Conflict of Interest**

It is the responsibility of individual Members of Council, Committee Appointees, Municipal Employees and Volunteers to ensure that they are aware and trained in the application of the *Municipal Conflict of Interest Act*. The onus is on each individual to identify a conflict of interest, and shall take the appropriate action to identify the existence of a conflict in favour of his/her public duty.

- A conflict exists when an individual is, or could be, influenced or appear to be influenced by a personal interest, financial (pecuniary) or otherwise, when carrying out their public duty. Personal interest can include direct or indirect pecuniary interest, bias, pre-judgement, close mindedness or undue influence.



- Individuals must appropriately resolve any conflict or incompatibility between their personal interests and the impartial performance of their public or professional duties in accordance with statutory requirements. When considering whether or not a conflict exists, it is important to consider whether there are any grounds for a reasonable person to think that a conflict exists.

Recognizing that it is impossible to anticipate all possible conflicts that may arise, and that those conflicts may not be only pecuniary in nature, it is generally advisable to be as open as possible. It is not enough that a conflict not exist, it must also be seen by taxpayers not to exist.

The following principles should be used as a guide (refer to *Municipal Conflict of Interest Plus, A Handbook by Forbes and Conant*):

- In making decision, always place the interests of the taxpayers first and, in particularly, place them before the interests of colleagues on Council, staff, friends or family
- Always interpret the phrase “conflict of interest” in the broadest possible terms
- A factor which should be considered a conflict by taxpayers should be treated as a conflict and be disclosed
- If in doubt, it is better to disclose a situation
- It is the responsibility of individual Members of Council, Committee Appointees, Municipal Employees and Volunteers to obtain independent legal advice with respect to any situation that might arise whereby there is a potential for a conflict of interest
- It is considered a breach of this policy to require or attempt to burden staff members to assist in the determination of a conflict of interest for individual Councillors.

## 7) **Avoidance of Waste**

Members of Council, Committee Appointees, Municipal Employees and Volunteers shall avoid waste, abuse and extravagance in the provision or use of public resources, and shall expose fraud and corruption of which they are aware.

## 8) **Dress Code**

The Corporation of the Township of Prince strives to present an approachable and professional image to its customers. Members of Council, Committee Appointees, Municipal Employees and Volunteers are expected to dress appropriately and use discretion in wearing attire that is appropriate for their position or customer interaction. Individuals must use good judgement and err on the side of caution.

- First and foremost, individuals must be mindful of the Health & Safety Policy. For example, operators of grass trimmers should not wear short pants.
- Apparel should not be perceived as detracting from the professionalism which Council and clients expect, nor should it distract other associates or visitors.
- If there is a complaint or comment about an individual’s apparel, the onus will be on the individual to offer an acceptable explanation as to why the apparel should not be considered inappropriate and may also be sent home, without pay, to change his/her attire.

## **INTERPERSONAL BEHAVIOUR**

### **1) Treat Every Person with Dignity, Understanding and Respect**

Members of Council, Committee Appointees, Municipal Employees and Volunteers shall abide by the provision of the *Human Rights Code* and, in doing so, shall treat every person, including other Members of Council, Committee Appointees, Municipal Employees and Volunteers, with dignity, understanding and respect for the right to equality and the right to an environment that is safe and free from harassment and discrimination.

### **2) Not to Discriminate**

In accordance with the *Human Rights Code*, Members of Council, Committee Appointees, Municipal Employees and Volunteers shall not discriminate against anyone on the basis of their race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, record of offences, marital status, same-sex partnership status, family status or disability.

### **3) Not to Engage in Harassment or Bullying (Psychological Harassment)**

In accordance with the *Human Rights Code*, harassment shall mean engaging in a course of vexatious comments or conduct that is known or ought reasonably to be known to be unwelcome. Bullying is the ongoing health- or career-endangering mistreatment of an employee, by one or more of their peers or superiors. Unlikely to involve physical violence, it usually takes the form of psychological abuse. Often, verbal and strategic insults are intended to prevent targets from being successful in their job.

Members of Council, Committee Appointees, Municipal Employees and Volunteers shall refrain from abusive conduct, personal charges, verbal attacks or gossip upon the character or motives of other individuals or any other type of harassment or bullying.

### **4) Protection of Privacy**

Members of Council, Committee Appointees, Municipal Employees and Volunteers shall comply with the *Municipal Freedom of Information and Protection of Privacy Act* at all times. Public comments, discussions and disclosures to the media regarding employees or individuals that breach a person's privacy is deemed to be a contravention of this Code of Conduct.

## **ALLEGATIONS, BREACHES AND DISCIPLINARY ACTIONS**

All Members of Council, Committee Appointees, Municipal Employees and Volunteers shall abide by the requirements of this Code of Conduct. They themselves have the primary responsibility to ensure that these ethical standards and codes are understood and met and that the public can continue to have full confidence in the integrity of the Corporation.

The Reeve, CAO and chairs of boards and committees have the additional responsibility to ensure that Members of Council, Committee Appointees, Municipal Employees and Volunteers are fully aware of and understand the Code of Conduct.

The CAO provides for the enforcement of this policy. Any allegation of breach made under this policy will be directed to the CAO and he/she will direct the investigation and make recommendations that are reasonable. However, in the case of an allegation or breach made against the CAO or Member of Council, Council will be the investigating authority. In determining appropriate discipline, the CAO and/or Council will have regard to the responsibilities as well as the severity of any misconduct. Disciplinary action arising from violations of this Code of Conduct is the responsibility of the CAO and/or Council, depending upon circumstances, and is subject to relevant collective agreements, employment laws and standards.

- Where a Member of Council, Committee Appointee, Municipal Employee or Volunteer makes a complaint of harassment or discriminatory treatment by another such individual, that member may participate in the resolution or mediation process. If the member does not participate in these processes or if the complaint is not resolved through these processes, the complainant may lodge a complaint to the Ontario Human Rights Commission
- Any complainant may take the following steps, if applicable, to address prohibited activity by a Member of Council, Committee Appointee, Municipal Employee or Volunteer:
  - Provide a written report or letter to their supervisor and the Reeve
  - Contact the OPP with respect to an investigation under s. 122 of the *Criminal Code of Canada*, where the allegation is that a Member of Council, in a matter connected to the duties of office, commits fraud or a breach of trust
  - Contact the OPP with respect to an investigation under s. 123 of the *Criminal Code of Canada*, where the allegation is that a Member of Council, in a matter connected to the duties of office, demands, accepts or offers or agrees to accept from any person a loan, reward, advantage or benefit of any kind
  - Advise the Member of Council, Committee Appointee, Municipal Employee or Volunteer verbally or in writing that the activity contravenes this policy
  - Encourage the individual to stop the prohibited activity
  - Should keep a written record of the incidents including dates, times, locations, other persons present, and any other relevant information
  - Refer his/her complaint to the Ontario Human Rights Commission where the alleged misconduct involves a violation of the *Human Rights Code*
- An Integrity Commissioner, appointed by the municipality able, will play a role in investigating complaints (formal or informal) about the conduct of Members of Council, Members of Local Boards (Restricted Definition) and Adjudicative Boards and in determining whether or not there has been a violation of the Municipality's Codes of Conduct.
- Similarly, if there is a request for an investigation regarding open meeting requirements or the procedural by-law relating to any meeting or part of a meeting that was closed to the public, an investigator, appointed by the Municipality, or the Ombudsman of Ontario has the authority to investigate the complaint.

### **PROFESSIONAL DEVELOPMENT**

Members of Council, Committee Appointees, Municipal Employees and Volunteers shall promote and participate in opportunities for professional development and should stay updated on issues and trends so that they can be as efficient and effective as possible in the carrying out of their duties and responsibilities.

### **IMPLEMENTATION**

A Code of Conduct component will be included as part of the orientation workshop for each new Member of Council, Committee Appointee, Municipal Employee or Volunteer. Individuals are expected to formally and informally review their adherence to the provisions of the Code on a regular basis.

**DATE APPROVED:**

**DATE LAST REVISED:                      OCTOBER 2013**

**DATE LAST REVIEWED:                      OCTOBER 2013**

**POLICY:**

**RATIONALE:**

The Human Resources Policy and Procedures Manual, provides important information about the Township that all employees must comply with to ensure high quality service and the achievement of the Township's mission and strategic goals.

**PROCEDURE:**

1. Employees are required to review the Policy and Procedures Manual during orientation and to sign the [Employee Acknowledgment Form](#).
2. Employees shall comply with all Policies and Procedures.
3. Employees are required to review all revisions and new Policies and Procedures.
4. Employees are required to contact the Administrator if they do not understand a Policy or Procedure.



**SECTION 1: INTRODUCTION TO THE TOWNSHIP  
MISSION STATEMENT**

**DATE APPROVED:**

**DATE LAST REVISED: OCTOBER 2013**

**DATE LAST REVIEWED: OCTOBER 2013**

**POLICY:**

All employees must perform in such a manner that demonstrates the Fundamental Principles or Values, promotes and facilitates the achievement of the Mission and Vision of the Township.

**RATIONALE:**

Achieving the Mission and Vision requires a team approach from employees supported by volunteers; everyone has a role to play in achieving the success of the Mission and Vision.

**The Mission of the Township is:**

To provide a high quality of life with excellent services for all Prince Township residents, while preserving the integrity of our community's rural lifestyle and natural environment.

**The Vision of the Township is:**

Prince Township will remain a tranquil community satisfying the needs and aspirations of its residents, offering a healthy natural environment and enhanced quality of life — with effective governance and financial stability achieved through broad public participation.

**PROCEDURE:**

1. Employees perform in such a manner that facilitates accomplishment of the Mission and Vision.

**SECTION 2:** **GENERAL POLICIES: EMPLOYEES AND VOLUNTEERS**  
**CLOSING DUE TO INCLEMENT WEATHER**

**DATE APPROVED:**

**DATE LAST REVISED:** **OCTOBER 2013**

**DATE LAST REVIEWED:** **OCTOBER 2013**

**POLICY:**

In the case of inclement weather (e.g. bad weather, snow storm, etc.) all employees are expected to make every reasonable attempt to report for their scheduled shift.

**RATIONALE:**

The safety and well being of our employees is a primary commitment of the Township.

**PROCEDURE:**

1. If due to inclement weather conditions an employee is either unable to arrive at work or will arrive late for their shift, the employee is expected to contact the Administrator as soon as possible, prior to the beginning of their work day.
2. Employees who arrive late or do not report for their scheduled shift will be required to make up the time or alternately, use vacation time or take the day off without pay.

**SECTION 2:****GENERAL POLICIES: EMPLOYEES AND VOLUNTEERS****CONFLICT OF INTEREST****DATE APPROVED:****DATE LAST REVISED:               OCTOBER 2013****DATE LAST REVIEWED:           OCTOBER 2013****POLICY:**

All employees have an obligation to conduct themselves in such a manner at work or when engaged in personal business matters that prevent actual or potential conflicts of interest. Employees must declare and voluntarily withdraw from situations where they have perceived, real, or potential conflicts of interest.

**RATIONALE:**

The Township believes that potential and/or actual conflict of interest situations could damage the reputation of the Township and/or impact on services provided. Such situations must be avoided in order to maintain high quality and professionalism.

**PROCEDURE:****1. Definitions:**

Conflict of interest is defined as, “during the course of an employee's duties, the employee is called upon to deal with a matter in which the employee has a direct or indirect personal and/or financial interest.

A direct interest can occur when an employee derives, or be seen to derive, some financial or personal benefit or avoid financial or personal loss.

An indirect interest may arise when another person or corporation having a relationship with the employee would experience the potential benefit or loss. These benefits, losses, interests and relationships are generally financial in nature but are not limited to such. In other words, a conflict arises when an employee participates in activities, which could advance a personal interest at the expense of the Townships' interests. Any behaviour that is, or could be perceived as a conflict is prohibited and subject to disciplinary action.

**2. Guidelines:**

The following guidelines are intended to avoid common areas of potential conflict of interest:

- Employees may not purchase the Township's property or goods with a value over \$75, except those disposed of at public auction (However, they may purchase fund-raising items for sale i.e. jewellery).
- The choice of suppliers of goods and services to the Township must be based on competitive considerations of quality, price, service and benefit to the Township. Contracts will be awarded in a fair and legal manner and are subject to the established tendering procedure.



Use of one's position or knowledge to influence this process for direct or indirect personal gain is prohibited.

- Employees must not represent themselves as being in a position to commit the Township to the purchase of goods or services, except in accordance with relevant policies and practices, and within the recognized authority of their position.
  - When it is necessary to engage the services of an individual or Firm to consult for, or otherwise represent the Township, special consideration must be given to avoid conflicts of interest between the Township and the person or Firm to be employed. Hiring of such agents must be done in accordance with the tendering procedures and [Conflict of Interest policy](#)<sup>1</sup>.
  - Any doubt whether an employee is in conflict of interest should be addressed by a note in writing by the employee to the Administrator seeking direction on the matter.
  - Post-employment conflict: employees shall not act, after they leave the Township's employment, in such a manner as to take improper advantage of their previous relationships established as an employee.
3. At the onset of discovery of a potential conflict of interest, the matter will be brought to the attention of the Administrator.
  4. Employees have the option of simply declaring a conflict of interest.
  5. There may also be occasions where a client requests that an employee be identified as having a conflict of interest, and that employee should neither be aware nor involved with the services offered.

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<sup>1</sup> Section: General Employment Policies: Conflict of Interest

**SECTION 2: GENERAL POLICIES: EMPLOYEES AND VOLUNTEERS**  
**CRIMINAL RECORDS CHECKS**

**DATE APPROVED:**

**DATE LAST REVISED: OCTOBER 2013**

**DATE LAST REVIEWED: OCTOBER 2013**

**POLICY:**

All candidates being considered for employment, all volunteers and students must provide a current Criminal Records Check that confirms the employee, volunteer and/or student has no convictions under the [Criminal Code of Canada](#)<sup>2</sup> or the [Criminal Records Act \(Canada\)](#)<sup>3</sup>. Annually, each must complete the [Post Employment, Volunteer Service and/or Student Placement Offence Declaration Form](#) and submit it to the Administrator.

**RATIONALE:**

The Township undertakes such checks as a measure of security and risk management.

**PROCEDURE:**

1. The Criminal Records Check must be completed a maximum of 30 days prior to the proposed start date of employment, volunteer service or student placement.
2. If documentation is not received by the start date, a conditional offer of employment, volunteer service and/or student placement may be provided.
3. Convictions may, at the discretion of the Administrator, disqualify the candidate for employment, the volunteer from service and the student from a placement.
4. If driving a vehicle for business or service is not a requirement of the position, convictions under the [Highway Traffic Act](#)<sup>4</sup> will not necessarily result in disqualification for employment, volunteer services and/or student placement.

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<sup>2</sup> Criminal Code (R.S., 1985, c. C-46)

<sup>3</sup> Criminal Records Act ( R.S., 1985, c. C-47 )

<sup>4</sup> Highway Traffic Act, R.S.O. 1990, CHAPTER H.8

**SECTION 2:** **GENERAL POLICIES: EMPLOYEES AND VOLUNTEERS**  
**DRESS CODE**

**DATE APPROVED:**

**DATE LAST REVISED:** **OCTOBER 2013**

**DATE LAST REVIEWED:** **OCTOBER 2013**

**POLICY:**

Employees and volunteers are required to dress in a professional manner.

**RATIONALE:**

When representing the Township, a professional dress code must be maintained at all times.

**PROCEDURE:**

1. At no time will the following be permitted for any employee: flip-flop sandals and t-shirts or other clothing with political, offensive, or discriminatory statements; torn, ripped or soiled clothing.
2. This policy will also apply to students involved in Township work and or activities.
3. Dress should be appropriate to the activity or event.

**SECTION 2:****GENERAL POLICIES: EMPLOYEES AND VOLUNTEERS****RECOGNITION AND GIFT GIVING****DATE APPROVED:****DATE LAST REVISED:               OCTOBER 2013****DATE LAST REVIEWED:           OCTOBER 2013****POLICY:**

The Township supports the recognition of important events and contributions of its employees, volunteers and residents.

**RATIONALE:**

The Township values its employees and volunteers and also recognizes important events in the lives of residents.

**PROCEDURE:**

1. Gifts for Employee or Volunteer Service Recognition:
  - a) Upon a mutually agreeable termination or resignation, from paid or volunteer service, an employee or a volunteer shall be eligible for a non-cash departing gift in the amount of:
    - a. \$40.00 for service up to 2 years;
    - b. \$75.00 for service 2 to 5 years;
    - c. \$100.00 for service 5 to 10 years
    - d. A limit of \$200.00 for service beyond 10 years.
2. Recognition of Events:
  - a. Birthdays, Anniversaries:
    - i. For Residents - notification in Township calendar and/or newsletter;
    - ii. For Employees - card and token non-cash gift under \$25.00 and/or pay for lunch at restaurant
  - b. Deaths (Immediate Family as defined in Policy):
    - i. For Residents and Employees – card and/or non-cash gift of flowers and/or donation to registered charity – not to exceed \$100.00

## SECTION 2: GENERAL POLICIES: EMPLOYEES AND VOLUNTEERS

### OFFENCE DECLARATION

#### DATE APPROVED:

DATE LAST REVISED: OCTOBER 2013

DATE LAST REVIEWED: OCTOBER 2013

#### POLICY:

All employees, volunteers and students must complete the [Post Employment, Volunteer Service and/or Student Placement Offence Declaration Form](#) on an annual basis, confirming the employee, volunteer and/or student has no convictions under the [Criminal Code of Canada, R.S., 1985, c. C-46](#)<sup>5</sup> or the [Criminal Code of Canada](#)<sup>6</sup>.

#### RATIONALE:

The Township requires ongoing declarations confirming no convictions under the [Criminal Code of Canada, R.S., 1985, c. C-46](#) or under the [Criminal Code of Canada](#), as a measure of security.

#### PROCEDURE:

1. Convictions may result in an unpaid suspension from work for the duration of the conviction or termination of employment, the discontinuation of volunteer service and/or student placement, at the discretion of the Council.
2. If driving a vehicle for business, service or placement is not a requirement for the position, convictions under the [Highway Traffic Act](#)<sup>7</sup> may not result in the suspension from work for the duration of the conviction or termination of employment, or the discontinuation of volunteer service and/or student placement.

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<sup>5</sup> Criminal Code of Canada R.S., 1985, c. C-46

<sup>6</sup> Criminal Code (R.S., 1985, c. C-46)

<sup>7</sup> Highway Traffic Act, R.S.O. 1990, CHAPTER H.8

**SECTION 2:****GENERAL POLICIES: EMPLOYEES AND VOLUNTEERS****WHISTLEBLOWING****DATE APPROVED:****DATE LAST REVISED:               OCTOBER 2013****DATE LAST REVIEWED:           OCTOBER 2013****POLICY:**

The Council supports employees and volunteers who act in good faith by reporting serious misconduct, otherwise known as whistle blowing, as a means of providing protection from retaliation.

**RATIONALE:**

The Council is committed to the principles of integrity, accountability, responsibility, leadership, respect, and openness and expect that employees and volunteers act in a way that enhances public confidence in the Township.

**PROCEDURE:**

1. Employees and volunteers are expected to fulfill their duty to act honestly and in good faith in reporting alleged serious misconduct and to have reasonable grounds for believing the report to be true.
2. Employees and volunteers have a responsibility to report, preferably in writing, to the Administrator or the Reeve, as appropriate, serious violations of policies or procedures as well as any other serious misconduct which may be detrimental to the Township's interests.
3. Examples of serious misconduct include but are not limited to:
  - a. Use of Township funds or property for any illegal, improper or unethical purpose;
  - b. Tampering with or destroying any Township accounting or audit-related records or documents except as otherwise permitted or required by the Township Records Retention policy;
  - c. Fraud or deliberate error in the recording and maintaining of the Township's financial records, or the preparation, evaluation, review or audit of any of the Township's financial statements;
  - d. Deficiencies in or non-compliance with the Township's internal accounting controls;
  - e. Misrepresentations or false statements regarding a matter contained in the Township's financial records, financial reports or audit reports;
  - f. Deviation from full and fair reporting of the Township's financial condition, results of operations or cash flows; and
  - g. Any effort to mislead, deceive, manipulate, coerce or fraudulently influence any internal or external accountant or auditor in connection with the preparation, examination, audit or review of any financial statement or records of the Township.
4. Where a report of alleged serious misconduct is made verbally, the Administrator or the Reeve receiving the report must document the discussion, confirm its accuracy with the employee, prior to initiating the investigation.

5. Investigations:

- a. The Administrator and or the Reeve, as appropriate, must immediately report the alleged serious misconduct to the Council.
- b. The Reeve is responsible for initiating the investigation and may, at his or her discretion, designate an independent third-party or other appropriate party to undertake the investigation.
- c. If upon initial assessment it appears that the concern raised could materially affect the financial position of the Township or the integrity of the Township's system of internal controls, the investigator will advise the Administrator or the Reeve.
- d. In all but exceptional circumstances, individuals accused of serious misconduct will be given an opportunity to know and respond to the allegations made.
- e. If an investigation determines that serious misconduct has occurred, the Administrator or the Reeve will immediately report the details and any action taken to the Council.
- f. In circumstances where it appears that a criminal act may have occurred, the Administrator or the Reeve may report the matter to the Sault Ste. Marie Police Service.

6. Confidentiality:

- a. The investigation will be attempted on an anonymous basis, and will determine whether to do so in light of all of the circumstances, including the seriousness of the issue raised, the credibility of the concern and the likelihood of confirming the allegation from other sources.
- b. Confidentiality extends to all records relating to reports, including but not limited to meetings, interviews and investigation results. Personal information, including the identity of the person reporting the alleged serious misconduct, will be protected in accordance with the *Freedom of Information and Protection of Privacy Act*.
- c. Individuals making a report, investigators, witnesses and individuals against whom a report has been made are expected to maintain confidentiality. Breaches of confidentiality may be regarded as serious misconduct and will be treated accordingly.
- d. The investigations will be carried out in a manner that limits disclosure of the report and allegations on a "need to know" basis. Although the investigator will take all reasonable steps to protect the identity of the individual reporting the alleged serious misconduct, information collected and retained may be required to be released by law including release required in court proceedings or other legal proceedings.

7. Potential Consequences of Reporting Serious Misconduct:

- a. If an individual makes an allegation in good faith, which is not confirmed by subsequent investigations, no action will be taken against the individual.

- b. Where an employee or volunteer, comes forward to report their own serious misconduct, they will not be exempt from discipline appropriate to the serious misconduct; however, such reporting will be given appropriate consideration as a mitigating factor and these instances will be dealt with on an individual basis in accordance with this policy.
- c. Knowingly making false allegations, making allegations in a malicious or vexatious manner or engaging in retaliatory conduct, will be subject to disciplinary action by the Township, which may include termination.
- d. Any form of retaliation, discrimination or reprisal against an employee because that person reported serious misconduct in good faith or because that person acted as a witness or otherwise participated in an investigation in good faith will be considered a serious violation of this policy and may result in discipline up to and including termination of employment or volunteer service.
- e. If an employee or volunteer believes that they have been subjected to retaliation as set out above, that person may submit a written report to the Reeve, who will ensure the allegation is appropriately investigated.
- f. Disclosure of any matters of an investigation, including making public statements or disclosing information to the media, may result in discipline up to and including termination of employment or volunteer service.

8. Follow-Up:

- a. At the conclusion of the investigation and or criminal proceedings, the Administrator or the Reeve will conduct a review of the investigation report and will assign responsibility to ensure steps are taken to address underlying causes and to then take appropriate actions to mitigate the risk of further occurrences.



**SECTION 3:****GENERAL EMPLOYMENT POLICIES****ACCOMMODATION: MODIFIED WORK****DATE APPROVED:****DATE LAST REVISED:               OCTOBER 2013****DATE LAST REVIEWED:           OCTOBER 2013****POLICY:**

It is the policy of the Township to accommodate employees whenever possible by providing modified work. Modified work will only be given with the authorization of the employee's doctor or the Workplace Safety and Insurance Board, where the injury or illness has been determined to be work-related.

**RATIONALE:**

Assisting an employee to return to work as soon as possible after illness and /or injury will help the employee's overall sense of wellbeing.

**PROCEDURE:**

1. Prior to the employee's return to work, a meeting will be held with the employee and the Administrator.
2. A return to work will require medical clearance.
3. When an employee is able to return to regular or modified work, the injured employee will be required to have completed a [Functional Abilities Form \(FAF\)](#).
4. Using the "FAF" a determination will be made to either place the injured employee back to their regular work, with no restrictions/with restrictions or to place the employee into a modified work program.
5. When an employee is placed on modified duty, within three days the Administrator will conduct a follow-up review to determine how the employee is physically and/or mentally coping with his or her return to work.
6. The Township reserves the right to determine a reasonable period of time for the injured employee to remain in the modified/transitional program, based on the employee's abilities and rehabilitation.
7. All modified/transitional programs will be reviewed at the **four** week period.

### **SECTION 3: GENERAL EMPLOYMENT POLICIES**

#### **ATTENDANCE MANAGEMENT**

##### **DATE APPROVED:**

**DATE LAST REVISED: OCTOBER 2013**

**DATE LAST REVIEWED: OCTOBER 2013**

##### **POLICY:**

The Township requires employees to attend work regularly for all scheduled shifts, to be punctual and to remain at work for the entire shift and not leave work early unless authorized by the Administrator to do so. The Township records and monitors absences on a consistent basis. Assistance is provided for the implementation of positive, corrective action using a progressive, constructive process.

##### **RATIONALE:**

The Township needs employees to attend work regularly, to be punctual and to remain at work for the entire shift and not leave work early unless authorized to do so, to ensure the goals and objectives of the Township are achieved efficiently and effectively. Employees are advised of the Attendance Management Program to ensure they understand its requirements, including procedures for reporting absence from work, when medical certificates are required, and, in culpable absenteeism situations, that progressive discipline will occur.

The main objectives of the Program are to reduce absenteeism; provide assistance to employees with attendance problems; and to provide for improved employee relations.

Although a portion of the working days lost are the result of unavoidable absences, it is the aim of the Township, through the implementation of the Attendance Management Program, to address inappropriate absences.

##### **PROCEDURE:**

1. The Township records all incidents of absenteeism, including those for which authorization has been given, including but not limited to vacation, sick leave and other leaves.
2. Employees with attendance problems can be divided into two groups. Employees in the first group are absent for long periods of time on one or two occasions in a year. These employees usually have serious health problems preventing them from attending work. As a result, the employee's position must be kept vacant or filled on a temporary basis. Employees in the second group are absent on numerous occasions for short periods of time. The reasons for absence may or may not be health-related.
3. Definitions referenced in attendance management include but are not limited to the following:

Absenteeism: Any period of time the employee is not in attendance at work when the employee was scheduled to work, whether approved or not.

Non-Culpable Absence: Approved/non-disciplinary absences:  
Any period of time the employee is not in attendance at work when the employee was scheduled to work, for which the employee had

been given approval (verbal or written) including leaves of absence. Attendance is considered against the established threshold; there is an attempt to accommodate to the point of undue hardship; medical prognosis has been obtained for the maintenance of future regular attendance; and termination procedures are noted as part of this process.

Culpable Absence:

Not Approved/disciplinary absences:

Any period of time the employee is not in attendance at work when the employee was scheduled to work, where the employee had no valid reason for being absent. This form of absence includes failure to report for work, failure to give adequate notice of absenteeism, failure to provide a reason acceptable to the Township and providing false information related to the reason for the absence. Such absence constitutes misconduct and is grounds for [progressive discipline](#)<sup>8</sup>.

Occurrence:

One incident of absence or lateness for work. One incident could include several consecutive days of absence. Authorized and legislated leaves of absence are not counted when determining numbers of occurrences of absence.

Threshold:

The anticipated maximum number of days of and anticipated number of occurrences of absenteeism on an annual basis. Unless otherwise stated, the threshold is six days per year.

4. The Administrator reviews the requirement for regular attendance with employees as part of the orientation.
5. The Administrator meets with employees on a regular basis to discuss attendance where the frequency of incidents, number of instances of absenteeism and/or where the circumstances or pattern of absences so warrants, **should** require medical confirmation of the absence.
6. Employees with excellent attendance records are commended during performance evaluations.
7. Employees who are in the attendance management process who show an improvement are positively reinforced for the improvement and encouraged to continue the good work and this will be reflected in performance evaluations.
8. The Administrator is also responsible to:
  - Discuss the Attendance Management Program with the employees;
  - Ensure that employee returning from absence reports to the Administrator and brings a medical certificate if required;
  - Insert the medical certificate for retention in the Employee's Medical Personnel file
  - When necessary, review history of absences with employee;
  - Identify a problem situation and confers with the Reeve as required.

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<sup>8</sup> Section: PERFORMANCE MANAGEMENT: Progressive Discipline

## 9. Attendance Management Program Steps:

### Step One:

If an employee's absenteeism is coming close to meeting the Township's threshold, the Administrator meets with employee to advise them of the situation, to offer assistance, to discuss with them ways and means of improving their attendance to meet reasonable attendance standards within a set period of time. The results of the meeting are documented.

### Step Two:

The Administrator continues to monitor the employee's attendance and if there are no significant improvements in the three months following the meeting noted under Step One, another meeting is held with the employee. The Administrator will identify whether or not there are ongoing medical problems or other problems that may be affecting the employee's ability to attend work regularly. The Administrator will review the employee's attendance record with them and advise them (verbally and in writing) that ongoing monitoring will occur and further meetings will be held if significant improvement in attendance does not occur.

### Step Three:

Where attendance at work does not significantly improve, the Administrator will consider the following courses of action:

- a) Meeting between the employee, the Administrator and the Reeve to discuss attendance at work and additional ways and means of improving attendance to meet reasonable attendance standards. The results of the meeting are documented and recorded on the employee's human resources file.
- b) Referral to additional resources to assist the employee with attendance.
- c) A requirement for the employee to submit a medical certificate for every instance of absenteeism.
- d) Requiring the employee to have a medical examination with a physician/medical practitioner selected by and paid for by the Township.
- e) Reassignment or accommodation of the employee based on health needs.
- f) Writing another letter to the employee advising them that immediate improvement in attendance is required.
- g) A final warning letter advising the employee that absenteeism has been excessive over a period of time and employment may be terminated if there is:
  - i) No improvement in attendance, or
  - ii) A medical prognosis that indicates there will be no likelihood of improvement in the future (even if the absences are beyond the control of the employee).

**SECTION 3: GENERAL EMPLOYMENT POLICIES**

**CATEGORIES OF EMPLOYMENT**

**DATE APPROVED:**

**DATE LAST REVISED: OCTOBER 2013**

**DATE LAST REVIEWED: OCTOBER 2013**

**POLICY:**

The Township provides for a number of different employment categories depending on the service needs and available funding.

**RATIONALE:**

Funds are not always available for full-time employment and as such, a number of different arrangements must be considered and implemented according to funding arrangements.

**PROCEDURE:**

1. Employees normally are hired into one of four following categories:
  - a) Full-time - Employees who work a standard work week of forty hours with a 30 minute paid lunch
  - b) Part-time – Individuals who work a standard work week of less than thirty hours
  - c) Contract - Employees who work on a contract for a fixed period of time that is temporary or seasonal but less than one year

**SECTION 3: GENERAL EMPLOYMENT POLICIES**

**COMPENSATION SYSTEM**

**DATE APPROVED:**

**DATE LAST REVISED:                      OCTOBER 2013**

**DATE LAST REVIEWED:                      OCTOBER 2013**

**POLICY:**

The Township seeks to provide a competitive compensation system that supports attraction and retention of highly qualified employees and provides for recognition and reward for excellent performance.

**RATIONALE:**

Highly qualified and dedicated employees will ensure organizational goals and objectives are most appropriately and effectively achieved. The Township attracts such employees with a compensation system that acknowledges skills, abilities and qualifications and upon hire and promotes advancement in compensation on the basis of excellence in performance because the Township values its employees.

**PROCEDURE:**

1. Periodically the Township seeks compensation information from comparable Townships for analysis and comparison to their wages and benefits.
2. The Township utilizes a gender-neutral position evaluation system that meets legislative requirements and supports internal equity in compensation.
3. Results of position evaluation and external compensation information are considered when determining compensation system changes.
4. Employees will be considered for placement on the salary grid upon hire upon the basis of skills, abilities, qualifications and experience and for ongoing advancement on the salary scales on the basis of performance and service following the performance appraisal.
5. All compensation adjustments require the prior approval of the Council.

**SECTION 3: GENERAL EMPLOYMENT POLICIES**

**EMPLOYMENT REFERENCES**

**DATE APPROVED:**

**DATE LAST REVISED: OCTOBER 2013**

**DATE LAST REVIEWED: OCTOBER 2013**

**POLICY:**

The Township will only provide employment references upon receipt of the written consent of the former employee.

**RATIONALE:**

Consent is required to protect the privacy of the individual and to ensure they have authorized the release of information.

**PROCEDURE:**

1. All requests will be directed to human resources and human resources will access the employee's file and will only confirm position, dates of employment and salary.
2. If an employee is seeking a detailed employment reference, they must complete a release form (see [References and Credential Check Release Form](#)) prior to this information being released by the Township.

**SECTION 3: GENERAL EMPLOYMENT POLICIES**

**EXIT INTERVIEWS**

**DATE APPROVED:**

**DATE LAST REVISED: OCTOBER 2013**

**DATE LAST REVIEWED: OCTOBER 2013**

**POLICY:**

The Administrator or the Reeve as appropriate meets with employee and/or requests the employee who is resigning from their position to complete an [Exit Interview Form](#).

**RATIONALE:**

Meeting with the employee or reviewing the [Exit Interview Form](#), provides the Township with valuable information regarding why an employee has chosen to leave the Township, and provides the employee with an opportunity to communicate freely their comments and ideas, both positive and negative, regarding their employment, and their suggestions for improvements, thus allowing for consideration of changes to improve the working environment.

**PROCEDURE:**

1. The Administrator must advise the Reeve of pending resignations as soon as notification is received from the employee.
2. The Administrator or the Reeve as appropriate arranges a meeting with the employee to discuss the reasons for leaving the Township.
3. Employees have the right to request an exit interview from either the Administrator or Reeve.
4. All employees will be given an [Exit Interview Form](#) to complete.
5. Where the employee has left the Township, the Township mails the [Exit Interview Form](#) to the employee requesting it be completed.
6. Information from these interviews and completed forms will be compiled and used in the ongoing planning and management of the Township.



**SECTION 3: GENERAL EMPLOYMENT POLICIES**  
**FREEDOM FROM HARASSMENT**

**DATE APPROVED:**

**DATE LAST REVISED: OCTOBER 2013**

**DATE LAST REVIEWED: OCTOBER 2013**

**POLICY:**

The Township believes that every person has a right to equal treatment with respect to employment without discrimination because of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, and age, record of offences, marital status, family status or disability. In addition, every person who is an employee has a right to freedom from harassment in the workplace by the Township or agent of the Township or by another employee because of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, age, record of offences, marital status, family status or disability. The Township applies this policy to the treatment of all volunteers and students placed with the Township.

**RATIONALE:**

The Township is committed to complying with the [Ontario Human Rights Code](#)<sup>9</sup> and to providing a working environment in which all individuals, including volunteers and students placed with the Township, are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal opportunities and prohibits discriminatory practices. Harassment in the workplace is a form of discrimination. Harassment and discrimination are offensive, degrading, and threatening, abuse of power, authority, or control is also considered a form of harassment<sup>10</sup>.

**PROCEDURE<sup>11</sup>:**

1. It is the responsibility of all employees, volunteers and students, to raise concerns about harassment and discrimination. It is also the responsibility of all employees to respond to, or not condone, harassment or discrimination.
2. It is the responsibility of all those who supervise employees, volunteers and students, to take immediate and appropriate action to report or deal with incidents of harassment and discrimination of any type whether brought to their attention or personally observed. Under no circumstances should the complaints be dismissed or downplayed.
3. Complaints are handled utilizing effective communication skills to ensure the root of the problem is identified and the issue is decisively resolved to prevent escalation of the dispute.
4. The Township will take whatever action necessary to correct the situation. These corrective steps may include counselling, reprimand, demotion, suspension, or termination of the offender.

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<sup>9</sup> Ontario Human Rights Code R.S.O. 1990, c H.19

<sup>10</sup> CCH Inc. Ultimate HR Manual, 2006

<sup>11</sup> CCH Inc. Ultimate HR Manual, 2006

5. For the purposes of this policy, harassment in the workplace includes personal and sexual harassment as well as abuse of authority, further defined as follows:

Personal harassment:

- Any vexatious behaviour in the form of repeated and hostile conduct, verbal comments, actions, or gestures based on a protected ground, which are known or ought to be reasonably known to be unwelcome, and results in a harmful work environment for the employee; and
- Any vexatious behaviour in the form of repeated and hostile conduct, verbal comments, actions, or gestures, which are known or ought to be reasonably known to be unwelcome and results in a harmful work environment for the employee;
- There may be circumstances where a single serious incident of such behaviour may constitute harassment.

Sexual harassment:

- Any conduct, comment, gesture, or contact of a sexual nature, whether on a one-time basis or a series of incidents that might reasonably be expected to cause offence or humiliation, or, that might reasonably be perceived as placing a condition of a sexual nature on an employee's continued employment or opportunity for training or promotion, and ought to be reasonably known to be unwelcome.

Abuse of authority:

- Where an individual improperly uses the power and authority inherent in a position to endanger an employee's position or, in any way interferes with, or influences, an employee's career. It is the exercise of authority in a manner that serves no legitimate work purpose and ought reasonably to be known to be inappropriate. The delivery of constructive feedback to an employee on their performance does not constitute an abuse of authority.

Poisoned Work Environment:

- A workplace that is hostile or unwelcoming because of insulting or degrading comments or actions that have been made about others based on a ground in the [Ontario Human Rights Code](#)<sup>12</sup>. When comments or conduct of this kind have an influence on others and how they are treated, this is known as a "poisoned environment". A poisoned environment cannot, however, be based only on an employee's personal views. There must be facts to show that most people would see the comments or conduct resulting in unequal or unfair terms and conditions<sup>13</sup>.

**Filing a Complaint - Procedure:**

1. All complaints will be taken seriously and handled in a confidential and sensitive manner. The rights of all concerned will be respected. However, it must be known that should it be discovered that a complaint was unfounded and made with malice, there will be serious consequences for the accuser.
2. Employees who believe that they have been subjected to harassment or discrimination is encouraged to first make it known to the individual that the behaviour is offensive and unwelcome and needs to stop.

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<sup>12</sup> Ontario Human Rights Code R.S.O. 1990, c H.19

<sup>13</sup> CCH Inc. Ultimate HR Manual 2006

3. Where this cannot be done, or is unsuccessful, the employee should submit a complaint on a [Employee Conflict Resolution Form](#). The report is to be forwarded to the Administrator without fear of reprisal. When possible, an employee should keep a record of the incidents leading up to the complaint.

**SECTION 3:** **GENERAL EMPLOYMENT POLICIES**  
**GIFTS AND GRATUITIES**

**DATE APPROVED:**

**DATE LAST REVISED:** **OCTOBER 2013**

**DATE LAST REVIEWED:** **OCTOBER 2013**

**POLICY:**

It is a conflict of interest for an employee or a member of the employee's immediate family to accept from any individual or doing business or competing with the Township, any payment or compensation whatsoever, or any gift, entertainment, hospitality, or other favour of more than token value, or which goes beyond that which is customary and accepted business practice.

**RATIONALE:**

In order to protect volunteers and employees, money or gifts may not be accepted.

**PROCEDURE:**

1. Employees will be considered to be engaging in a conflict of interest when the employee is benefiting financially or otherwise by accepting gifts or money.
2. Failure to adhere to this policy may result in disciplinary action up to and including termination.

**SECTION: 3****GENERAL EMPLOYMENT POLICIES****HOURS OF WORK****DATE APPROVED:****DATE LAST REVISED:               OCTOBER 2013****DATE LAST REVIEWED:           OCTOBER 2013****POLICY:**

The normal hours of work for full-time employees are eight hours per day and forty per week. Meal breaks and rest breaks are provided. Employees may be required to work weekends and evenings for Council meetings and other meetings or events.

**RATIONALE:**

To meet legislative requirements and to provide breaks in the work day so that employees may rest in order to successfully perform the various responsibilities of their position.

**PROCEDURE:**

1. Employees are expected to work their scheduled hours and to arrive for their workday on time.
2. Employees who work an eight hour day are entitled to two 15-minute paid breaks built into their working day, in addition to a thirty minute paid lunch break.
3. Due to the variety of office needs, lunch schedules and break times may vary. The Administrator is expected to schedule these breaks at the most appropriate times the variety of office needs.
4. Vacation, lieu time and sick days, which are benefits awarded to all salaried employees are based on the Township's 8.0 hour work day. All calculations are based on this standard.

**SECTION 3: GENERAL EMPLOYMENT POLICIES**  
**HUMAN RESOURCES FILES: ACCESS, DISCLOSURE AND RETENTION**

**DATE APPROVED:**

**DATE LAST REVISED: OCTOBER 2013**

**DATE LAST REVIEWED: OCTOBER 2013**

**POLICY:**

Human Resources files are confidential in nature. Human Resources files are kept secured in a locked cabinet with access and disclosure only according to the procedure related to this policy.

**RATIONALE:**

Information regarding employees is private, personal and confidential and is respected but can be made available for purposes of references following termination providing consent of the former employee is given. Disclosure may be required for legal purposes.

**PROCEDURE:**

1. Two separate files will be maintained for each employee of the Township in a locked cabinet accessible to the Administrator. These are the official files for each employee and these files will contain the original documents. The primary file will contain the following information: resumes, applications, performance reviews, emergency contact numbers, social insurance numbers, reference checks, criminal reference checks, information pertaining to disciplinary action, letters of commendation, unemployment insurance information, employee's compensation information, driver's licence record, car insurance, etc. The secondary file will contain all medical information.
2. No documentation will be placed in the file that the employee is not aware of.
3. No person other than the employee and the Administrator, unless acting as an agent of the Township, may have access to these files.
4. Employees have a right to review their file in the presence of the Administrator and may request and will be provided with a copy of any information on their file.
5. Documentation within each file will not be removed from the file and the files will not be taken from the office. Duplicate personnel documentation is not to be maintained.
6. Each employee is responsible for notifying the Administrator of any change of name, address, telephone number, marital status, number of dependants or any other information that is pertinent to their employment.
7. Files will be kept for a minimum of seven years after termination of employment.
8. Authorities may summons a personnel file or receive copies of specific documentation from a previous employee by submitting a lawful demand to the Township. The demand will become part of the previous employee's record.

**SECTION 3: GENERAL EMPLOYMENT POLICIES**

**INCOMING MAIL**

**DATE APPROVED:**

**DATE LAST REVISED: OCTOBER 2013**

**DATE LAST REVIEWED: OCTOBER 2013**

**POLICY:**

Employees will adhere to the procedure for handling all incoming mail.

**RATIONALE:**

The purpose of this policy and procedure is to ensure mail is properly managed and distributed.

**PROCEDURE:**

1. In an effort to manage incoming mail in a professional manner, employees will ensure the following steps are taken:
  - a) All mail will be directed to the addressee, unopened, unless that person has given permission to the Administrator or Deputy Clerk to open their mail. It will be the responsibility of each member of Council and Department Head to check to see if they have mail in a timely manner, no less than once a week. All facsimiles will be put in the mail box of the addressee.
  - b) Mail directed to an employee no longer employed by the Township, or on a leave of absence, may be opened by the Administrator, if it may be related to any of the Township business. If the mail appears to be of a private nature, it will be re-directed to the most recent address the Township has on file; if not it will be returned to sender.
  - c) All bills and money are passed immediately to the Administrator.
  - d) Any mail that does not indicate a specific addressee may be opened and distributed accordingly.

## INTELLECTUAL PROPERTY

**DATE LAST REVIEWED:                      OCTOBER 2013**

The Township is the owner of all intellectual property paid for or developed by employees and contractors working for the Township.

Intellectual property may arise out of work completed during the employee's course of employment and/or a project paid for by the Township and given the Township has paid for such work and/or services, the Township becomes the owner of the products, materials, documents produced.

For the purposes of this policy, the Township retains all rights resulting from intellectual activity including all intellectual creation that arises out of the course of employment or contracted services.

1. This policy does not apply to the ownership of, or the right to use, any trademarks or trade names or to the use or ownership of any personal employee information.
2. This policy does apply to the use and ownership of e-mail correspondence, policies and procedures, documents and any materials developed and/or produced by employees during the course of their employment.
3. This policy applies to Intellectual Property that arises by virtue of a Procurement Contract and developed by the Contractor.
4. Upon termination of employment all employees must return all property considered to be intellectual property and the return shall be noted on the [Loan of Property Form](#).



**SECTION 3:** **GENERAL EMPLOYMENT POLICIES**  
**INTERNET AND E-MAIL INVESTIGATION**

**DATE APPROVED:**

**DATE LAST REVISED:** **OCTOBER 2013**

**DATE LAST REVIEWED:** **OCTOBER 2013**

**POLICY:**

Computers, computer files, the e-mail system, and software furnished to employees are the Township's property and are intended for business use. Employees may not use a password, access a file, or retrieve any stored communication without authorization. To ensure compliance with this policy, computer, internet and e-mail usage will be monitored.

**RATIONALE:**

The Township prohibits the use of computers and the e-mail system in ways that are disruptive, offensive to others, or harmful to morale. For example, the display or transmission of sexually explicit images, messages, and cartoons is not allowed. Other such misuse includes, but is not limited to, ethnic slurs, racial, sexual orientation comments, off-color jokes, or anything that may be construed as harassment or showing disrespect for others.

The Township purchases and licenses the use of various computer software for business purposes and does not own the copyright to this software or its related documentation. Unless authorized by the software developer, the Township does not have the right to reproduce such software.

The Township recognizes the need for Internet access to assist employees in obtaining work-related data and technology to access information.

**PROCEDURE:**

1. Internet and e-mail use may be monitored from time to time, without notice, to evaluate customer service and to determine how the system is being used.
2. Employees should not expect privacy when using e-mail or Internet resources.
3. All monitoring of electronic systems shall be conducted by an employee or agent of the Township who has been authorized and approved by senior management. The designated employee or agent of the Township will log and audit Internet usage to ensure compliance with this policy.
4. When necessary, due to vacations and other absences, the Township may request access to an employee's e-mail and Internet accounts in order to properly continue work. Employees are required to provide this access upon request.
5. Downloading of any programs, software or data from the Internet or e-mail directly to a user's computer terminal is prohibited unless advance written authorization is obtained from the Administrator. Such material must first be screened through the Township's computer security systems including virus scans.

6. Upon the termination of any e-mail or Internet user, the Administrator shall immediately take steps to deactivate the users' password(s) and the users' access to any electronic systems.
7. In the event any individual feels the electronic systems of the Township is being misused or used in an abusive manner, that individual shall report the alleged abuse directly to the Administrator in confidence. The Administrator shall ensure an investigation of such allegations which may include monitoring electronic system usage occurs within forty-eight hours.
8. Upon completion of the investigation, the Administrator will meet with the employee(s) to discuss the findings of the investigation.
9. Employees found in breach of this policy will be subject to disciplinary action up to and including discharge for cause.

### **Examples of E-Mail/Internet Uses**

#### **Permitted Uses**

#### **Prohibited Uses**

##### **E-Mail**

- Sending, receiving, forwarding and replying to messages for business purposes

- Sending confidential or privileged information of any kind (egg. Financial, management, legal or operational) to unauthorized personnel
- Opening file attachments or enclosures without performing a virus scan
- Forwarding e-mail chain letters

##### **Internet Browsing**

- Connecting to and viewing any business web page for well-defined business purposes
- Printing web pages or business purposes

- Connecting to any site for non-business purposes during working hours
- Connecting to web sites related to illegal, immoral, and/or unethical materials.

##### **Downloading Data**

- Downloading files/information from related reliable major commercial sites to an isolated quarantined folder until downloaded data is scanned for viruses, worms, etc.

- Downloading files/information not related to Company business, including screen savers, pictures, etc.
- Downloading files/information related to illegal, immoral, and/or unethical materials

##### **Internet Newsgroups**

- Approved groups may be accessed for business purposes by approved users

- Accessing any group for non-business reasons
- Accessing newsgroups related to immoral, illegal, and/or unethical materials
- Accessing internet chat rooms on any topic
- Accessing internet social networking websites for non-business purposes

##### **Internet social networking websites**

- Providing referrals to our official web site

- Blog participation, writing, reading, creating, information about the Township, employee,

**Permitted Uses****Prohibited Uses**

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individuals, residents, volunteers, students or board members in any format including audio or picture.

*Questions or uncertainties related to permitted or prohibited uses of e-mail/Internet resources **must** be referred to the Administrator for resolution.*

**SECTION 3:****GENERAL EMPLOYMENT POLICIES****USE OF BUSINESS AND COMPUTER SYSTEMS AND PROPERTY****DATE APPROVED:****DATE LAST REVISED:               OCTOBER 2013****DATE LAST REVIEWED:           OCTOBER 2013****POLICY:**

Employees and volunteers shall not use the Township's property and assets for their personal use unless prior written approval has been obtained from the Administrator. This policy also applies to Township developed computer programs, technology innovations or other patent-pending items. Employees shall make no financial gain from the use or sale of any of these types of articles when employed by the Township or thereafter.

**RATIONALE:**

The Township acquires purchases, maintains and develops a variety of fixed assets, property, equipment and intellectual properties including: machinery, equipment, paper products, computer hardware and programs, buildings and land. This is done for the sole purpose of executing the Township's legal obligations and providing a variety of services to the individuals of the Township. Inappropriate use of business tools may expose employees and the Township to liability or public embarrassment.

The objective of this policy is also to provide guidance to employees regarding the use of the computer system in a manner consistent with the Township's business purpose and legal obligations. E-mail and Internet access are business tools provided to employees for purposes related to the Township's business. This policy applies to the use of any part of the Township's computers associated internal networks and links to the external networks.

**PROCEDURE:**

1. Employees or volunteers requesting to use property or assets for their personal use must make such a request in writing to the Administrator. A copy of the approval, including the terms and conditions should be filed in the employee's human resources file.
2. Where an issue arises that is not specifically dealt with, employees are expected to conduct themselves in a manner that is consistent with the general principles stated in this policy and procedure. In the event that employees have any doubt about the application of the particular circumstances they are expected to discuss the issue with the Administrator.
3. Computers and associated internal network over which e-mail is transmitted and the internet accessed are the property of the Township and are to be used only for purposes related to Township business accepted or otherwise specifically permitted by this policy.
4. Information stored on the Township's computers, USB or memory sticks and discs are the property of the Township. The Township may at any time without notice access, review, copy, transfer or delete any material stored on any computer including but not limited to e-mails and material downloaded from the internet.

5. Employees are expected to use the Township computer equipment in such a way as to ensure that nothing stored on or transmitted via the computer system will expose the Township or its employees to any legal liability or result in public embarrassment to the Township or its employees.
6. Employees are expected to use computer equipment in a manner consistent with the fact that any material stored on or transmitted via the Township's computer system may become public.
7. Employees by using the computer system, including its e-mail and internet capabilities for any personal purpose, are thereby consenting to the monitoring and review of any personal information stored on the computer system as the result of such personal use. Such review and monitoring may be undertaken at anytime without further notice for purposes of determining employee compliance with this policy.
8. Specific Standards of Computer System Use:
9. The e-mail system is only to be used for purposes related of the business of the Township subject to the exception provided for in 10.
10. E-mail messages transmitted or stored on the computer system shall not include any material that would expose the Township to potential legal liability or the potential for public embarrassment or encourages conduct that would constitute a criminal offence or give rise to liability.
11. The Township has an obligation to ensure compliance with [Human Rights](#)<sup>14</sup> legislation. E-mail or material downloaded from the internet which comments negatively about persons based upon their race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, marital status, family status, handicap or the receipt of public assistance is strictly prohibited.
12. The computer system is not to be used for any commercial or business purpose not related to the business of the Township.
13. The computer system is not to be used:
  - To copy or transmit any document, software or other information in contravention of copyright laws or intellectual property rights;
  - In the transmission or storage of any defamatory, derogatory, obscene, offensive, pornographic, abusive, sexist, racist, threatening, harassing or false messages, or messages that disclose personal information;
14. The sending or storage of any e-mails or the downloading of material from the internet which may compromise the integrity of the Township' computer system or degrade system performance is prohibited.
15. E-mail messages are subject to disclose to third parties as a result of transmission errors, forwarding by recipients or because they are subpoenaed in legal proceedings. Having regard to this e-mail message must always be courteous, professional and business like.

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<sup>14</sup> Ontario Human Rights Code R.S.O. 1990, c H.19

16. Employees must not circumvent or attempt to circumvent any security or control measures implemented by the Township to control e-mail or internet access.
17. Employees are expected to advise the Administrator immediately in the event that they find on their computer any material that contravenes any of the provisions of this policy.
18. Employees are strictly prohibited from creating, transmitting, distributing, forwarding, downloading and/or storing anything:
  - That is considered e-mail junk, spam or chain e-mail and anything that forges or misleads the sender's identity;
  - Which divulges private and/or confidential information related to the Township' business, or its employees to any unauthorized recipients;
  - That violates any of the Township's policies including policies related to Conduct and Behaviour or Workplace Harassment.
19. For more information refer to [Internet and E-Mail Investigation Procedures and Permitted/Prohibited Uses](#)<sup>15</sup>.
20. Specific Standard for Equipment and Property Use:
  - a) During the course of employment with the Township, employees will be using equipment and materials that are of value to the Township. There is an expectation that employees will take reasonable care to protect Township equipment and property.
  - b) Any employee who is issued equipment and property belonging to the Township will be required to complete a [Loan of Property Form](#). Employees will be held accountable and will be required to pay for negligent, mischievous, malicious or wilful damage to any Township' equipment, materials or facilities caused by their actions.
  - c) Individual departmental procedures for the use of departmental equipment and property must be adhered to. Employees will sign property out and will be responsible for it until the property is returned and signed back in.
  - d) Employees must report equipment loss, facility damage to the Administrator immediately by following the occurrence reporting procedures.

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<sup>15</sup> Section: All Employees: General Employment Policies - Internet and E-Mail Investigation Procedures and Permitted/Prohibited Uses

**SECTION 3: GENERAL EMPLOYMENT POLICIES**  
**ORIENTATION**

**DATE APPROVED:**

**DATE LAST REVISED: OCTOBER 2013**

**DATE LAST REVIEWED: OCTOBER 2013**

**POLICY:**

The Township provides a complete induction and orientation program for all new employees.

**RATIONALE:**

Orientation familiarizes new employees with the Township as a whole, and with the program or department for which they will be working. As new employees are welcomed and integrated into the Township it is anticipated that the apprehensions, questions and stresses that accompany new employment will be alleviated.

**PROCEDURE:**

1. All employees will take part in the orientation process. This consists of the following:
  - a) The employee reports to the Administrator at which time the employment conditions are outlined.
  - b) The employee will be given a Position Description and access to the Policies and Procedures Manual. Pertinent sections of each of these will be discussed. The employee will be required to sign a letter(s) acknowledging that they have received, read and understood these manuals and procedures.
  - c) On the first day of employment, the Administrator will provide the employee with a New Employee Package. This package will contain an explanation of time sheets and pay periods, forms for payroll and information from the [Employment Standards Act, 2000](#)<sup>16</sup>. The Administrator will file the completed forms and the signed letter(s) in the employee's human resources file.
  - d) The employee may receive: keys, equipment appropriate for the position, etc., with instructions on their usage, the employee's responsibilities and the sign in/out procedures for these items and will have a tour of the Township and be introduced to other employees.

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<sup>16</sup> Employment Standards Act, 2000, S.O. 2000, CHAPTER 41

**SECTION: 3****GENERAL EMPLOYMENT POLICIES****OVERTIME****DATE APPROVED:****DATE LAST REVISED:****OCTOBER 2013****DATE LAST REVIEWED:****OCTOBER 2013****POLICY:**

All overtime worked must be discussed and approved by the Administrator prior to the overtime being worked. Employees are given time off in lieu of overtime pay, provided such overtime worked does not exceed forty-four hours in each week<sup>17</sup>.

**RATIONALE:**

Compensating time off for overtime hours worked less than forty-four hours in each week complies with legislation.

**PROCEDURE:**

1. In the event that an employee is required to work overtime, they will be compensated for the overtime at an "hour for hour" basis. For example, if an employee works five hours of overtime, they will earn five hours of lieu time, which may be taken as time off with the agreement of the Administrator.
2. Overtime hours worked that exceed forty-four hours in a week are compensated at time off at time and one-half or pay at time and one-half with the prior approval of the Administrator.
3. Compensating time for overtime cannot be carried over from one fiscal year to the next unless authorized by Council.

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<sup>17</sup> Employment Standards Act S.O. 2000, section 22. (1)



**SECTION 3: GENERAL EMPLOYMENT POLICIES**

**PERMANENT LAY-OFF**

**DATE APPROVED:**

**DATE LAST REVISED: OCTOBER 2013**

**DATE LAST REVIEWED: OCTOBER 2013**

**POLICY:**

The Township may permanently lay-off an employee(s) when a position is discontinued or not longer required.

**RATIONALE:**

Permanent lay-offs may result due to re-organization, lack of funds, or decreased need for the services.

**PROCEDURE:**

1. In determining which employee is to be laid off, the Township will take into account the employee's length of service and work performance as documented in the performance review.
2. The Township will give as much notice as possible with a minimum of two week's notice of lay-off, or in accordance with the [\*Employment Standards Act, 2000\*](#)<sup>18</sup>.
3. The Township reserves the right to pay employees, in lieu of continuing their service during the lay-off notice period.
4. Employees are entitled to a copy of their notice of permanent lay-off and this will be reflected in their Record of Employment.

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<sup>18</sup> Employment Standards Act, 2000, S.O. 2000, CHAPTER 41

**DATE APPROVED:**

**DATE LAST REVIEWED:                      OCTOBER 2013**

Petty cash is the personal responsibility of the authorized person to whom it has been entrusted.

The authorized individual has the control over such funds.

1. In some areas of the Township employees will be responsible for receiving and managing funds.
2. The Township procedures must be followed for the exchange of funds.
3. Employees are accountable for processing these funds appropriately and securing the funds.
4. Receipts are required for all transactions.
5. Petty cash funds will be audited periodically.
6. Those entrusted with petty cash will be responsible to comply with Township procedures for handling petty cash.

**SECTION 3: GENERAL EMPLOYMENT POLICIES**

**POSITION DESCRIPTIONS**

**DATE APPROVED:**

**DATE LAST REVISED: OCTOBER 2013**

**DATE LAST REVIEWED: OCTOBER 2013**

**POLICY:**

The Township provides position descriptions for all positions that clearly outline duties, responsibilities and scope of responsibility. Employees are expected to follow the guidelines of their position description.

**RATIONALE:**

Position descriptions define the key performance expectations for the employee and support achievement of performance goals and objectives.

**PROCEDURE:**

1. Position descriptions are prepared in a standard format and incorporate the corporate standards for all employees.
2. Position descriptions include:
  - Position title
  - Reporting Relationship
  - Summary of Function
  - Key competency areas for the position
  - Performance or behaviour required to achieve the competency
  - Outcomes if competency achieved
3. The Administrator reviews position descriptions on an annual basis and amends as required. Changes in government regulations, changing program requirements or restructuring within the Township may require the Township to revise an employee's position description, including changing the employee's responsibilities or reporting relationship. Once the Administrator has approved the amendments the position is re-evaluated to determine if a change is required to the position rate. All changes must be pre-approved by the Council.
4. All position descriptions must be signed and dated indicating that they are willing and able to perform all the essential duties outlined in the position description.
5. Position descriptions clearly outline the scope of responsibility as well as the location(s) of where the position duties will be carried out.

**SECTION: 3****GENERAL EMPLOYMENT POLICIES****POSITION POSTINGS****DATE APPROVED:****DATE LAST REVISED:               OCTOBER 2013****DATE LAST REVIEWED:           OCTOBER 2013****POLICY:**

The Township is an equal opportunity Township that complies with all applicable legislation and maintains fair employment practices, including providing opportunities for internal transfers and promotions to qualified and suitable employees to ensure the workforce supports the achievement of the Township's mandate and strategic direction.

**RATIONALE:**

The Township believes equal opportunity for consideration for employment to all qualified people, supporting the career paths of employees and in succession planning. Retention increases when employees recognize internal opportunities for position change or advancement.

**PROCEDURE:**

1. The Township posts vacancies, new positions and any position deemed necessary by the Township, internally and simultaneously advertise externally, to recruit the most qualified and suitable candidate for the position.
2. Qualified and suitable internal candidates will be given preference over external candidates.
3. Postings and advertisements will identify the qualifications and suitability of candidates, taking into consideration the education, skills, abilities and experience and bona fide occupational requirements necessary to perform at standard for the position.
4. Position vacancies will be posted in an area in the Township visible to employees and such locations can be electronic and/or physical.

**SECTION 3:** **GENERAL EMPLOYMENT POLICIES**  
**PRIVACY AND PERSONAL INFORMATION PROTECTION**

**DATE APPROVED:**

**DATE LAST REVISED:** **OCTOBER 2013**

**DATE LAST REVIEWED:** **OCTOBER 2013**

**POLICY:**

The Township is committed to protecting the privacy of its employees, customers and confidential business information.

**RATIONALE:**

The protection of privacy of employees, residents and confidential business information is to comply with applicable legislation to protect and respect the rights of others and the Township, by outlining employee obligations and procedures for dealing with personal, privileged and/or confidential information.

**PROCEDURE:**

1. Employees are obligated to ensure that personal information, to which they may have access remains confidential, is only used for the purposes for which it was collected, is not disclosed without authorization or used for personal gain.
2. Employees are required to follow all procedures regarding collection, use, and disclosure of personal information as set out in this policy.
3. Employees who disclose personal information, contrary to this policy will be subject to disciplinary measures, up to and including discharge for cause.
4. The Administrator is accountable for the implementation of this policy. Any issues or questions regarding this policy should be directed to the Administrator.
5. This policy applies to all employees, contractors, subcontractors of the Township or anyone else who is granted access to personal, privileged and/or confidential information.
6. Employees are responsible for:
  - Keeping their own employee file current regarding name, address, phone number, dependents, etc.
  - Being familiar with and following policies and procedures regarding personal information;
  - Obtaining the proper consents and authorizations prior to disclosure of personal, privileged and/or confidential information;
  - Immediately reporting any breaches of confidentiality to the Administrator;

- Relinquishing any personal, privileged, confidential or client information in their possession before or immediately upon termination of employment.

7. The Administrator is also responsible for:

- Obtaining consent to the collection and use of personal information from employees;
- Ensuring policies and procedures regarding collection, use and disclosure of information of personal information are consistently adhered to;
- Responding to requests for disclosure after the proper release is obtained;
- Investigating complaints or breaches of policy;
- Obtaining from terminating employees prior to their termination any personal, privileged, confidential or client information in their possession;
- Ensuring that disclosure of personal information or personal health information to a Third Party is done in compliance with applicable legislation.
- Ensuring that appropriate consents have been obtained from employees with respect to the collection and use of personal information;
- Maintaining systems and procedures to ensure employee records are kept private;
- Obtaining the proper consents and authorizations prior to disclosure of information contained in employee records;
- Responding to employees' request for access to their files;
- Ensuring proper disposal of unnecessary files/information;
- Maintaining separate files to ensure that personal health information is protected;
- Ensuring that disclosure of personal information or personal health information to a Third Party is done in compliance with applicable legislation.

8. The following are the applicable definitions:

Personal Information: is any information about an identifiable individual and includes race, ethnic origin, colour, age, marital status, family status, religion, education, medical history, criminal record, employment history, financial status, address, telephone number, and any numerical identification, such as Social Insurance Number. Personal information also includes information that may relate to the work performance of the individual, any allegations, investigations or findings of wrongdoing, misconduct or discipline. Personal information does not include Position title, business contact information or Position description.

Personal Health Information: is information about an identifiable individual that relates to the physical or mental health of the individual, the provision of health care to the individual, the individual's entitlement to payment for health care, the individual's health care number, the identity of providers of health care to the individual or the identity of substitute decision-makers on behalf of the individual.

Third Parties: are individuals or Township other than the subject of the records or representatives of the Township. Note that in certain circumstances, the Township may be entitled to provide personal information to an external party acting as an agent of the Township.

9. Employee Records:

- a) The Administrator has access to employee records containing personal information including an employee's personal health information. Personal information and personal health information will not be disclosed outside of the Township without the knowledge and/or approval of the employee. Notwithstanding the foregoing, the Township will cooperate with law enforcement agencies and will comply with any court order or law requiring, disclosure of personal information without the employee's consent.
- b) Employees may request access to review their own file by making arrangements with the Administrator. Employees shall provide at least seventy-two hours notice. (See [Human Resources Files: Access, Disclosure and Retention](#)<sup>19</sup>).
- c) Employee requests for disclosure of their own personal information to Third Parties must be accompanied by a completed signed and dated [Authorization to Release Information Form](#). This form should be used for all employee requests for disclosure including confirmation of earnings to financial institutions for lending purposes.
- d) Unless retention of personal information is specified by law for certain time periods, personal information that is no longer required to fulfil the identified purpose shall be destroyed, erased or made anonymous within twelve months after its use. Notwithstanding, personal information that is the subject of a request by an individual or a Privacy Commission shall be retained as long as necessary to allow individuals to exhaust any recourse they may have under PIPEDA.

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<sup>19</sup> General Employment Policies: All Employees - Human Resources Files: Access, Disclosure and Retention

**SECTION 3: GENERAL EMPLOYMENT POLICIES**

**PROBATIONARY PERIOD**

**DATE APPROVED:**

**DATE LAST REVISED: OCTOBER 2013**

**DATE LAST REVIEWED: OCTOBER 2013**

**POLICY:**

All employees will serve an initial probationary period with the Township. This probationary period is six months in duration for all full-time employees and 700 hours for all part-time employees. The initial probationary period may be extended if necessary and this extension will be clearly outlined in the letter of employment

**RATIONALE:**

The initial probationary period is a time frame during which the Township and the new employee can decide if the working relationship is mutually acceptable.

**PROCEDURE:**

1. At the mid-point of the probationary period a documented discussion will take place and the employee will be advised if there are areas of performance that are not at standard.
2. A performance review will be conducted at the end of the probationary period and if performance is not found to be satisfactory, employment will be terminated.
3. Confirmation of employment at the end of the probationary period is dependent upon a satisfactory performance review.
4. The Township or the employee may terminate the employment relationship at any time during the probationary period without cause.



**SECTION 3: GENERAL EMPLOYMENT POLICIES  
RECRUITMENT AND SELECTION**

**DATE APPROVED:**

**DATE LAST REVISED: OCTOBER 2013**

**DATE LAST REVIEWED: OCTOBER 2013**

**POLICY:**

The recruitment and selection of employees will be carried out professionally in order to ensure a highly qualified and dedicated workforce. Employment by the Township will be determined on the basis of qualifications, competence, professional capabilities, previous work experience and ability and willingness to meet the defined needs, goals and policies of the Township.

**RATIONALE:**

Each position within the Township will have a unique set of criteria and the Township endeavours to select the best-qualified individual for each position.

**PROCEDURE:**

1. The responsibility for hiring is as follows:

- **The Council will appoint a Human Resources Committee, consisting of the Reeve, 1 Council Member and the Administrator.**
- **The final selection of the Administrator will be approved by all of Council**
- **The final selection of all other staff will be approved by the Human Resources Committee.**

2. Hiring of Family and Friends:

Under normal circumstances, an applicant will not be considered for employment or transfer of employment for a position where they would report directly to an immediate family member.

Individuals are expected to declare their perceived or real conflict-of-interest relationships. Where such relationships do exist, employees are expected to treat all other employees and individuals fairly and equitably. The term "immediate family" shall include, but not be limited to, the employee's spouse (including any person with whom an employee ordinarily resides), parents, children, brothers, sisters, uncles, aunts, cousins, nieces, nephews and in-laws.

Special circumstances may warrant making an exception to this policy, on an individual case basis.

There may be situations where individuals take advantage of a conflict-of-interest situation (i.e. showing favouritism to another employee, harsh treatment of a relative or permitting poor performance that would otherwise be unacceptable.). This is not acceptable behaviour and will be dealt with through the performance review system. An individual experiencing or witnessing this problem may report it to the Administrator.

3. The Township receives applications for positions that are advertised, as well as those that are unsolicited. The Township will review the applications based on position requirements and will determine the appropriate follow-up for each application. All applicants will receive a letter acknowledging our receipt of the application and stating that it will remain on file for six months.
4. All candidates to be interviewed must submit an updated resume. The resume must contain information pertinent to the qualifications related to the position applied for.
5. If an applicant has been involved with the Township previously (e.g. student, volunteer or employee), all previous documentation will be reviewed.
6. Individuals who previously worked for the Township who were terminated for cause will not be considered for either employment or volunteer work at the Township.
7. All candidates that are interviewed for a position will be asked questions pertinent to the position.
8. As the final step in the selection process, candidates being considered for employment must agree to a check of references from previous employers and to a check of their credentials from educational institutions (See [Reference and Credentials Check Policy](#)<sup>20</sup>).
9. The employee will receive a letter advising them of their employment when all forms are submitted and the employee has met other established criteria as per policy. A letter confirming employment is sent upon successful completion of the probationary period.
10. Upon hiring, personnel files for those employees who have worked within the Township previously will be re-activated with a new date of hire.
11. Information on new employees who have volunteered or who have been involved with the Township on a student placement will be put into the employee's human resources file.
12. Upon hiring, the candidate must sign an employment agreement which indicates the acceptance of the terms of employment. This agreement will be kept in the employee's human resources file.

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<sup>20</sup> Section: All Employees: General Employment Policies: Reference and Credentials Check Policy

**SECTION 3: GENERAL EMPLOYMENT POLICIES**  
**REFERENCE AND CREDENTIALS CHECKS**

**DATE APPROVED:**

**DATE LAST REVISED: OCTOBER 2013**

**DATE LAST REVIEWED: OCTOBER 2013**

**POLICY:**

As the final step in the selection process, candidates being considered for employment must agree to a check of references from previous employers and to a check of their credentials from educational institutions.

**RATIONALE:**

A reference check confirms the suitability of the candidate for employment with the Township, and assists to confirm statements made by the candidate attesting to skills, abilities and experience as they relate to previous employment. Credential checks confirm the educational credentials as submitted by the candidate. Reference checks are a measure of due diligence on the part of the Township, and helps to prevent poor hiring decisions.

**PROCEDURE:**

1. Candidates must agree to a check of their references from previous employers and to a check of their credentials, by signing the [Reference and Credential Check Release Form](#).
2. When contacting previous employers, advise them you have a signed the [Reference and Credential Check Release Form](#) and offer to provide a copy to the previous employer if requested.
3. Seek a verbal reference using the [Candidate Reference Check Questions](#), the response, the name and position of the person spoken to (preferably the employee's past immediate Administrator) and the date the reference was provided. The person receiving the verbal information must sign the document and place a copy on the employee's personnel file in the pre-employment section. A written reference may be obtained as an alternative to a verbal reference.
4. Contact the Registrar's Office of the educational institution attended by the candidate, to seek a credential check, providing the institution with the candidate's name (maiden name if applicable), year of graduation and degree/diploma obtained.

**SECTION 3:** **GENERAL EMPLOYMENT POLICIES**  
**REQUIRED DOCUMENTATION FROM NEW EMPLOYEES**

**DATE APPROVED:**

**DATE LAST REVISED:** **OCTOBER 2013**

**DATE LAST REVIEWED:** **OCTOBER 2013**

**POLICY:**

The Township requires documentation to be provided at the beginning of the employment relationship to set up and maintain appropriate files.

**RATIONALE:**

Collecting appropriate documentation substantiates the validity of information provided to the Township and provides a measure of safety and protection.

**PROCEDURE:**

1. Employees will provide the required documentation to the Administrator on the [Staff Information Form](#) and this includes but is not limited to:
  - Name
  - Address
  - Marital status
  - Name of spouse
  - Social insurance number
  - Birth date
  - Professional certification
  - Driver's license and proof of insurance including third party liability insurance

**SECTION 3: GENERAL EMPLOYMENT POLICIES**

**RESIGNATION AND TERMINATION**

**DATE APPROVED:**

**DATE LAST REVISED: OCTOBER 2013**

**DATE LAST REVIEWED: OCTOBER 2013**

**POLICY:**

The Township requires all employees to provide at least two weeks written notice of resignation. The Administrator is expected and required to provide at least one month written notice of resignation.

**RATIONALE:**

Providing adequate notice of resignation (voluntary termination) allows the Township time to either replace the employee or modify operations to manage the change.

**PROCEDURE:**

1. The employee will submit written notice including the date, last day of work and reason for resignation, to the Administrator. Whenever possible, employees are requested to give more than the minimum notice.
2. Employees, who fail to attend at work for three consecutive days without notification to the Township, or to provide a reason acceptable to the Township, will be considered to have voluntarily resigned effective their last day worked.
3. Employees, who fail to return to work from an approved leave of absence for three days without notification to the Township, or to provide a reason acceptable to the Township, is considered to have voluntarily resigned effective the last day of their leave of absence. If failure to notify is due to legitimate extenuating circumstances reinstatement will be considered.
4. Employees on an approved, legislated leave of absence, who advises the Administrator that they will not return to work, will be considered to have voluntarily resigned effective the last day of their leave. Employees on a personal leave of absence who advise the Administrator that they will not return to work will be considered to have voluntarily resigned effective the earlier of the date indicated on the notification or the date of receipt of the notification.
5. In a voluntary resignation benefits will be paid as outlined in the [\*Employment Standards Act, 2000\*](#)<sup>21</sup>.
6. In certain cases, the Township reserves the right to pay employees in lieu of continuing their service during the notice period. At the end of employment any outstanding time owing, used unused vacation time, etc. will be deducted from the final pay cheque an employee leaving the employment of the Township.
7. Employees leaving the employment of the Township are required to remove personal belongings.

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<sup>21</sup> Employment Standards Act, 2000, S.O. 2000, CHAPTER 41

**SECTION 3: GENERAL EMPLOYMENT POLICIES**

**RETURN OF PROPERTY**

**DATE APPROVED:**

**DATE LAST REVISED: OCTOBER 2013**

**DATE LAST REVIEWED: OCTOBER 2013**

**POLICY:**

The Township requires all employees who are either laid off, on a leave of absence longer than two weeks and those who are terminated, to return all property on the employee's last working day. The final pay, of the employee will be withheld until all property is returned.

**RATIONALE:**

The Township owns the property and as such, has a right to its immediate return. Property is also to be returned temporarily by employees who are on leaves of absence for greater than two weeks as such property may be required for use by other employees during this time.

**PROCEDURE:**

1. Upon resignation or termination, employees must return all equipment and/or other property that has been assigned to the employee for their use during their employment as noted on the [Loan of Property Form](#) signed upon hire.
2. Property includes but is not limited to:
  - keys, credit cards, lap top computers, books, videos, publications and any other Township equipment;
  - Files, Township documentation, confidential information
3. The Administrator, upon return of company equipment and/or other property, checks off the [Loan of Property Form](#).
4. Property includes all equipment, supplies, books, journals, articles, and e-mail correspondence.
5. Once all equipment and/or other property has, been returned the [Loan of Property Form](#) is completed and signed off by the Administrator and included in the employee's human resources file.

**SECTION 3: GENERAL EMPLOYMENT POLICIES**

**THEFT**

**DATE APPROVED:**

**DATE LAST REVISED: OCTOBER 2013**

**DATE LAST REVIEWED: OCTOBER 2013**

**POLICY:**

Theft of any kind will not be tolerated and will be just cause for immediate dismissal.

**RATIONALE:**

Theft is considered to be the wilful and purposeful removal or personal use of Township's property and goods for personal gain.

**PROCEDURE:**

1. The Administrator and/or the Council will conduct a full investigation of the matter.
2. At the conclusion of the investigation, if it has been confirmed the employee has engaged in an act of theft, the employee will be immediately dismissed with the approval of the Administrator and/or Council.

**SECTION 3: GENERAL EMPLOYMENT POLICIES**

**USE OF LETTERHEAD AND STATIONARY**

**DATE APPROVED:**

**DATE LAST REVISED:                      OCTOBER 2013**

**DATE LAST REVIEWED:                      OCTOBER 2013**

**POLICY:**

The Township's letterhead and stationary is to be used only for business purposes.

**RATIONALE:**

The primary reason for this policy is to insure that any personal opinion, endorsement, testimonial or viewpoint, etc., of one individual is not construed by anyone to be that of the Township.

**PROCEDURE:**

1. Employees must have the permission of the Administrator to use the Township's letterhead and stationary and the documentation must be reviewed by the Administrator prior to being issued.



**SECTION: 4****PAYROLL****PAY CHEQUES****DATE APPROVED:****DATE LAST REVISED:****OCTOBER 2013****DATE LAST REVIEWED:****OCTOBER 2013****POLICY:**

All employees are paid by cheque either bi-weekly or monthly depending on the position.

**RATIONALE:****PROCEDURE:**

1. Pay cheques will be provided to each employee.

**SECTION: 4****PAYROLL  
TIMESHEETS****DATE APPROVED:****DATE LAST REVISED:           OCTOBER 2013****DATE LAST REVIEWED:         OCTOBER 2013****POLICY:**

The Township uses a time sheet system. Employees are responsible for submitting their completed time cards to the Administrator for authorization within the appropriate time frame.

**RATIONALE:**

The use of time sheets ensures employees' hours are appropriately compensated.

**PROCEDURE:**

1. Time card sheets are submitted to the Administrator no later than 4 pm of the second Wednesday of a pay period end date.
2. Any hours and/or expenses submitted after the deadline will be included with the next pay period.
3. Employees who work shifts or who are part-time are to ensure that their time sheets are submitted to the Administrator on time.
4. The Administrator is responsible for authorizing and submitting time sheet in the appropriate time frame and for selecting a designate if they are absent from the Township.

**SECTION: 4****PAYROLL****WAGE GARNISHMENT****DATE APPROVED:****DATE LAST REVISED:****OCTOBER 2013****DATE LAST REVIEWED:****OCTOBER 2013****POLICY:**

The Township complies with court-ordered payments and wage garnishments when they are presented.

**RATIONALE:**

This policy complies with legislation.

**PROCEDURE:**

1. Employees affected by wage garnishments or court-ordered payments will be notified, in a confidential manner, by the Administrator of any charge against their wages.
2. No person acting on behalf of the Township may dismiss; threaten to dismiss; discipline or suspend; impose any penalty upon; or intimidate or coerce any employee because of a wage garnishment or court-ordered payment.

**SECTION 5:****BENEFITS****BEREAVEMENT AND COMPASSIONATE LEAVE****DATE APPROVED:****DATE LAST REVISED:           OCTOBER 2013****DATE LAST REVIEWED:       OCTOBER 2013****POLICY:**

The Township provides time off from an employee's scheduled work for bereavement leave without loss of regular earnings, for the death of a member of the employees "immediate family". The Township also allows for unpaid time off for bereavement for others not covered by policy. In addition, the Township also provides for compassionate leave.

**RATIONALE:**

The Township recognizes the need for time off from work for bereavement.

**PROCEDURE:****Bereavement Leave:**

1. Bereavement leave of up to 3 days leave for local and 5 days leave for out of town with pay will be granted to salaried employees who have completed their probationary period on the death of one of their immediate family members at the discretion of the Administrator to attend the funeral. The Township defines immediate family member as: spouse, mother, father, son, daughter, brother, sister, mother-in-law, father-in-law, brother-in-law, sister-in-law, step-mother, step-father, step children, grandparents and grandchildren.
2. Employees who wish to take time off due to the death of an immediate family member should notify the Administrator immediately and complete the [Leave of Absence Form](#).
3. If it is not possible to submit the form prior to the leave of absence, it must be submitted immediately upon the employee's return to work.
4. If the employee requires time off to attend to the matters or funeral of anyone other than those covered by the Township's policy, he or she may request the time as either as a paid vacation day or an unpaid personal leave of absence day.

**Compassionate Leave:**

1. Compassionate leave, with or without pay may be granted to salaried employees who have completed their probationary period at the discretion of the Administrator. **If the Administrator requires leave, it requires approval of the Reeve.**
2. If paid compassionate leave is granted, the **maximum paid** leave will be **up to 5 days per year**.
3. If bereavement or compassionate leave occurs during the employee's vacation, leave will be granted according to the guidelines stated above.

## SECTION 5:

## BENEFITS

### FAMILY MEDICAL LEAVE AND COMPASSIONATE CARE BENEFITS

#### DATE APPROVED:

DATE LAST REVISED: OCTOBER 2013

DATE LAST REVIEWED: OCTOBER 2013

#### POLICY:

The Township provides for Family Medical Leave, which is unpaid, Position-protected leave of up to **eight** weeks in a 26 week period. *(This was not changed to 6 weeks as this is the provincial legislation)*

#### RATIONALE:

The Township provides this leave in compliance with the provisions of the [Employment Standards Act, 2000](#)<sup>22</sup>.

#### PROCEDURE:

##### Family Medical Leave:

1. Family medical leave may be taken to provide care or support to certain family members and people who consider the employee to be like a family member in respect of whom a qualified health practitioner has issued a certificate stating that he or she has a serious illness with a significant risk of death occurring within a period of 26 weeks.
2. Although two or more employees may qualify for the leave, the eight weeks of leave must be shared between the employees.
3. In certain limited circumstances, an employee would be entitled to take subsequent leaves to care for the same family member.
4. All employees, whether full-time or part-time, permanent or contract, who are covered by the (ESA) are entitled to family medical leave. There is no requirement that an employee be employed for a particular length of time or that the Township employ a specified number of employees in order for the employee to qualify for family medical leave.

##### Compassionate Care Benefits:

1. Under the [Employment Insurance Act](#)<sup>23</sup>, 6 weeks of employment insurance benefits called "compassionate care benefits" may be paid to Employment Insurance (E.I.) eligible employees who have to be away from work temporarily to provide care to a family member who has a serious medical condition with a significant risk of death within 26 weeks and who requires care or support from one or more family members.
2. To be eligible for E.I. compassionate care benefits an employee must apply and show that

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<sup>22</sup> Employment Standards Act, 2000, S.O. 2000, CHAPTER 41

<sup>23</sup> Employment Insurance Act ( 1996, c. 23 )

- The employee's regular weekly earnings from work have decreased by more than 40% and
- The employee has accumulated 600 insured hours in the last 52 weeks or since the start of their last claim. This period is called the qualifying period.

3. Definitions of Family Member:

Common-law partner means a person who has been living in a conjugal relationship with that person for at least a year.

<b>You can receive compassionate care benefits to care for your:</b>	<b>Or to care for the following family members of your spouse or common-law partner:</b>
Child	Child
Wife/husband or common-law partner	
Father or mother	Father or mother either married or common-law
Father's wife or mother's husband	
The common-law partner of your father or mother	
Brothers or sisters and stepbrothers and stepsisters	Brothers or sisters and stepbrothers and stepsisters
Grandparents and step grandparents	Grandparents
Grandchildren and their spouse or common-law partner	Grandchildren
Son-in-law and daughter-in-law, either married or common-law	Son-in-law and daughter-in-law, either married or common-law
Father-in-law and mother-in-law, either married or common-law	
Brother-in-law and sister-in-law, either married or common-law	
Uncle and aunt and their spouse or common-law partner	Uncle and aunt
Nephew and niece and their spouse or common-law partner	Nephew and niece
Current or former foster parents	Current or former foster parents
Current or former foster children and their spouse or common-law partner	
Current or former wards	Current or former wards
Current or former guardians or tutors and their spouse or common-law partner	

4. You can also receive compassionate care benefits to care for a gravely ill person who considers you like a family member. For instance a close friend or neighbour. A signed “Compassionate Care Benefits Attestation<sup>24</sup>” is required from the gravely ill person or their representative.
5. Definition of Care or Support:
  - Providing psychological or emotional support or
  - Arranging for care by a third party, or
  - Directly providing or participating in the care
6. Employment Insurance has a mandatory two-week waiting period where no benefits are payable.
7. In order to get approval to take the leave, the employee must show a certificate issued by a qualified health practitioner stating that a family member has a serious medical condition with a significant risk of death occurring within a period of 26 weeks. The leave must be requested in writing and must be taken in blocks of entire weeks.

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<sup>24</sup> Service Canada: Compassionate Care Benefits Attestation

**SECTION 5:****BENEFITS****GROUP HEALTH BENEFITS****DATE APPROVED:****DATE LAST REVISED:****OCTOBER 2013****DATE LAST REVIEWED:****OCTOBER 2013****POLICY:**

The Township provides a group health benefits plan for employees and requires all full-time administration employees to participate in the Long Term Disability (LTD) plan.

**RATIONALE:**

The Township provides a group health benefits plan to support the health and welfare needs of employees.

**PROCEDURE:**

1. The group health benefits plan includes: Extended Health Coverage (e.g. vision care, drug coverage, etc.).
2. The employer pays 80% of the premiums and the employee pays 20% of the premiums.
3. The Employee Benefits Handbook provides a more detailed description of these benefits.
4. All plan participants receive Life Insurance and Accidental Death and Dismemberment coverage.
5. After a thirty day unpaid absence employees must establish a payment schedule with the Administrator for payment of the employee's portion of the premiums for extended health benefits. The Township will continue to pay the Township's portion of the employee's benefits where applicable.
6. The Employer agrees to apply for "premium waiver" for the Employee for Group Insurance, when Employee qualifies for waiver.



**SECTION 5:****BENEFITS****JURY AND WITNESS LEAVE****DATE APPROVED:****DATE LAST REVISED:           OCTOBER 2013****DATE LAST REVIEWED:       OCTOBER 2013****POLICY:**

The Township allows the employee leave with pay where the employee is summoned or subpoenaed as a witness for a defendant to appear in court or in his or her official capacity to give evidence or to produce Township records, or is required to serve as a juror under the [Juries Act](#)<sup>25</sup>.

**RATIONALE:**

The Township allows employees leave for jury duty as required by the [Juries Act](#).

**PROCEDURE:**

1. A [Leave of Absence Form](#) must be completed by the employee prior to the absence and submitted to the Administrator for approval.
2. Proof of Summons must accompany the [Leave of Absence Form](#).
3. If released from jury and/or court duty during his or her regular daily work hours, an employee is expected to return to work to complete the workday.
4. Any fees an employee may receive for being a juror and/or for attending at court must be presented to the Township.
5. Employees shall be entitled to leave with pay when summoned or subpoenaed as a witness for a defendant to appear in court or in his or her official capacity to give evidence or to produce Township records.
6. Employees shall be entitled to leave with pay for jury duty for a maximum of three working days. Thereafter, the employee shall be entitled to leave without pay.
7. For any court appearances for personal business or matters unrelated to the Township, employees must use accrued vacation time, float days or any accumulated overtime.

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<sup>25</sup> Juries Act, R.S.O. 1990, CHAPTER J.3

**SECTION 5:** **BENEFITS**  
**MEDICAL LEAVE**

**DATE APPROVED:**

**DATE LAST REVISED:** **OCTOBER 2013**

**DATE LAST REVIEWED:** **OCTOBER 2013**

**POLICY:**

Employees who are absent from work, or expect to be absent for seven or more consecutive calendar days due to personal illness or injury, may apply for a Medical Leave of Absence ("Medical Leave").

**RATIONALE:**

The Township recognizes that at times, employees may need to be off work for extended periods of time due to illness or injury.

**PROCEDURE:**

1. The employee must present a statement from their physician that is acceptable to the Township that includes a statement of confirmation that the employee is unfit to perform their regular Position and the approximate length of the Leave of Absence.
2. Employees are required to provide regular updates every two weeks or at such intervals as indicated by the Township and to provide such information concerning their ability to return to alternative or modified work.
3. The Township reserves its right to require one or more independent medical examinations.
4. When returning to work from a Medical Leave, the employee must submit an attending physician's statement to the Administrator prior to resuming normal work duties.
5. The employee's role and responsibility on Medical Leave is to provide the Township, in a timely manner, with the relevant information within their possession and that of any attending medical advisor. The employee will also be required to participate in early return to work program or accommodation initiatives, including providing information concerning their ability to perform modified work such as a functional abilities evaluation.
6. Employees who request Medical Leave may use accrued sick days until they are exhausted. The employee may then apply for employment insurance. Employees will need to request a Record of Employment from the Administration Department for their employment insurance application.
7. The long-term disability coverage takes effect after 119 days (17 weeks) of total disability and continues to age 65, where the employee has been approved for coverage.

8. Employees who are on approved Medical Leave will need to establish a payment schedule with the Administrator for payment of the employee's health benefit premiums. To ensure continued coverage of medical benefits, the employee must provide the Township with a cheque(s) to cover the employee portion of the shared benefit cost as this cannot be paid by payroll deduction while the employee is on Medical Leave.
9. In accordance with the Township's insurance policy, while on an unpaid medical leave an employee's continued eligibility for benefits beyond the 119<sup>th</sup> day of leave is conditional on the employee being approved for or actively seeking long term disability benefits ("LTD").
10. Should the employee elect not to apply for LTD, benefits will be terminated on the 120<sup>th</sup> day of leave. If an employee is denied LTD and appeals the decision, benefits will continue as long as the appeal is ongoing, but will terminate on the earlier of the date that the appeal is denied or a maximum of one year from the commencement of the Medical Leave.
11. If the employee's claim for LTD is accepted, and while receiving LTD benefits, the employee's benefits will continue up to a maximum of two years from the commencement date of the Medical Leave.

**SECTION 5:** **BENEFITS**  
**MILEAGE REIMBURSEMENT**

**DATE APPROVED:**

**DATE LAST REVISED:** **OCTOBER 2013**

**DATE LAST REVIEWED:** **OCTOBER 2013**

**POLICY:**

The Employer pays employees a mileage allowance for use of their personal car on Municipal Business.

**RATIONALE:**

The Township recognizes that when employees use their personal car on Municipal Business, employees should be provided with reasonable compensation for this use.

**PROCEDURE:**

1. Council approves the rate at which employees shall be reimbursed for using their personal car on Municipal Business.
2. Employees must submit the total number of kilometres driven for each trip when submitting a claim for mileage reimbursement.
3. Mileage reimbursement claims should be submitted on a monthly basis.

**SECTION 5:** **BENEFITS**  
**PARENTAL LEAVE**

**DATE APPROVED:**

**DATE LAST REVISED:** **OCTOBER 2013**

**DATE LAST REVIEWED:** **OCTOBER 2013**

**POLICY:**

The Township provides for Parental Leave in accordance with the provisions of the [Employment Standards Act, 2000](#)<sup>26</sup>, to an employee who has been employed by the Township for at least thirteen weeks and who is a parent of a child, is entitled to a leave of absence without pay following the birth of the child or the coming of the child into the employee's custody, care and control for the first time.

**RATIONALE:**

The Township complies with the requirements for Parental Leave in accordance with the [Employment Standards Act, 2000](#).

**PROCEDURE:**

1. A birth mother who has taken a pregnancy leave is entitled to thirty-five weeks of unpaid leave. Birth mothers must begin parental leave when the pregnancy leave ends. The one exception would be if the child has not yet come into the custody and care of the mother (e.g., where a child is hospitalized after birth).
2. Paternity leave with pay may be granted for up to two days.
3. New parents, such as fathers or adoptive parents may take up to thirty-seven weeks parental leave without pay. Parental leave must begin no later than fifty-two weeks following the birth of a child or the coming of the child into the custody, care, and control of the parent for the first time.
4. The [Leave of Absence Form](#) is to be completed and approved prior to the beginning of the leave. A doctor's note stating the expected date of delivery is to be attached.
5. The employee must give the Township at least two weeks' written notice of the date the parental leave is to begin.
6. The employee must give the Township at least four weeks' written notice of the date of return. Exception: Where the adopted child comes into the parents' custody sooner than expected, parental leave then begins the day the parent stops working.
7. Employees returning from an approved leave will be reinstated to their former position or be provided with comparable alternative work (contingent upon another suitable position being available).

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<sup>26</sup> Employment Standards Act, 2000, S.O. 2000, CHAPTER 41

8. Vacation time (vacation pay greater than the statutory requirement will not be paid) will continue to accrue during the period of leave if the employee returns to work after the leave. If the employee does not return to work, vacation will not accrue. Vacation time accrued during the period of leave will be added on to the end of the Parental Leave at the request of the employee but must be taken within six months of returning to work.
9. No statutory holiday pay will be paid during this leave of absence.
10. All medical benefits will be maintained during the period of leave at the expense of the employee.

**SECTION 5:****BENEFITS****PERSONAL LEAVE OF ABSENCE****DATE APPROVED:****DATE LAST REVISED:****OCTOBER 2013****DATE LAST REVIEWED:****OCTOBER 2013****POLICY:**

The Township may consider offering employees who have been employed for at least two years, unpaid Personal Leaves of Absence.

**RATIONALE:**

A Personal Leave of Absence provides an employee time off from their position for an extended period of time for personal reasons.

**PROCEDURE:**

1. A request for a Personal Leave of Absence must be made in writing to the Administrator on a [Leave of Absence Form](#) outlining the reason and length for the leave including the date of departure and return.
2. A Personal Leave of Absence cannot exceed six months.
3. During the leave, there will be no accrual of benefits, vacation, sick credits and service.
4. The Administrator will determine if the leave can be granted, following consideration of the operational needs of the Township.
5. A written response from the Administrator will be given to the employee within two weeks of receiving the request.
6. Employees may continue benefits, with the exception of LTD, if the employee informs the Administrator prior to the commencement of the leave and pays 100% of the premiums through post-dated cheques.

**SECTION 5:** **BENEFITS**  
**PREGNANCY LEAVE POLICY**

**DATE APPROVED:**

**DATE LAST REVISED:** **OCTOBER 2013**

**DATE LAST REVIEWED:** **OCTOBER 2013**

**POLICY:**

The Township complies with legislation with respect to pregnancy leave and furthermore, enhances leaves by providing a Supplemental Unemployment Benefit (SUB) Plan, as a one of the employee benefits.

**RATIONALE:**

The Township complies with legislative requirements and offers a SUB plan to provide additional financial support to employees while on pregnancy leave.

**PROCEDURE:**

1. A pregnant employee who has at least thirteen (13) weeks of employment before the expected date of birth is entitled to and shall be granted a pregnancy leave of absence without pay, not exceeding seventeen (17) weeks in duration provided she:
  - a) Submits a written application for Pregnancy Leave at least one (1) month before the date on which the leave is to commence; and
  - b) If requested, provides a certificate from a legally qualified medical practitioner stating the expected birth date.
2. In the case of an employee who stops working because of complications caused by her pregnancy or because of a birth, still-birth or miscarriage that happens earlier than the employee was expected to give birth, the employee must, within two (2) weeks of stopping work, provide:
  - i. A written notice of the date pregnancy leave began or is to begin; and
  - ii. A certificate from a legally qualified medical practitioner that:
    - a) In the case of an employee who stops working because of complications caused by her pregnancy, states the employee is unable to perform her duties because of complications caused by her pregnancy and states the expected birth date; or
    - b) In any other case, states the date of birth, still-birth or miscarriage and the date the employee was expected to give birth.
3. Unless Paragraph 2. applies, pregnancy leave may commence no earlier than seventeen (17) weeks before the expected birth date and no later than the earlier of the employee's due date or the day on which the employee gives birth. Such leave shall be for a continuous period and not intermittent
  - a) Pregnancy leave of an employee who is entitled to take parental leave ends seventeen (17) weeks after the leave began;



- b) Pregnancy leave of an employee who is not entitled to take parental leave or who elects not to take parental leave, ends on the later of the day that is seventeen (17) weeks after the leave began or the day that is six (6) weeks after the birth, still-birth or miscarriage
- 4. During Pregnancy Leave, an employee who is eligible to participate in life insurance plans, accidental death plan, extended health plans and/or dental plans, may continue to participate in those plans, unless the employee elects in writing not to do so or the employee provides written notice that she does not intend to pay the required contributions, if any, to the plan(s). If employee contributions are required, the employee is responsible for paying those contributions unless, prior to taking leave or within two (2) weeks thereafter, the employee notifies her immediate supervisor in writing of her intention to discontinue contributions are not paid. An employee wishing to continue benefits during the leave will be required to provide either post-dated cheques or make other suitable arrangements regarding payment of employee's portion of premiums for benefit coverage.
- 5. Except for determining whether an employee has completed a probationary period, the period of a Pregnancy Leave is included in calculating an employee's length of employment and service.
- 6. On expiry of a Pregnancy Leave, an employee who returns to work shall be reinstated in the position occupied by her at the commencement of the leave, or if that position is not available, in a comparable position with not less than the same wages and benefits.
- 7. An employee who is entitled to Parental Leave in addition to Pregnancy Leave must commence that leave upon the expiry of Pregnancy Leave, unless the child has not yet come into the care and control of the employee.
- 8. An employee may end a Pregnancy Leave earlier than planned provided she give at least four (4) weeks of written notice of the date on which she intends to return to work.
- 9. An employee who does not intend to return to work after the leave is required to provide at least four (4) weeks of written notice of termination. An employee who fails to return to work upon the expiry of her Pregnancy Leave and fails to provide a written notice of termination as required, is deemed to have voluntarily resigned her employment effective with the expiry date of the leave.
- 10. No employee shall be intimidated, suspended, laid off, dismissed or penalized in any way because she becomes eligible to, intends to take, or takes a pregnancy leave.

**SECTION 5:** **BENEFITS**  
**SICK LEAVE**

**DATE APPROVED:**

**DATE LAST REVISED:** **OCTOBER 2013**

**DATE LAST REVIEWED:** **OCTOBER 2013**

**POLICY:**

Full-time salaried employees earn sick credits at the rate of 0.5/working day (4 hours) for each month of active service. The yearly maximum of sick days that can be accrued is 6 days (48 hours) and the total maximum accumulation of sick days is 100 (100 hours).

**RATIONALE:**

The Township wants to promote the health of each employee and support employees when they are unable to work due to personal illness.

**PROCEDURE:**

1. The primary use of paid sick time is for an employee's sickness or injury. Secondary causes can be to provide care for, support or assist a family member (see definitions and limitations below).
2. Accumulated sick days/hours will be rolled over to the following calendar year. The maximum accumulation of sick days is 120 (960 hours). Employees who have reached the maximum will only accrue additional days/hours as required to maintain the maximum 120 days, or the equivalent proration for part time salaried employees.
3. Active service is defined as employed and either working or on paid or unpaid leave less than 30 consecutive calendar days.
4. Credits will not accumulate while on a prolonged leave (more than 30 consecutive calendar days), unless required by law.
5. The Township may require a medical certificate for any absence or when the pattern and circumstances of absences so warrant.
6. There is no financial conversion of unused sick leave.

Reason/Definition	Maximum number of sick days allowed per calendar year	Must be taken as follows
Employee Illness/Injury	Limited to number of hours available in sick bank	As required
To care for Illness/Injury of a family member	Permitted to use up to 10 banked sick days	As required

7. Unpaid Sick Days:

Once sick time has been exhausted an employee will not receive any form of payment from the Township for any absence due to illness/injury. Employees may be permitted to substitute lieu hours, float days or vacation time to cover illness/injury.

8. All employees are expected to adhere to the Township's absence notification procedures. As a general rule, employees are expected to contact the Administrator as soon as possible prior to the beginning of their work period.
9. Due to the nature of our services, some departments and service areas require a certain number of employees on duty at all times. Therefore, when employees are absent due to illness, some employees will be required to remain on duty until a replacement employee arrives.
10. Employees will be asked to go home if it is felt that individuals are at risk.
11. Employees will be expected to use sick time to receive payment for this absence.
12. If the employee has no accumulated sick time they will not receive any form of payment for this absence.

**SECTION 5: BENEFITS**  
**PUBLIC AND DESIGNATED HOLIDAYS**

**DATE APPROVED:**

**DATE LAST REVISED: OCTOBER 2013**

**DATE LAST REVIEWED: OCTOBER 2013**

**POLICY:**

Employees are entitled to public holidays as established by the [Employment Standards Act, 2000](#) <sup>27</sup>.

**RATIONALE:**

The Township complies with legislation by providing the public holidays as well as additional designated holidays.

**PROCEDURE:**

1. The [Employment Standards Act, 2000](#) states that if an employee is required to work on a public holiday, the employee will be granted an alternate day off with pay instead of the holiday. Alternate days are scheduled at the Administrator's discretion.
2. For Part-time hourly, seasonal/contract/temporary employees who are required to work a public holiday, they will be paid at one-and-half times their regular hourly rate for each hour worked on the public holiday.
3. In addition to the public holidays of:

New Year's Day, Family Day, Good Friday, Victoria Day, Canada Day, Labour Day, Thanksgiving Day, Christmas Day, and Boxing Day.

The following designated holidays are provided to full-time employees:

- a) Easter Monday
- b) Civic Holiday
- c) Remembrance Day

**The office will be closed between Christmas and New Years. However, employees wishing to take these days off must use accumulated hours or vacation days.**

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<sup>27</sup> Employment Standards Act, 2000, S.O. 2000, CHAPTER 41

**SECTION 5:****BENEFITS****VACATION ENTITLEMENT****DATE APPROVED:****DATE LAST REVISED:               OCTOBER 2013****DATE LAST REVIEWED:           OCTOBER 2013****POLICY:**

The Township recognizes and provides for the vacation entitlement that employees are granted according to legislation and provides additional vacation entitlement according to defined years of service.

**RATIONALE:**

The Township, at a minimum, complies with the requirements for vacation according to the [Employment Standards Act, 2000](#)<sup>28</sup> by providing a minimum of two weeks of vacation time after each 12-month vacation entitlement year and at least four per cent of the "gross" wages earned in the 12-month vacation entitlement year. In addition, the Township believes that vacation is important for the morale and efficiency of the employee and the Township.

**PROCEDURE:**

1. Employees cannot take vacation earned during probation until after the end of the probationary period.
2. Following the probationary period, employees can take their vacation as they earn it, or wait several months to accrue a number of vacation days to take at one time.
3. When an employee leaves the Township, any unused earned vacation entitlement will be included in the employee's final pay.
4. Employees must request time off for vacation from the Administrator.
5. Time off for vacation is granted in accordance with Township needs.
6. Employee's vacation period does not include any statutory holidays that may fall within the period. The Administrator distributes a listing of statutory holidays each year. Where a statutory holiday falls within an employee's vacation period, the vacation may be extended by one day, or another working day may be substituted for the statutory holiday. The substituted day is to be granted within three months after the statutory holiday, or where the Township and employee agree, no later than 12 months after the statutory holiday<sup>29</sup>.
7. Vacation days may be taken in single days.

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<sup>28</sup> Employment Standards Act, 2000, S.O. 2000, CHAPTER 41

<sup>29</sup> CCH Inc. Ultimate HR Manual, 2006

8. If an employee is hospitalized during the vacation period, and returns to work with a physician's note that validates the number of days of hospitalization, those vacation days will be reinstated and must be taken in the current vacation year.
9. Unused vacation days cannot be carried forward to the following vacation year unless specifically approved by the Administrator. However, employees will be expected to schedule the required days off prior to their anniversary date. Unused, unscheduled vacation entitlements at the anniversary date will be scheduled at the Administrator's discretion.
10. Vacation entitlement must be taken as time off, and will not be paid out unless approved by the Administrator.
11. Vacation credits will not accumulate while an employee is on a prolonged leave (more than 30 consecutive calendar days). When protected by legislation the employee will continue to accrue unpaid vacation time and all seniority rights. The only exception is an approved medical leave when an employee experiences an injury/illness while performing duties for the Township. The employee will continue to accrue paid vacation and seniority rights during their medical leave of absence to a maximum of 12 consecutive calendar months.
12. An extended vacation, more than 3 consecutive weeks, is only granted under special circumstances. These requests should be made well in advance. The final decision is at the discretion of the Administrator.
13. All other categories of employees, including contract employees, hourly paid employees and employees with less than six months employment will be granted vacation pay in accordance with the [Employment Standards Act, 2000](#)<sup>30</sup>
14. Vacation entitlement:

Years of Service	1	5	10	20
Full-time non-management	2wks	3wks	4wks	5wks
Full-time management	3wks	4wks	5wks	6wks

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<sup>30</sup> Employment Standards Act, 2000, S.O. 2000, CHAPTER 41

**SECTION 6:** **PERFORMANCE MANAGEMENT**  
**COMMUNICATION**

**DATE APPROVED:**

**DATE LAST REVISED:** **OCTOBER 2013**

**DATE LAST REVIEWED:** **OCTOBER 2013**

**POLICY:**

The Township endorses effective communication as a means of creating synergistic energy and strength and a means of thinking and talking together, especially at critical moments.

**RATIONALE:**

Effective communication strategies enable goal achievement and organizational success.

**PROCEDURE:**

1. Everyone in the Township is expected to speak together to clarify issues and to achieve performance outcomes.
2. Everyone in the Township is expected to use good communication skills including active listening, appropriate body language and the appropriate means of communication for the situation including use of telephone, in person meetings and e-mail.
3. Everyone in the Township is expected to present ideas with supporting documentation and evidence.

## **SECTION 6: PERFORMANCE MANAGEMENT**

### **PERFORMANCE APPRAISAL**

#### **DATE APPROVED:**

**DATE LAST REVISED: OCTOBER 2013**

**DATE LAST REVIEWED: OCTOBER 2013**

#### **POLICY:**

Performance is measured against established goals, corporate standards and the required competencies for the position.

#### **RATIONALE:**

The Township believes in the value of performance appraisals to support the professional development of all employees and as a measure of ongoing quality of service. To accomplish this, all employees will have their performance formally reviewed during the probationary period and every year thereafter.

Continuous, constructive and positive feedback:

- Demonstrates Employees are valued
- Supports improved morale
- Assists employees to improve their work performance
- Assists in the identification of opportunities for ongoing professional and personal development.

Probationary performance appraisals provide an opportunity for mutual assessment of the suitability of the employee for ongoing employment beyond the probationary period.

#### **PROCEDURE:**

1. It is the expectation that all employees will be proficient in their performance, meaning they will be adept and skilled and able to demonstrate behaviour that supports all performance outcomes.
2. Performance appraisals should be completed at the end of probation and annually, as a formal mechanism to assess the behaviour or performance of employees that are measured against established goals, corporate standards and the required competencies for the position.
3. The Administrator provides continuous feedback throughout the year.
4. Feedback is provided as close to an event as possible with clear and specific goals developed and an understanding by employees that they are responsible for themselves but will have support if needed.
5. The Administrator discusses performance and goal progress regularly with employees and document specific examples or “evidence” of behaviour frequently during the year.
6. The Administrator and employees are jointly responsible to arrange times to discuss the employee’s performance and the employee shall provide written reports of their progress to the Administrator prior to such meetings.



7. Performance problems, inappropriate conduct and/or behaviour must be addressed at the time of occurrence.
8. Employees may be required to complete self-evaluations of their performance and to submit the evaluation forms to the Administrator one week prior to the meeting to discuss their performance.
9. In completing the evaluation, employees are required to identify examples, thus providing evidence or rationale, of areas they believe their behaviour has exceeded or is below proficient.
10. Guidelines for self-evaluations and evaluations by Administrator:
  - a) Review the position description to establish a clear understanding of the position role, responsibilities and behavioural expectations.
  - b) If you have achieved proficiency in an area of performance an example of the behaviour is not mandatory but should be provided if it clarifies or supports the rating.
  - c) The “default” rating in any area of performance is “standard” as there is no knowledge of either less than or greater than standard.
  - d) Examples of performance or “feedback” provided should be concrete, specific and timely and should focus on performance or the specific behaviour and not personality of the employee.
  - e) Feedback should provide the individual with clear information regarding what they are achieving and what they are not achieving, and constructive criticism regarding areas where performance requires ongoing development or is not acceptable.
  - f) Specific statements or “feedback” used in discussions with employees regarding their performance should:
    - i. Deal with facts;
    - ii. Refer to a particular behaviour or event:
      - i. The behaviour should be described so the employee understands what you are referring to;
      - ii. The consequences of the behaviour should be indicated, explaining if and why behaviour is a problem;
      - iii. The Administrator should seek a commitment from the employee to agree to change or improve behaviour.
      - iv. The Administrator should focus on what the employee has done or not done;
      - v. Evidence to support feedback should be obtained by the Administrator to avoid second-hand information.
      - vi. Employees can provide evidence to support their ratings or to seek a change in rating from the Administrator.

11. The section “Summary Comments” is completed by the Administrator and includes areas of strengths, areas for ongoing improvement/development and areas where performance outcomes have not been met.
12. The performance appraisal should incorporate additional examples or “evidence” provided by the employee that the Administrator deems to be relevant. There is a section on the appraisal form for the employee to add additional comments.
13. At the end of the performance review meeting, the Administrator and the employee should mutually establish performance goals for the following year to support and encourage ongoing development. Performance goals should be “**SMART**”: Specific, Measurable, Attainable, Results-oriented and Time Framed.
14. A copy of the performance appraisal is signed by the Administrator and the employee, indicating the employee has had an opportunity to provide input by way of a self-evaluation and a meeting with the Administrator. The report is then placed in the employee’s file.
15. Employees are provided with a copy of their performance appraisal.

**SECTION 6:** **PERFORMANCE MANAGEMENT**  
**PROFESSIONAL DEVELOPMENT**

**DATE APPROVED:**

**DATE LAST REVISED:** **OCTOBER 2013**

**DATE LAST REVIEWED:** **OCTOBER 2013**

**POLICY:**

Employees are encouraged to participate in professional development programs that relate to skill developments that will assist employees in performing their duties more effectively or enable them to take on more responsibility.

**RATIONALE:**

There are different kinds of professional development within and outside of the Township. Employees are expected to be involved in their ongoing professional development with the Administrator, including the performance review process. Training and development of employees provides an effective means of improving employee's competency, morale and meeting the Township's objectives, thus positively affecting the quality of services provided.

**PROCEDURE:**

1. The Administrator is responsible for arranging an employee's registration and attendance at an approved seminar or conference and for ensuring a [Seminar and Conference Report](#) is completed by the employee in a timely manner.
2. Employees who attend a seminar or conference, paid for by the Township, are responsible for submitting a [Seminar and Conference Report](#) in a timely manner.

**Mandatory and Discretionary Training and Development Sessions and Programs:**

1. A number of training sessions or programs will be classed as mandatory. These are sessions or programs that the Township has determined employees must attend to ensure an appropriate level of skills and competency.
2. Attendance at sessions or programs deemed mandatory is a condition of employment.
3. The Township will compensate employees at their regular straight time hourly rate of pay for attendance at mandatory sessions or programs.
4. Mandatory sessions or programs may occur outside of regular working hours. Employees will be given as much notice as possible as to the date of such sessions or programs.
5. Employees who do not attend mandatory sessions or programs without a reason satisfactory to the Township will be subject to discipline.

6. Employees may request to attend non-mandatory sessions or programs. In such instances, employees may request funding assistance with the costs associated with external training by submitting a written request. Any requests for assistance must have a clear and specific benefit and relationship to the stated training plan of the employee or the Township. The request should identify what the employee is seeking and could include:
  - a. Time off to attend the program
  - b. Fees or tuition
  - c. Paid time for attending the course (not to exceed normal daily rate of pay)
  - d. Travel and accommodation costs
  - e. Personal leave for education
7. Approval of requests will be based on the following criteria:
  - a. Total cost of training course
  - b. Available funding
  - c. Available relief employees for scheduling
  - d. Previous courses taken
  - e. Relevance to individual training plan
  - f. Township objectives.
8. Employees are encouraged to share information and knowledge and as such, employees meetings are an intrinsic part of the team approach. Employees may be requested to conduct in-service sessions, act as coaches and/or mentor on occasion. Upon completion of the course, the employee may be requested to complete a [report](#) or give an oral presentation on information obtained.

**SECTION 6:** **PERFORMANCE MANAGEMENT**  
**PROGRESSIVE DISCIPLINE**

**DATE APPROVED:**

**DATE LAST REVISED:** **OCTOBER 2013**

**DATE LAST REVIEWED:** **OCTOBER 2013**

**POLICY:**

The Township implements a progressive disciplinary process<sup>31</sup> consistently as a measure to influence, change and assist employees to correct inappropriate or unacceptable behaviour.

**RATIONALE:**

Implementing a progressive disciplinary process keeps the focus on changing inappropriate or unacceptable performance or behaviour.

**PROCEDURE:**

1. Prior to implementing disciplinary action, the Administrator will collect factual information that substantiates the issue or situation.
2. Facts are determined by a variety of means including gathering of documentation and through interviews that are subsequently substantiated.
3. If necessary, an investigation<sup>32</sup> is undertaken as close to the date of the event as possible.
4. Dependent upon the results of the investigation, disciplinary action may be warranted.
5. While the Township supports progressive discipline and views it as a corrective measure for inappropriate or unacceptable behaviour, the seriousness of the conduct may result in steps in the process being skipped and or immediate termination of the employee for just cause.
6. The disciplinary action is implemented as close to the incident as possible.
7. Steps in Applying Progressive Discipline:

Verbal Warning:

- Issued if the inappropriate or unacceptable behaviour is not serious or is the first or perhaps second occurrence of an incident of the same or similar nature or where overall performance is consistently below standard
- The employee's behaviour is discussed with the Administrator in a private setting

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<sup>31</sup> Includes references from CCH Inc. Ultimate HR Manual, 2006

<sup>32</sup> Section: Investigations

- While there is no formal record of the discussions and the agreed to plan for corrective action, the Administrator keeps notes for reference in the event of future incidents of a similar nature (dates, times, who was present at meeting) or where overall performance is consistently below standard

#### Written Warning:

- A written letter is issued to the employee advising them of what the inappropriate or unacceptable behaviour was, describing any policy, procedure, rule or regulation that has been violated
- Reference previous verbal warnings for the same or similar incidents
- Include dates of discussions with employees
- Include the corrective action that must be undertaken by the employee and advising the employee that a reoccurrence of a similar nature could lead to further disciplinary action
- If the incident is serious in nature advising the employee that a reoccurrence of a similar nature will result in further disciplinary action up to and including termination of employment

#### Suspension:

- Consider suspensions with pay prior to those without pay, in most instances
- Where an employee is under investigation and results of the investigation are not yet known, the employee should be suspended with pay
- Where a second or subsequent suspension is being issued, the length of the suspension normally increases
- Clearly state number of days of suspension, when it begins, when it ends
- At this stage in the disciplinary process, the letter to the employee will contain a statement that further incidents of inappropriate or unacceptable behaviour will result in further disciplinary action up to and including termination of employment
- The letter should advise the employee of a requirement to meet with the Administrator upon return from suspension to discuss the corrective action plan to address the inappropriate or unacceptable behaviour and how the Administrator will support and guide the employee to improve performance i.e. ongoing meetings to discuss performance, recommended literature and/or manuals for the employee to review and increased supervision, may be some measures

#### Termination:

- The Township reserves its right to place the employee back on probation and/or to terminate the employee for just cause and/or provide reasonable notice of termination
- The seriousness of the inappropriate or unacceptable behaviour may result in termination prior to other steps of the disciplinary process being implemented

8. Inappropriate or unacceptable behaviour that may result in disciplinary action includes but is not limited to:

- Insubordination
- Using foul and abusive language
- Fighting
- Continually being late and/or leaving work early
- Leaving work without permission
- Substance abuse
- Medical fraud
- Incompetence
- Violation of the [code of conduct](#)<sup>33</sup>
- Violation of safety rules
- Violation of confidentiality
- Past record of discipline
- Dishonesty
- Breach of trust
- Falsification of employment records

9. Inappropriate or unacceptable behaviour that may result in termination includes but is not limited to:

- Gross negligence or dereliction of duty
- Theft (regardless of the amount)
- Fraud (including any misrepresentation regarding personal background)
- Any criminal act while on duty or against the interests of the company
- Gross insubordination
- Assault on Administrator, employee, member of public
- Being in possession of or under the influence of a controlled substance, including alcohol and narcotics, while on duty
- Neglect of duty

10. The Administrator recommending termination, must provide a report to the Council indicating:

- The culminating incident giving rise to recommendation for termination
- Any related statements from witnesses and all relevant notes from the disciplinary investigation (including meetings with the employee)
- Any other relevant documentary evidence
- A summary of the employee's disciplinary record
- Copies of all current disciplinary letters

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<sup>33</sup> Section: Introduction to the Township - Code of Conduct

**SECTION 6:** **PERFORMANCE MANAGEMENT**  
**RELATIONSHIP MANAGEMENT**

**DATE APPROVED:**

**DATE LAST REVISED:** **OCTOBER 2013**

**DATE LAST REVIEWED:** **OCTOBER 2013**

**POLICY:**

The Township values the importance of effective working relationships between all employees.

**RATIONALE:**

Employees believe they are valued when effective working relationships exists when all employees are respected and when there is a consistent approach regarding issues.

**PROCEDURE:**

1. All employees are role models and shall demonstrate extraordinary performance in their relationships with each other.
2. Day-to-day interactions are consistent to ensure clear understanding in roles and relationships.
3. Concerns or issues are brought to the attention of the Administrator and/or employee as soon as possible following the incident that created the concern or issue<sup>34</sup>.
4. All employees must exemplify and communicate the values respect, dignity, caring of and for each other (fellow employees, volunteers, members of the Council).

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<sup>34</sup> See: Conflict Resolution Policy



**SECTION 6:** **PERFORMANCE MANAGEMENT**  
**RETENTION**

**DATE APPROVED:**

**DATE LAST REVISED:** **OCTOBER 2013**

**DATE LAST REVIEWED:** **OCTOBER 2013**

**POLICY:**

The Township recognizes the value of highly skilled and qualified employees and implements measures for retention of employees to ensure Township success.

**RATIONALE:**

Retention strategies demonstrate organizational value, help to ensure turnover is minimized and valued employees remain.

**PROCEDURE:**

1. Regular employee meetings are held.
2. The Township keeps employees informed of important organizational issues and pending changes.

**SECTION 7: HEALTH AND SAFETY**  
**ACCIDENT AND INJURY REPORTING AND INVESTIGATION**

**DATE APPROVED:**

**DATE LAST REVISED: OCTOBER 2013**

**DATE LAST REVIEWED: OCTOBER 2013**

**POLICY:**

Any accident that results in a workplace injury (no matter how slight) or could cause a disabling injury or property/equipment loss (near-miss) must be reported immediately to the employee's immediate Supervisor. The Township immediately investigates all workplace accidents that result in death or a critical injury or could have caused death or a critical injury or significant property/equipment loss (near-misses).

At a minimum and in all cases, accident and/or injury reporting shall comply with the requirements of Ontario [\*Occupational Health and Safety Act\*](#)<sup>35</sup> and the [\*Workplace Safety and Insurance Act, 1997\*](#)<sup>36</sup>.

**RATIONALE:**

The Township complies with legislative requirements related to the reporting of occupational injuries, illnesses and accidents.

**PROCEDURE:**

1. Each employee is responsible for immediately reporting any workplace injury, accident, or illness to their immediate Supervisor. For more information please refer to [Procedures for Reporting and Conducting Occupational Injury/Illness and Near Miss Investigations](#).
2. The Supervisor is responsible for:
  - a) Ensuring that employees receive proper medical treatment when injured
  - b) An initial investigation of an accident or workplace injury will be conducted immediately for the purpose of implementing corrective action to minimize any opportunity for a recurrence of the accident or injury
  - c) Complying with WSIB Reporting Procedures
  - d) Complying with the Occurrence Reporting Procedures
  - e) Ensuring that accident and injury reports are properly prepared and issued in a timely manner to the appropriate personnel, consistent with the reporting requirements specified in Ontario statutes;

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<sup>35</sup> Occupational Health and Safety Act, R.S.O. 1990, CHAPTER O.1

<sup>36</sup> Workplace Safety and Insurance Act, 1997, S.O. 1997, CHAPTER 16, Schedule A

- f) Ensuring that all employees are familiar with this policy and related forms.
3. “Critical injury” means an injury of a serious nature that:
- a) Places life in jeopardy;
  - b) Produces unconsciousness;
  - c) Results in substantial loss of blood;
  - d) Involves the fracture of a leg or arm but not a finger or toe;
  - e) Involves the amputation of a leg, arm, hand or foot but not a finger or toe;
  - f) Consists of burns to a major portion of the body; or
  - g) Causes the loss of sight in an eye.
4. The Township ensures reporting and investigation of occupational injuries, illnesses and accidents comply with legislation.
5. The Administrator is responsible for:
- a) Ensuring that all Supervisors understand this policy and their obligations under it;
  - b) Ensuring that appropriate authorities are notified in a manner consistent with the reporting requirements specified in Ontario statutes;
  - c) Implementing a proper investigation, with the involvement of the Health and Safety Representative and the Ministry of Labour, into all accidents resulting in death or a critical injury or “near misses”. “Near misses” are accidents that could have resulted in death, critical injury or damage to property, exceeding [\$2,000].

**SECTION 7: HEALTH AND SAFETY  
ACCOMMODATION PROCESS**

**DATE APPROVED:**

**DATE LAST REVISED: OCTOBER 2013**

**DATE LAST REVIEWED: OCTOBER 2013**

**POLICY:**

The Township is committed to ensuring equal rights in the workplace. The Township is committed to assessing and addressing the legitimate accommodation needs of employees. Accommodation issues can be successfully identified, assessed and addressed only where all parties are meeting the expectations and responsibilities through cooperation of and a consultative approach by management, the employee seeking accommodation, the workplace community and attending medical practitioners.

**RATIONALE:**

The objective of this policy is to facilitate the identification and resolution of accommodation issues.

**PROCEDURE:**

**EMPLOYEE RESPONSIBILITIES:**

1. Employees have an obligation to promptly advise the Administrator of any condition of disability or need related to any other protected status that conflicts with the employee's ability to either, provide regular work attendance, perform regular duties or comply with other terms and conditions of employment.
2. Where a potential accommodation issue has been identified, the employee seeking accommodation is responsible for promptly responding to all Township requests for information that the employer identifies as relevant to assessing or pursuing accommodation initiatives.
3. Any employee requiring accommodation is expected to conduct himself or herself reasonably and to provide his or her full co-operation and support to the implementation of accommodation initiatives. Employees should recognize that a failure to:
  - Communicate an accommodation need,
  - Provide all relevant information in a timely manner, and
  - Co-operate with the implementation of accommodation measures.These may limit the Township's ability and obligations to successfully address the employee's accommodation needs.

**MANAGEMENT RESPONSIBILITIES:**

Upon an accommodation issue being raised or communicated by an employee, management will:

- assess
- verify
- identify appropriate accommodation options, and
- monitor the employee's progress

**WORKPLACE RESPONSIBILITIES:**

Successful accommodation requires the support and commitment of everyone in the workplace. All employees are expected to provide their assistance and support where required to facilitate accommodation initiatives. All members of the workplace have an obligation to respect the right to accommodation of any employee with a qualifying need.

**COMMITMENT OF ALL PARTIES:**

It is expected that all parties will provide their co-operation and relevant input to ensure that they can successfully address accommodation issues arising in the workplace.

- This document represents a protocol to support;
- The objectives of the accommodation policy; and
- The successful reintegration of employees with disabilities into the workforce through reasonable accommodation.

**COMMUNICATION OF ACCOMMODATION NEED:**

The employee in need of accommodation shall communicate to his or her Supervisor. The Administrator will assist the employee in understanding the process of accommodation, the applicable time frames and what assistance and co-operation may be required from the employee.

Where there has been a significant and sudden alteration to an employee's behaviour, conduct or performance, in circumstances that raise a belief that the conduct may relate to a psychological or stress-related condition, the Administrator should pursue relevant inquiries to determine if there is a disability issue underlying the conduct that is conflicting with the employee's ability to meet the regular expectations of the workplace or his or her position. Where a condition of disability is confirmed, the employer should proceed to assess the relevant accommodation issues in accordance with this protocol.

**ASSESSMENT OF WHETHER THE EMPLOYEE HAS A DISABILITY:**

The employee will be assessed as to whether they have a disability that entitles him or her to accommodation subject to undue hardship.

**RELEVANT MEDICAL DOCUMENTATION/RESTRICTIONS:**

The Township requires a complete understanding of the employee's relevant medical status, restrictions or precautions, to properly assess appropriate accommodation options. The Township will issue a medical information form to the employee, who is responsible for ensuring that all necessary information is received in a timely manner.

**ASSESS AND REVIEW OF INFORMATION RELEVANT TO POSITION FUNCTION EVALUATION:**

The Administrator will assess the employee's employment history, including:

- The essential duties of the current position performed by the employee;
- The physical demands of the entire position; and
- The physical demands of the essential duties.

**ASSESSMENT OPTIONS:**

The Administrator will assess essential position duties and specific restrictions and the impact on the employee's ability to perform their duties. Input from the employee will be considered if it is determined that the employee is unable to perform their essential or modified duties. The Administrator will prepare a list of positions that the employee could perform with or without accommodation. A second list will also be provided listing positions that the employee cannot perform due to disability.

**UNDUE HARDSHIP CONSIDERATION AND LEAST DISRUPTIVE APPROACH:**

The Administrator will evaluate undue hardship considerations with respect to the accommodation options, if any, in assessing which positions constitute appropriate accommodation.

Where there is several accommodation options that will facilitate the employee's continuance in the workplace, the employer will select a position(s) for the employee based on the following considerations:

- What option requires the least accommodation?
- Which of the potential placements are comparable to the last position performed by the employee in terms of compensation, classification, and such other factors as the employer considers appropriate.

In circumstances where the only possible accommodation option would result in a disruption to operations or to other employees or interference with seniority rights, such options will be listed notwithstanding the items listed above.

**SEEKING INPUT INTO RECOMMENDATION:**

The Administrator will summarize in writing its recommendations for accommodation and take into consideration:

- Accommodation required
- Duration
- Ranking of all options

The Administrator will meet with the employee to review the written summary of accommodation options and receive the employee's input. The Administrator will consider the employee's concerns and suggestions, if any, prior to finalizing its recommendation for reasonable accommodation.

**IMPLEMENTATION OF SELECTED ACCOMMODATION RECOMMENDATION:**

After finalizing an accommodation recommendation the Administrator will proceed to take all the necessary steps required to implement and to facilitate the accommodation initiative, including:

- Step 1: Meeting with the employee to communicate the details of the accommodation initiative
- Step 2: Confirm in writing to the employee, details of the accommodation initiative, including:
- Identification of position;
  - Outline of the specifics of accommodation (specific duration, details of any modification of duties, working conditions or the workplace);
  - Identify timing for and specifics of any review or reassessment of the accommodation initiative.
- Step 3: Inform all employees affected by the accommodation initiative.

#### **MAINTENANCE OF DOCUMENTATION**

The Administrator will maintain documentation throughout the process and ensure that all correspondence, notes and documentation generated in the course of pursuing accommodation assessments and initiatives is retained in the employee's accommodation file. Such documentation will include, but is not limited to, all correspondence, medical information, written confirmation of restrictions, physical demands analysis, notes of accommodation assessment, summaries of accommodation options, written confirmations or terms of accommodation initiatives implemented, and employee input.





7. No employee or volunteer shall make any commitments on behalf of the Township after having consumed any amount of alcohol or when under the influence of drugs.
8. Each individual is responsible for his or her own consumption of alcohol and the consequences that may result from the consumption.
9. If a Supervisor becomes aware that an employee or volunteer has become intoxicated, or is under the influence of drugs, the Supervisor shall take such steps as are necessary to prevent the person from causing injury.
10. If a Supervisor becomes aware that an employee or volunteer has violated this policy, the Supervisor shall implement the appropriate disciplinary procedure.
11. Definitions relevant to this policy and procedure include:
  - a. Intoxicated: means the condition of a person who is showing signs of physical and behavioural change, including the smell of alcohol on the breath, red rimmed eyes, staggering, and/or aggressive or loud behaviour not typical to the person.
  - b. Workplace: means where the employee or volunteer works. This may include any Township premises, or an employee's or volunteer's car if used for business purposes during working hours.

**SECTION 7: HEALTH AND SAFETY**

**CELL PHONE USE**

**DATE APPROVED:**

**DATE LAST REVISED: OCTOBER 2013**

**DATE LAST REVIEWED: OCTOBER 2013**

**POLICY:**

The Township provides some employees with a cell phone to use for business purposes only, in accordance with the terms and conditions set out in this policy.

**RATIONALE:**

The Township recognizes that some employees require cell phones for the effective performance of position duties.

**PROCEDURE:**

1. The equipment is the property of the Township and must be returned immediately upon request or upon termination of the employee's employment, whichever first occurs.
2. Employees are responsible for the proper care and maintenance of the cell phone which includes taking reasonable care to prevent loss, theft or damage of the equipment. All malfunctions should be reported to the Administrator as soon as possible (see [Cell Phone Liability Form](#)).
3. Employees are to use cell phones for business purposes only and only when necessary. Employees are expected to use a less costly means of communication when it is available. Company-provided cell phones may be used for personal calls in some exceptional circumstances, such as child care issues, notifying family of lateness, or emergencies. Air time for personal calls must be paid by the employee on a monthly basis.
4. Employees using cell phones are expected to conduct themselves in a professional and business-like manner at all times by respecting those around them by turning the telephone off during meetings, whenever possible, and refraining from loud conversations within earshot of others.
5. Employees are prohibited from making illegal transactions, threats, harassing telephone calls or anything else which contravenes the [Code of Conduct Policy](#)<sup>37</sup> while using their cell phones.
6. Employees are prohibited from using a cell phone while driving. Cell phone conversations should only occur when the vehicle is stopped or parked. Employees may use cell phones to deal with emergency situations, such as car break downs, and accident reporting.

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<sup>37</sup> Section: All Employees: Introduction to the Township: Code of Conduct

**SECTION 7: HEALTH AND SAFETY**  
**EARLY AND SAFE RETURN TO WORK**

**DATE APPROVED:**

**DATE LAST REVISED: OCTOBER 2013**

**DATE LAST REVIEWED: OCTOBER 2013**

**POLICY:**

The Township provides for an early and safe return to work program for employees.

**RATIONALE:**

The Township recognizes the value of employees' early and safe return to work and is committed to the successful recovery of injured and ill employees through an Early and Safe Return to Work Program (ESRTW). In doing so, the Township takes all the prescribed and reasonable steps to return employees to their pre-injury Position as soon as possible. In the event that an employee is unable to return to their pre-injury duties, the Township will attempt to provide them with alternative work consistent with their functional abilities.

- We will provide for the ESRTW of all employees who have, in the course of or arising from their employment, sustained an injury, illness or disability.
- This support will continue until the employee has returned to the position held prior to illness, injury or disability, or into alternative employment suitable to both the employee and the Township, or an acceptable conclusion is agreed upon.

**Objectives**

- To facilitate where possible, the safe and early return to meaningful productive work.
- To liaise where necessary with outside medical and health professionals to assist with the rehabilitation process.
- Comply with legislative obligations.

**PROCEDURE:**

1. In the event that an employee is unable to return to their pre-injury duties, the Township will attempt to provide the employee with alternative work consistent with their functional abilities.
2. The Township provides for the ESRTW of all employees who have, in the course of or arising from their employment, sustained an injury, illness or disability. This support will continue until the employee has returned to the position held prior to illness, injury or disability, or into alternative employment suitable to both the employee and the Township, or an acceptable conclusion is agreed upon.

3. Those employees who have, in the course of or arising from their employment sustained an injury, illness or disability, are returning to work with the completed WSIB forms (Forms 6, 7 and [Functions Ability Form for Timely Return to Work](#)).
4. The employee and the Administrator will develop individual ESRTW Programs, with further assistance from internal and external resources as required, such as WSIB, medical practitioner.
5. Duties and Responsibilities:

The employee shall:

- Contact the Administrator immediately after the injury occurs, and maintains good, cooperative communication throughout the period of recovery and impairment.
- Assist the Township as required to identify suitable employment that is available and consistent with their functional abilities and when possible restores their pre-injury earnings.
- Give the WSIB such information as required concerning their return to work.
- Complete an [Accident/Incident Investigation Report Form](#)
- Sign the Employee's Claim/Consent Form (Form 6).
- Ensure the [Functional Abilities Form](#) for Timely Return to Work is completed by the appropriate medical professional.
- Assist the Township in identifying suitable tasks appropriate for limitations.
- Attend ESTRW meetings.
- Undertake recommended medical treatment and rehabilitation programs to assist with an early return to work.
- Cooperate in their return to work and communicate Functions Ability updates to the Township.

The Administrator shall:

- Contact the employee as soon as possible after the injury occurs and maintain good communication throughout the period of recovery and impairment at least once a week until the employee is able to return to modified duties, at which time regular meetings will be scheduled to determine the suitability of the work.
- Attempt to provide suitable work that is available and consistent with the employee's functional abilities and when possible restores their pre-injury earnings.
- Give the WSIB such information as required concerning their return to work.
- Do such other things as may be prescribed.
- Record the first aid administered to the injured employee.

- Provide the injured employee with the necessary forms and assist in their completion and submission to the WSIB within the allotted time frames.
- Review the completed [Functions Ability Form](#) with the employee to identify suitable work.
- Cooperate with the employee to develop and monitor the RTW program.

The Supervisor shall:

- Participate in the accident investigation procedure.
- Assist in the development of the ESRTW program.
- Assign programmed duties to the employee.
- Follow up with the employee once a week and maintain a contact log.
- Report problems with the program to Human Resources.

Health & Safety Representative shall:

- Participate in the accident investigation procedures as required.
- Assist in the development of the ESRTW program as required.

Required Medical Professionals shall:

- Complete the [Functions Ability Form](#).
- Update the Township and the WSIB of the employee's progress.

6. Rehabilitation Program:

- Each ESRTW program will be designed in consultation with all involved parties, to match the employee's capabilities and limitations.
- A timetable will be established to review and monitor the employee's work performance and medical progress.

7. Structured Return to Work Programs:

- An ESRTW program incorporating a gradual return to normal or alternative duties may be required for employees. Listed, are a number of steps, which will be considered when implementing such a program.
- Develop short and long-term goals in consultation with the employee and treating medical practitioner(s).
- Attempt to provide meaningful work duties.

- Establish time frames for monitoring progress including ongoing medical review, upgrading of duties and hours, to meet long term goals, and follow up to ensure successful placement.
- Provide appropriate training and supervision of any duties that are unfamiliar to the employee.
- If an employee requires training external to the Township this may be funded through the allocation provided for Labour Market Re-entry purposes within the WSIB.
- Costs associated with internal training are to be met by the Township.
- Ensure complete and accurate documentation is maintained (i.e. Review meetings, action plans).
- Ensure that the employees, Supervisors and others in Township clearly understand the rehabilitation program details (i.e. work restrictions, physical limitations, time frames).
- On successful completion of the rehabilitation program, work performance evaluation will be conducted as per the Township's normal performance management system guidelines.

8. Cessation of program:

The ERSTW process ceases when an employee:

- Has returned to original duties.
- Has returned to an alternative position within the Township.
- Refuses to participate, in which case the matter will be referred to the WSIB.
- Has been unsuccessfully rehabilitated after a reasonable time frame.

9. Confidentiality and Records:

The provision of a rehabilitation service for injured or disabled employees is to be approached in a professional and ethical manner and in this regard, employees using the service must be able to participate in the program with their rights to confidentiality assured and protected. All records and documents, relating to an employee's involvement in the ESRTW program will be available to the WSIB, managers and Supervisors. Information obtained in the ESRTW program will not be released to any other party without the written permission of the employee.

10. Evaluation:

The effectiveness of the ESRTW program will be regularly evaluated and reviewed to ensure ongoing development of the service.

11. Definitions:

Graduated Work Program:

A form of work hardening that initially results in a minimal amount of activity or time at work with a firm work schedule to increase participation up to and including normal duties within a specified time

period. Such programs must be structured and may be performed under the guidance of a health care service provider. Such programs will be documented.

Health Care Providers may include one or more of the following:

- Public Health Nurse
- Occupational Nurse
- Physiotherapist
- Occupational Therapist
- Kinesiologist
- Speech Therapist
- Psychologist
- Chiropractors
- Massage Therapists
- Podiatrist
- Naturopaths
- Acupuncturists
- College of Physicians and Surgeons
- Psychiatrist
- Vocational Rehabilitation Consultant

Key Stakeholders - Individuals who may provide support to the employee during their return to work process which may include family members and rehabilitation professionals

Long Term Disability - Benefit payment continuance received by qualifying employees when they are unable to work due to a non-occupational illness or injury

Meaningful Work - Work that will not impede the rehabilitation of the employee and which will add value to the company

Modified Duties - Any Position, task, function or combination of tasks or functions that a temporarily or permanently disabled employee can perform safely - This work may incorporate, but is not limited to, regular work that has been changed, redesigned or physically modified. This may include reductions in time or volume, as well as work which others normally perform, or which has been specifically designed for an employee participating in a modified work plan. The work must be productive and the work must have value.

Modified Work Plan - A work plan will be based upon objective medical information and/or functional abilities and/or limitations identified on the completed [Functional Abilities Form](#) provided by the treating physician and/or health care provider. The work plan may include, but will not be limited to; reassigned duties, modified duties and/or scheduling, training or modification of Position duties, equipment or work stations etc.

Permanent Disability - Any physical condition due to an illness/injury that permanently limits an employee's ability to perform the essential functions of their regular duties - Such restrictions must be supported by objective medical information.

Return To Work Functional Assessment Form (RTW-FA) - A form provided to and completed by the treating physician, specialist or health care professional identifying the disabled employee's functional abilities and limitations

Temporary Disability - An injury/illness having a prognosis of the employee returning to their regular duties following a specified period of recovery/rehabilitation

Transitional Work Program - Any group of tasks or specific positions that are not intended as the final outcome of an employee's return to work

Employees' Compensation Benefits - Benefits which may include wage replacement, Medical assessments, Treatment and/or Retraining and counselling provided for employees through the WSIB



**SECTION 7:** **HEALTH AND SAFETY**  
**EMERGENCY PREPAREDNESS**

**DATE APPROVED:**

**DATE LAST REVISED:** **OCTOBER 2013**

**DATE LAST REVIEWED:** **OCTOBER 2013**

**POLICY:**

The Township develops and keeps an emergency plan to follow in the event of a number of types of emergency such as fire, power outages or a pandemic. The instructions are posted in all areas necessary to ensure instructions are visible to all employees and others.

**RATIONALE:**

The Township develops and keeps an emergency plan to follow as a safety measure for all who may need to evacuate the premises in the event of a fire.

**PROCEDURE:**

1. The Emergency Plan is posted in the Township and reviewed annually.
1. Specific plans meet legislative and governmental requirements such as the Pandemic Plan. It considers all relevant components of the Ontario Health Pandemic Influenza Plan, adapted for the Township.

## HEALTH AND SAFETY

## EMPLOYEE RIGHTS

**DATE APPROVED:**

**DATE LAST REVISED:                      OCTOBER 2013**

**DATE LAST REVIEWED:                      OCTOBER 2013**

**POLICY:**

The Township ensures all employees are aware of their rights.

**RATIONALE:**

The Township is responsible to ensure the employees are aware of their rights in accordance with legislative requirements.

**PROCEDURE:**

1. The Employee has the right to:
  - Know About Danger
2. The Township must tell employees about hazardous materials or equipment used in their workplace. Employees should also receive training before using any such materials or equipment.
  - Participate in Making your Workplace Safe
3. Employees are an important part of workplace safety. Employees should ask the Administrator to find out how they can help as they have information and materials you can use to make a difference.
  - Refuse Unsafe Work i.e. malfunctioning equipment or vehicles, in accordance with the [Occupational Health and Safety Act](#)<sup>38</sup>
4. If an employee believes their work is unsafe they can refuse that work until the situation is corrected. The employee must, however, tell their Supervisor or the Administrator immediately. In the meantime, the employee should remain in a safe place near their workstation. The employee cannot be suspended, fired, or docked pay for refusing unsafe work.

<sup>38</sup> Occupational Health and Safety Act, R.S.O. 1990, CHAPTER O.1

**SECTION 7:** **HEALTH AND SAFETY**  
**EMPLOYMENT MEDICAL EXAMINATIONS**

**DATE APPROVED:**

**DATE LAST REVISED:** **OCTOBER 2013**

**DATE LAST REVIEWED:** **OCTOBER 2013**

**POLICY:**

All candidates offered Positions by the Township, including volunteer firefighters, are required to submit to a pre-employment medical examination.

**RATIONALE:**

Pre-employment medical examinations are required to ensure potential employees are fit to perform the essential duties of the position.

**PROCEDURE:**

1. All costs associated with the medical examination will be paid by the employee.
2. The submission of a pre-employment medical examination is one of the requirements prior to confirmation of employment with the Township.

**SECTION 7:** **HEALTH AND SAFETY**  
**HAND WASHING COMPONENTS AND WATERLESS ALCOHOL BASED HAND RUBS**

**DATE APPROVED:**

**DATE LAST REVISED:** **OCTOBER 2013**

**DATE LAST REVIEWED:** **OCTOBER 2013**

**POLICY:**

It is the policy of the Township that all employees wash their hands as often as necessary and always after using the washrooms and before and after touching any food products.

**RATIONALE:**

Utilizing proper hand washing techniques helps to prevent and spread illness to others.

**PROCEDURE:**

**Hand Washing Guidelines:**

The components of good hand washing include:

- Turn tap on to comfortable temperature
- Wet hands
- Use one pump of soap (Do not use bar soap).
- Rub the hands together covering all surfaces to create some friction.
- Rub hands for a minimum of 15 seconds and longer if you can see your hands are soiled.
- Rinse hands thoroughly under running water.
- Pat hands dry with a paper towel
- Turn taps off with paper towel.
- Dispose of paper towel in waste basket.
- The effectiveness of hand washing depends on the time taken and the technique.<sup>39</sup>

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<sup>39</sup> Health Canada. Canada Communicable Disease Report Supplement: Infection Control Guidelines Hand Washing, Cleaning, Disinfection and Sterilization in Health Care, December 1998, p.1 retrieved January 2005 from [www.phacaspc.gc.ca/dpg\\_e.html#infection](http://www.phacaspc.gc.ca/dpg_e.html#infection)

## **Waterless Alcohol Based Hand Rubs**

Steps:

- Apply 1.5 to 3 ml (about the size of a nickel) of an alcohol gel to the palm of one hand and rub your hands together.
- Cover all surfaces of your hands and fingers, including areas around/under fingernails.
- Continue rubbing hands together until alcohol dries – it should take at least 10 to 15 seconds of rubbing before your hands feel dry.

Also remember that:

- Hands must be dry so as not to dilute the hand rub.
- You need to wash your hands first with soap and water if your hands are visibly soiled.<sup>40</sup>

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<sup>40</sup> Frequently Asked Questions; Retrieved January 2005 from [www.handhygiene.org](http://www.handhygiene.org)

**DATE APPROVED:**

**DATE LAST REVIEWED: OCTOBER 2013**

**POLICY:**

**RATIONALE:**

- 1) Risk Assessment
- 2) Risk Control
- 3) Training and Education
- 4) Reporting
- 5) Evaluation of the Infection Control Program.

**PROCEDURE:**

1. The Township makes recommendations and advocates for a safe workplace in conjunction with the Health and Safety Representative.
2. Site inspections are done by the Health and Safety Representative shall include knowledge of the following three factors:
  - i. The potential consequence of an identified hazard
  - ii. The likelihood of exposure to an identified hazard
  - iii. The number of persons regularly exposed to the identified hazard.
3. Risk Control:

Risk control is divided into four separate areas: engineering controls, administrative controls, Occupational Health work practice controls and personal protective equipment controls.

- a) Engineering Control:

The Township ensures that the following are available and in good working order and that policies are in place.

- Adequate numbers of sinks, soap dispensers and/or waterless antiseptic hand rinses that are kept in good working order:
  - Soap dispensers shall be provided in all bathrooms.
  - The Township shall maintain an inventory of supplies and ensure that supplies are ordered as required.
- Adequate number of appropriately maintained refrigerators to ensure separate and safe storage of food and if necessary, medications:
  - The Township shall ensure that refrigerators are checked according to Ministry guidelines.
- Adequate heating, ventilation and air conditioning systems with suitable design options and policies and procedures for control and monitoring; Contracts shall be worked out with heating/cooling services to ensure rapid response.
- Waste management systems with appropriate design and functioning
- Appropriate cleaning and maintenance of heating, ventilation and air conditioning systems:
  - The office shall be equipped with appropriate storage containers/locations for garbage/refuse/recycling.
  - Garbage and recycling shall be put out for pick-up according to the Township's requirements.
  - Recycling shall be organized according to Township requirements.
  - The Township shall ensure that routine maintenance is performed either by Township employees and documentation of such maintenance is kept current or by an outside contractor.
- A safe potable water supply during disruptions in power:
  - The Township shall ensure that there is a sufficient amount of water bottles in storage as per the Emergency Preparedness Plan.
- Appropriate cleaning and disinfection of all bathrooms and kitchen:
  - The Township shall designate employees to ensure that bathrooms and kitchens are maintained and products are stocked for use

b) Administrative Controls

The Township ensures that:

- There is an effective infection control program and the necessary financial and human resources to implement it. Infection Control policies address the following items:

- Counselling of employees with symptoms:
  - Counselling can be provided to employees when they have respiratory symptoms so they are aware of the steps they should take to avoid transmission to others and seek appropriate medical care if their symptoms are severe or become worse. This could be offered by a representative of the local Health Unit.
- Confidentiality and maintenance of employee health information (see [Human Resources Files: Access, Disclosure and Retention](#)<sup>41</sup>):
  - Any information about any illness will be stored according to Township policy and the Ministry of Labour's policy – Confidentiality of Employee Health Records.
- Surveillance of employee exposures to infections or potential exposures:
  - Each incidence of exposure and/or infection shall be reported to the Administrator by the employee.
  - The Administrator shall make contact with a person at the Health Unit to obtain direction and guidance.
- Pre-placement and periodic employees screening regarding fitness for work:
  - All information collected shall be used for the purpose of protecting the employee and clients and stored according to Township policy.
  - New employees shall provide a certificate of fitness for work from a family doctor. Costs associated with this note shall be paid by the employee.
  - Employees shall be required to provide a certificate of fitness for work if they have been off duty as per the Township's [Sick Leave Policy](#)<sup>42</sup>.
- Management of employees with specific health conditions that carry an increased risk of exposure:
  - Employees with open areas on their skin shall ensure that the area is properly covered.
  - Employees who have disclosed an immune-compromised status shall refrain from face to face contact with clients exhibiting any signs of infection (i.e., cough, sneeze, fever, vomiting, diarrhea)
  - Employees shall be trained in the use of routine practices and participation in such training shall be documented in the employee's human resources file.

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<sup>41</sup> General Employment Policies: All Employees - Human Resources Files: Access, Disclosure and Retention

<sup>42</sup> Section: Non-Union Employees: Benefits: Sick Leave



- Safer work practices are observed (routine practices):
  - Office surfaces shall be wiped after meeting with a client with an illness (arms of a chair, desk top)
- Outbreak management for exposures for employees:
  - The Township shall follow the directives provided by the Health Unit.
  - Incidences of non-compliance with Health Unit directives will be followed up by the Administrator.
- Communication with appropriate employees:
  - Confidentiality of employee information shall follow the directives provided by the Ministry of Labour on the Confidentiality of Employee Records.
  - If additional precautions need to be instituted, this will be done in a manner to protect confidentiality while ensuring that all employees have access to any required information or protective equipment.
  - Current infection control updates shall be disseminated to all employees.
  - Communication with the Health and Safety Representative will be as per policy.
- Adequate supervision of employees:
  - Training of Supervisors in Health and Safety and corresponding responsibilities shall be provided and be documented in the respective human resources files.
  - Supervisors shall provide support as needed for employees who require guidance re: infection control.
  - Supervisors shall respond within 24 hours when infection control recommendations are brought to their attention by the Health and Safety Representative.
  - Supervisors shall promote an environment of support, open communication and collaboration to help prevent infectious diseases.

c) Occupational Health (OH) Work Practices:

The Township shall ensure that there are sufficient resources for the Occupational Health program. OH Work Practices include those actions intended to decrease the risk of employees' exposure to and infection with disease. The Township shall ensure that all procedures listed under engineering and administrative controls shall be implemented and monitored.

d) Personal Protective Equipment:

Personal Protective Equipment (Antiseptic hand wash, Emergency car kits) shall be made available to all employees as per policy. The Township ensures that approved personal protective equipment is available for employees at all times as recommended in Health Canada's [Routine Practices and Additional Precautions for Preventing the Transmission of Infection in Health Care](#)<sup>43</sup>.

4. Training and Education of Employees:

Training is mandatory and ongoing for employees. It includes:

- a) Use of routine practices (evidenced based) and hand washing techniques [Hand Washing Guidelines](#) in infection control
- b) Hands on training with protective equipment involving return demonstrations of hand washing, safe application and removal of personal protective equipment; appropriate cleaning and disinfection of surfaces, supplies and office environments.
- c) Orientation and continuing education on routine practices is offered yearly including recommended immunizations for employees, disease epidemiology, and exposure prevention, host exposure follow-up and reporting requirements. The training is done by the Health and Safety Representative who documents training received by employees. Due Diligence training is offered to new employees and as needed thereafter.
- d) Education programs should include recommended immunizations for employees, disease epidemiology, exposure prevention, host exposure follow-up and communication and legislative reporting.

5. Reporting:

- a) The Township meets legislative requirements under the [Occupational Health and Safety Act](#)<sup>44</sup> and Public Health Guidelines. Infectious disease is an occupational health and safety issue, as well as a public health issue.
- b) Fitness to work certificates shall be submitted to the Supervisor on return to work after an outbreak. The Supervisor shall forward such a certificate to the Infection Control Coordinator.

6. Evaluation of the Infection Control Program:

The Health and Safety Representative provides semi-annual reports to the Administrator on the efficacy and cost effectiveness of the individual components of the Infection Control Program.

This includes the following outcome indicators:

- a) Number of occupational exposures and infections and trends that are observed
- b) Employees participation in educational sessions

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<sup>43</sup> Routine Practices and Additional Precautions for Preventing the Transmission of Infection in Health Care

<sup>44</sup> Occupational Health and Safety Act, R.S.O. 1990, CHAPTER O.1

## **SECTION 7: HEALTH AND SAFETY**

### **KEYS**

#### **DATE APPROVED:**

**DATE LAST REVISED: OCTOBER 2013**

**DATE LAST REVIEWED: OCTOBER 2013**

#### **POLICY:**

The Township controls access and to issue access privileges through the provision of keys to employees and others with contractual agreements.

#### **RATIONALE:**

The Township protects their property and the privacy of clients by limiting access to such facilities to authorized individuals.

#### **PROCEDURE:**

1. Security System:

The Community Centre has a coded security system. The security code is issued by the Administrator to designated employees who then are responsible for ensuring the premises are locked and unlocked at the appropriate times.

2. Key Sign/Out Procedures:

Keys will be issued upon employment. Replacement keys will be issued to employees for lost or missing keys when the Administrator approves replacements.

3. Vendors, Contractors and Non-Township Employees:

The same policies and procedures outlined above for key sign out apply.

4. Accountability:

No key is to be transferred from one person to another without being returned to the Administrator for appropriate reissue.

5. Duplication:

All keys referred to in this policy are the property of The Township and are not to be duplicated by any employees, student, volunteer, or clients. Duplication of a key, or the possession of a duplicate key, will result in referral to the Administrator for appropriate sanctions.

6. Return of Keys:

Upon termination of employment all keys must be returned to the Administrator. Failure to return keys upon termination will result in the holding of employee accounts until the keys are returned.

7. Audits:

An audit of access records will be done on an annual basis for review and update if necessary. Unusual occurrences related to key records, or the change of key holders may also result in an audit of control records.

8. Enforcement:

It is the responsibility of the Administrator to systematically and effectively control access for the Township. Each key issued to an individual is to be recorded, and a receipt signature is required from that individual when the key is issued. No key shall be issued without the authorization of the Administrator. Violation of this policy will result in appropriate sanctions.

**SECTION 7: HEALTH AND SAFETY**  
**MANAGEMENT WORKPLACE INSPECTIONS**

**DATE APPROVED:**

**DATE LAST REVISED: OCTOBER 2013**

**DATE LAST REVIEWED: OCTOBER 2013**

**POLICY:**

Supervisors are responsible to ensure that workplace inspections are performed at least monthly in their work areas, and corrective actions are implemented where required.

**RATIONALE:**

The Township recognizes the requirements of the [\*Occupational Health and Safety Act\*](#)<sup>45</sup>, and the responsibility to maintain a safe and healthy workplace. The purpose of this policy and procedure is to provide direction and guidance to all management personnel regarding workplace responsibilities and the required elements of an effective workplace inspection program that will contribute to ensuring employee health and safety.

**PROCEDURE:**

1. Corrective actions must be implemented promptly based on the urgency ranking of the hazard. Records of the workplace inspections and corrective actions must be maintained in a safe area and accessible to the Health and safety Representative, the Administrator, or external inspectors for auditing.
2. The workplace inspection process is an integral part of the Township's internal responsibility system that ensures a healthy and safe workplace. The purpose of workplace inspections is to identify, record, and eliminate or control hazards that could endanger the health and safety of anyone in the workplace. Identifying, assessing, eliminating and controlling workplace hazards can prevent potential workplace illness, injuries and/or exposures to workplace hazards. Inspections may be used as an indication of compliance with workplace safety policies and procedures.
3. Health and Safety hazards include any practice, behaviour, condition, or combination of these that has the potential to cause property damage and/or adverse health effect. Hazards can be categorized into five major types: chemical, biological, physical, ergonomic and psychosocial.
4. Responsibilities are as follows:

Supervisors:

- a) Ensure implementation of department inspection programs;
- b) Review and approve the Management Workplace Inspections; and

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<sup>45</sup> Occupational Health and Safety Act, R.S.O. 1990, CHAPTER O.1

- c) Ensure compliance of the policy and program i.e. request safety compliance reports from Supervisors, participate in unplanned review of workplace inspections etc.
- d) Identify departments and areas requiring workplace inspections;
- e) Perform workplace inspections or delegate workplace inspections to a competent charge employees who is familiar with the workplace hazards;
- f) Implement corrective actions or controls in a timely manner;
- g) Where appropriate communicate workplace hazards and preventative measures to employees to prevent re-occurrence; and
- h) Maintain a workplace inspection binder in a safe area that is accessible for internal and external audits.
- i) The Supervisor will ensure the department workplace inspections are performed at least monthly and more frequently as required based on the hazard potential in the work area.

5. Workplace Inspections Procedure:

The Supervisor or their delegate will perform the department workplace inspection.

- a) Document the workplace inspection report on the [Monthly Health and Safety Inspection Checklist](#).
- b) Record the Supervisor name and department to be inspected, date;
- c) Reference each hazard by item number in the area left provided on the form;
- d) Document the hazards observed (refer to the definition of hazard to ensure the observation is a hazard).
- e) Types of hazards include:

<u>Biological Hazard</u>	caused by organisms such as bacteria, viruses, parasites, fungi. (Consider infection control procedures and hygiene, sharps disposal, storage, signage, training, dress code etc.)
<u>Chemical Hazard</u>	caused by solid, liquid, vapour, gas, dust, mists (consider WHMIS, personal protective equipment (PPE), safe work procedures, proper storage, secured O2 tanks, training, dress code etc.)
<u>Ergonomic Hazard</u>	caused by anatomical, physiological demands on the employee (risk factors include poor joint postures/positions, repetition, excessive forces- lifting/lowering, push/pull. (Consider manual handling, patient handling, safe use of equipment, workstation design, dress code etc.)
<u>Physical Hazards</u>	caused by energy sources such as noise, vibration, temperature, electricity, radiation, LASER, machines and pinch points. (Consider PPE; lock out tag out procedures, shielding, and machine guarding, proper safety procedures etc.)

6. Avoid reporting maintenance repairs that are not health and safety hazards i.e. scratched paint. (Non-Occupational Health and Safety repairs may still be corrected through routine maintenance request procedures.)
  - The Supervisor may use general or department specific workplace hazard checklists to facilitate the workplace inspection.
  - Indicate whether the hazards identified are unsafe acts or unsafe conditions in the section provided on the [form](#).
  - Assign a priority level to the hazards observed to indicate the urgency of the corrective action required:  
  

HIGH	=	MAJOR HAZARD-a condition or practice likely to cause permanent disability or extensive loss; and requires IMMEDIATE corrective action.
MEDIUM	=	MODERATE HAZARD-a condition or practice likely to cause temporary disability or property/process damage is disruptive and requires corrective action in a timely manner or as soon as practical or within a pre-determined predetermined time.
LOW	=	MINOR HAZARD-a condition or practice likely to cause non-disabling injury or non-disruptive damage to property or process and corrective actions should be given consideration if benefits are worthwhile.
7. The Supervisor or delegate will sign and date the workplace inspection report.
8. The Supervisor will review the workplace inspection and complete the corrective action portion of the [form](#) indicating: whether the corrective action has been made, or is pending or has been ordered; to whom the corrective action was assigned to; and the date.
9. Supervisors are responsible to implement corrective actions to eliminate or control the identified hazards in a timely manner. It is expected that dangerous hazards ranked as urgent will be responded to immediately by the Supervisor or delegate.
10. Supervisors are responsible for maintaining a binder of their workplace inspections for due diligence purposes and auditing by the Health and Safety Representative or Administrator.
11. Evaluation:  
  
The Administrator reviews the monthly reports of routine [monthly inspections](#).

**SECTION 7: HEALTH AND SAFETY  
PRINCIPLES**

**DATE APPROVED:**

**DATE LAST REVISED: OCTOBER 2013**

**DATE LAST REVIEWED: OCTOBER 2013**

**POLICY:**

The Township is committed to ensuring the health and safety of employees. Responsibility for health and safety rests with all employees, augmented by the work of the Health and Safety Representative, operating within the Township. Consistent and continuous efforts by all employees shall be directed to preventing workplace accidents and maintaining the workplace and equipment in a safe condition.

**RATIONALE:**

The Township strives to create and maintain a safe workplace in order to minimize and/or prevent occupational injuries and illnesses.

**PROCEDURE:**

1. Employees are required to comply with the [Health and Safety Policy Statement](#).
2. At all times, the Township and its employees are required to observe and comply with the requirements of the Ontario [Occupational Health and Safety Act](#) <sup>46</sup> and its regulations.
3. The Administrator, in consultation with a Joint Health and Safety Representative, is responsible for ensuring that appropriate health and safety standards are developed, implemented and maintained in accordance with the provisions of the Ontario [Occupational Health and Safety Act](#).
4. Supervisors are directly responsible for ensuring the health and safety of employees under their supervision and for ensuring:
  - Safe and healthy work conditions are maintained in their areas of responsibility;
  - Employees perform their work in compliance with accepted safe work practices and procedures;
  - Adequate training is provided to employees so that tasks assigned to employees can be performed safely;
  - Employees are notified of any potential hazards which may exist in and around the employee's work location.
5. Each employee is responsible for working safely in compliance with accepted safe work practices, procedures and legislated health and safety standards.

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<sup>46</sup> Occupational Health and Safety Act, R.S.O. 1990, CHAPTER O.1



**SECTION 7: HEALTH AND SAFETY**  
**REPORTING, CONDUCTING OCCUPATIONAL INJURY/ILLNESS, NEAR MISS INVESTIGATIONS**

**DATE APPROVED:**

**DATE LAST REVISED: OCTOBER 2013**

**DATE LAST REVIEWED: OCTOBER 2013**

**POLICY:**

The Township maintains a practice for reporting and conducting all occupational injury/illness and near miss investigations.

**RATIONALE:**

To identify all risks for any incidents of occupational injury/illness and near miss incidents to improve workplace health and safety and prevent reoccurrence.

**PROCEDURES:**

1. General

- All injuries/illnesses/incidents must be reported to the Administrator.
- Immediately after an injury/illness/incident occurrence, the manager shall ensure the safety of employees, public, equipment and facilities from further injury or damage and follow the steps laid out in this procedure.
- There are four categories of injuries:
  - a) No Treatment
  - b) First Aid
  - c) Health Care
  - d) Critical

2. No Treatment Injury

- A 'No Treatment Injury' occurs when there is an injury that does not require any treatment (i.e. bruised finger).
- The employee will report the injury to the Administrator.
- The Administrator will record the injury in the [First Aid Treatment Log](#), which is to be kept in the Township office.

3. First Aid Injury

- A 'First Aid Injury' is an injury that can be treated at the work site and does not require treatment from a health care professional (i.e. a cut finger that requires a band aid only).
- The employee is to report the injury to the Supervisor.
- First aid treatment will be provided and the treatment recorded in the [First Aid Treatment Log](#), which is to be kept in the Township office.

#### 4. Health Care Injury

- A 'Health Care Injury' is an injury that requires treatment (i.e. a cut finger that requires stitches) from a health care professional (i.e. physician, chiropractor, etc.) but is not of a critical nature.
- The Administrator is to arrange for:
  - a) First Aid treatment for the injured employee. Record the treatment in the [First Aid Treatment Log](#) if not immediately, as soon as possible when time permits.
  - b) Transportation (i.e. private vehicle, taxi, ambulance, etc.) of the employee to a location where professional health care can be delivered (i.e. doctor's office, hospital)
- A [Functional Abilities Form \(FAF\)](#) is to be taken to the attending physician.
- The Administrator will complete a WSIB Form 7 and submit it to the WSIB within 3 days of the injury.
- The Administrator will complete the [Accident/Incident Investigation Report Form](#)
- The Administrator will contact the families of injured workers
- The injury/illness/incident is of a serious nature if the injury results in the employee being absent from work for more than five consecutive working days. The Administrator will initiate the investigation procedures when a health care professional has determined the employee's expected absence from work will exceed five consecutive working days. The Administrator will select a worker investigator
- An investigation will be initiated and must be completed within 24 hours of the request.

#### 5. Critical Injury

- A 'Critical Injury' is an injury of serious nature that:
  - a) Places life in jeopardy
  - b) Produces unconsciousness
  - c) Results in substantial loss of blood
  - d) Involves the fracture of a leg or arm but not a finger or a toe
  - e) Involves the amputation of a leg, arm, hand, foot, but not a finger or a toe

- f) Consists of burns to a major portion of the body
- g) Causes the loss of sight in an eye
- The Administrator arranges for:
  - a) First aid treatment of the injury employee. Record the treatment in the [First Aid Treatment Log](#) if not immediately, as soon as possible when time permits
  - b) Calling 911
- Immediate notification of the Ministry of Labour, Joint Health and Safety Representative, and the Reeve
- A [Functional Abilities Form](#) is to be taken to the attending physician.
- The Administrator will contact the families of injured workers
- The Administrator will contact the Ministry of Labour immediately, or as soon as possible.
- The Administrator will inform the Reeve and Council.
- The Administrator completes the WSIB Form 7 and faxes the Form 7 to WSIB within 3 days of the injury
- The Administrator will conduct an immediate investigation to determine if the incident is an occupational injury or illness. If it is found to be an occupational injury or illness the Administrator will contact the Health and Safety Representative to lead the investigation.
- An investigation will be initiated and must be completed within 24 hours of the request.
- A report that explains the circumstances of the incident identifies the causes and recommends controls to prevent a recurrence. The report will be completed and submitted to the Administrator, the Reeve and council. The Ministry of Labour must also receive a report on the findings of the investigation, within 48 hours of the incident. Refer to [Healthcare and Residential Facility Regulations 67/93, Section 5\(1\)](#) <sup>47</sup>(see attached).

#### 6. Injury/Illness/Incident Reporting

- Depending on the severity of the Administrator will determine who will conduct the investigation, i.e. Supervisor, Health and safety Representative. The findings are documented on the [Accident Injury/Incident Investigation Report](#) whenever any of the following occur:
  - a) Health care
  - b) Critical injury
  - c) Fatality
  - d) Fire or explosion

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<sup>47</sup> Occupational Health and Safety Act, R.S.O. 1990

- e) Injury/illness/incident involving possible public liability
- f) Other injury/illness/incident
- When conducting the investigation it is important to:
  - a) Preserve the injury/illness/incident scene where practical and possible
  - b) Identify witnesses or others having knowledge of the accident/incident
  - c) Interview the injured employee where practical and possible
  - d) Identify any primary/secondary causes
  - e) Identify any primary/secondary unsafe actions
  - f) Identify any primary/secondary hazardous conditions
- Investigations must be completed within 24 hours of the injury/illness/incident or request.

**SECTION 7:** **HEALTH AND SAFETY**  
**ROLES AND RESPONSIBILITIES**

**DATE APPROVED:**

**DATE LAST REVISED:** **OCTOBER 2013**

**DATE LAST REVIEWED:** **OCTOBER 2013**

**POLICY:**

The Township is legally responsible for ensuring that every reasonable precaution is taken to protect the health and safety of its employees. The Township is committed to exceeding the minimum requirements of the [\*Occupational Health and Safety Act\*](#)<sup>48</sup> by actively promoting health and safety and setting a good example in the workplace.

**RATIONALE:**

The Township complies with legislative requirements and wherever possible exceeds requirements in their attempts to do everything that is possible to protect the health and safety of its employees.

**PROCEDURES:**

1. As the employer, the Township ensures the following:

- Equipment, materials and protective devices that are required in the performance of the employees duties are provided
- Equipment, materials, and protective devices that are provided are maintained in good condition.
- All health and safety procedures and measures that are required in the workplace are strictly adhered to.
- Equipment, materials, and protective devices provided to employees are used as required.
- In order to protect the health and safety of employee information, instruction, and supervision will be provided to all employees.
- Competent Supervisors will be appointed.
- Information and education will be provided to an employee or a person in authority over other employees with any regard to hazards in the workplace and in the handling, storage, use, disposal and transport on any article, device, equipment, or a biological, chemical, or physical agent.
- A Health and Safety Representative is identified and supported in the performance of all their required functions.
- Employees are of legal age.

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<sup>48</sup> Occupational Health and Safety Act, R.S.O. 1990, CHAPTER O.1

- Every precaution reasonable is taken to ensure the protection of the employee.
- Posting in an appropriate place within the workplace a copy of the [\*Occupational Health and Safety Act\*](#)<sup>49</sup> and any explanatory material prepared the Ministry, outlining the rights, responsibilities, and duties of employees.
- Posting in an appropriate place a copy of the [\*Township's Occupational Health and Safety Policy Statement\*](#).
- The Occupational Health and Safety Policy is reviewed on an annual basis.
- A program to implement the Health and Safety policy is developed, maintained, and reviewed periodically.
- The results of any report related to the occupational health and safety will be provided to the Administrator.

2. The Administrator ensures the following:

- Employees follow all procedures and measures and make use of all protective devices as is specified in the [\*Occupational Health and Safety Act\*](#) and the regulations.
- Employees use or wear any protective device or clothing that the employer requires to be used or worn.
- That if the Supervisor is aware of the existence of any potential or actual danger to the health or safety of the employee the Supervisor must inform the employee.
- Providing an employee with written instructions as to the measures and procedures required to be taken for the protection of the employee when necessary.
- That every precaution reasonable in the circumstances for the protection of an employee is taken.

**Employees are responsible for:**

- Working in compliance with the provisions of the [\*Occupational Health and Safety Act\*](#) and the regulations.
- Using or wearing the equipment, protective devices or clothing that the employer requires employees to use or wear.
- Reporting to the Administrator or Supervisor the absence of or defect in any equipment or protective device of which the employee is aware of and which may endanger himself or another employee.
- Reporting to the Administrator or Supervisor any contravention of the [\*Occupational Health and Safety Act\*](#)<sup>50</sup> or the regulations or the existence of any hazard of which they knows.

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<sup>49</sup> Occupational Health and Safety Act, R.S.O. 1990, CHAPTER O.1

<sup>50</sup> Occupational Health and Safety Act, R.S.O. 1990, CHAPTER O.1

- Not removing or making ineffective any protective device required by the regulations or by his or her employer, without providing an adequate temporary protection device and when the need for removing or making ineffective the protective device has ceased. The protective device shall be replaced immediately.
- Not using or operating any equipment, machine, device or thing or work in a manner that may endanger himself, herself or any other employee.
- Not engaging in any prank, contest, and feat of strength, unnecessary running or rough and boisterous conduct.

**SECTION 7: HEALTH AND SAFETY**

**SMOKING**

**DATE APPROVED:**

**DATE LAST REVISED: OCTOBER 2013**

**DATE LAST REVIEWED: OCTOBER 2013**

**POLICY:**

Smoking is permitted in outside designated areas only.

**RATIONALE:**

Smoking is permitted in designated areas only to protect the health and well-being of employees.

**PROCEDURE:**

1. Employees are asked to speak to the Administrator for the locations of the designated smoking areas.
2. Smoking by employees in non-designated areas will result in disciplinary action.
3. Smoking is permitted at meal and break times only.



**SECTION 7: HEALTH AND SAFETY  
STATEMENT OF POLICY**

**DATE APPROVED:**

**DATE LAST REVISED: OCTOBER 2013**

**DATE LAST REVIEWED: OCTOBER 2013**

**POLICY:**

The Administrator is responsible for the design, implementation and monitoring of health and safety initiatives and is committed to ensuring the health and safety of all employees. The Township strives to create and maintain a safe and healthy work environment.

**RATIONALE:**

As an employer, the Township is ultimately responsible for employee health and safety and is committed to taking every reasonable precaution to protect employees from harm.

**PROCEDURE:**

1. The Reeve and members of Council and the Administrator are aware of and accept complete responsibility for the health and safety of their employees. Health and Safety initiatives will be of equal concern as top priority goals.
2. The Township is committed to providing a safe and healthy environment by minimizing (or eliminating where possible) the risks of occupational injury and illness in the workplace. It is expected that through development of our internal responsibility system that each employee will embrace this concept.
3. All employees must be dedicated to reducing the risk of injury and illness.
4. All employees will receive appropriate position specific training along with health and safety training (on an ongoing basis) outlining their respective responsibilities and will be held accountable for fulfilling those responsibilities.
5. Health and Safety compliance will be evaluated individually as part of each annual performance appraisal. Disciplinary action will be taken against any employee who engages in an unsafe act or fails to comply with internal policy, procedures and practices along with the [Occupational Health and Safety Act](#)<sup>51</sup>.

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<sup>51</sup> Occupational Health and Safety Act, R.S.O. 1990, CHAPTER O.1

**SECTION 7: HEALTH AND SAFETY**  
**WORKPLACE HAZARDOUS MATERIALS INFORMATION SYSTEM (WHMIS)**

**DATE APPROVED:**

**DATE LAST REVISED: OCTOBER 2013**

**DATE LAST REVIEWED: OCTOBER 2013**

**POLICY:**

The Township recognizes its responsibility under the [\*Occupational Health and Safety Act\*](#)<sup>52</sup> and the Ontario WHMIS Regulation 860, and is dedicated to providing a comprehensive WHMIS program to protect employees, visitors and agents of the Township, from potential exposures to hazardous materials.

**RATIONALE:**

The Workplace Hazardous Materials Information System (WHMIS) program provides the Township and its workers with the information needed to ensure a safe working environment under the WHMIS regulation. The WHMIS program will be implemented according to the requirements under the WHMIS legislation to reduce the frequency, severity and costs associated with accidents and illness related to hazardous materials in the work environment.

The WHMIS program will provide a uniform system for the proper labelling, handling, storage, use and safe disposal of hazardous materials in the workplace. The WHMIS program will provide ready access to information in the form of current Material Safety Data Sheets (MSDSs). The WHMIS program will provide for training and education of all workplace parties.

**PROCEDURE:**

1. The Administrator and all employees shall comply with all aspects of the [\*WHMIS Policy\*](#)<sup>53</sup> and procedures where hazardous materials are used, handled and/or stored in the workplace.
2. WHMIS system elements include the classification of controlled products or hazardous materials, supplier and workplace responsibilities, labelling of hazardous materials, material safety data sheets (MSDS), and employee education and training. Safe work procedures for the storage, use and handling of hazardous materials are based on WHMIS information.
3. Six classifications of controlled products include:
  1. Compressed Gas
  2. Flammable and Combustible Material
  3. Oxidizing Material
  4. Corrosive Material
  5. Dangerously Reactive Material
  6. Poisonous and Infectious Material (3 Divisions):

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<sup>52</sup> Occupational Health and Safety Act, R.S.O. 1990, CHAPTER O.1

<sup>53</sup> Section: All Employees: Health and Safety: WHMIS Policy

- a) Materials Causing Immediate and Serious Toxic Effects
- b) Materials Causing Other Toxic Effects
- c) Bio hazardous Infectious Material

Note: For the purpose of this policy the terms “controlled product” and “hazardous material” may be used interchangeably.

Program Elements:

1. Designation of WHMIS Program Responsibilities
  2. Maintenance of Hazardous Material Inventory and MSDSs
  3. Purchase and Trial of Hazardous Materials
  4. Storage and Labelling
  5. WHMIS Communication, Training and Personal Protective Equipment
  6. Program Evaluation and Quality Improvement
4. Designation of WHMIS Program Responsibilities:

Compliance with the [\*Occupational Health and Safety Act\*](#)<sup>54</sup> and WHMIS regulations requires the involvement and cooperation of management, employees and other parties.

The following outlines the responsibilities of the various stakeholders:

Administrator:

- Provide the resources to develop and maintain a WHMIS program
- Annual review and approve the [\*WHMIS Policy\*](#)<sup>55</sup> and program.

Joint Health and Safety Representative:

- Develop and revise the [\*WHMIS Policy\*](#)<sup>56</sup> and program in compliance with legislation and in collaboration with the Administrator and other stakeholders (as required);
- Co-ordinate and document participation in the mandatory generic WHMIS training for new employees during orientation and the mandatory annual WHMIS training review for employees;
- Act as a resource in planning and implementing position-specific WHMIS training;
- Update and maintain a master hazardous materials inventory based on inventory lists from Supervisors or their delegate;
- Undertake investigations and inquiries regarding hazardous materials as required;

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<sup>54</sup> Occupational Health and Safety Act, R.S.O. 1990, CHAPTER O.1

<sup>55</sup> Section: All Employees: Health and Safety: WHMIS Policy

<sup>56</sup> Section: All Employees: Health and Safety: WHMIS Policy

- Undertake WHMIS audits for compliance and report to the Administrator;
- Communicate legislation concerning hazardous materials and advise the Administrator about potential impact on Township activities.

#### Purchasing and Receiving WHMIS Products:

- Purchasing and receiving practices are key control points for the flow and management of hazardous materials into the Township.
- Purchasers of hazardous products will establish a process for identifying hazardous materials being ordered;
- Purchasers must establish a process for requesting and receiving Material Safety Data Sheets (MSDSs) for new controlled products. The hazardous material MSDS should be added to the master inventory prior to it arriving on the premises. For urgent orders and deliveries a hard copy or faxed copy of the product MSDS must be requested by the person directly purchasing the controlled product. The MSDS must be received by the Township before or at the time of delivery;
- Receivers of WHMIS products must ensure hazardous substances with illegible supplier labels received are not released into the Township without proper labelling;
- Receivers of WHMIS products must inspect WHMIS product shipments for the evidence of spills or potential damage to products and ensure safe entry of the product into the Township.

#### Supervisors:

- Comply with WHMIS regulations in all department activities, and ensure employees and contract employees under their supervision adhere to the policy and procedures;
- Ensure hazardous materials used within their work areas are identified and ensure all safety measures and controls are in place prior to use of hazardous materials (refer to manufacturer guidelines and MSDS);
- Evaluate and minimize hazards and potential exposures through:
  - a) the elimination of hazardous materials or the substitution of a less hazardous product and/or environmentally friendly products where possible;
  - b) the establishment of safe work procedures; and
  - c) engineering controls, provision of personal protective equipment and appropriate clothing;
- Maintain a current inventory of all hazardous materials used within their work areas and provide a copy to Joint Health and Safety Representative on an ongoing basis;
- Ensure all containers of hazardous materials/controlled products used within the workplace are properly labelled and stored as per MSDS;

- Ensure all employees have 24 hour access to current MSDSs in hard copy including MSDSs for products used on a trial basis and/or used by a “contracted service;
- Supervisors buying hazardous substances directly must obtain the MSDS for the product, and ensure it is added to the department hazardous materials inventory and the Township’s master inventory list.
- Provide appropriate spills kits for the hazardous materials in the Township.

#### Education and Training:

- Ensure new employees under their supervision attend mandatory generic WHMIS training provided at Township orientation sessions, and receive specific WHMIS training including the safe storage, transport, use and disposal of department hazardous materials, access to MSDSs, use of emergency eyewash/showers, personal protective equipment (PPE) and spills kits where applicable;
- Ensure employees participate in the annual WHMIS training review;
- Provide WHMIS training to employees when new products are received or new hazard information becomes available;
- Where prescribed under legislation, provide written instructions for safe work procedures i.e. designated substances;
- Participate in the WHMIS audits;
- Maintain specific orientation and training records;
- Ensure reported hazards, accidents and incidents are investigated and corrective actions are implemented and documented as required.

#### Contractors:

- Must have current MSDSs onsite for hazardous products used on the Township’s premises and must provide these to the Township on request;
- Use hazardous substances safely as outlined in the MSDS, i.e. safe work practices, use of appropriate personal protective equipment, administrative or engineering controls;
- Clean up and/or remove unused hazardous substances and their containers upon completion of the contracted work.

#### Employees:

- Participate in mandatory WHMIS training;
- Know and understand the information on hazardous material labels and MSDSs;
- Use the information received through education and training to handle hazardous materials safely;
- Use personal protective equipment safely;
- Prior to use, inform Supervisors if labels are illegible or missing;
- Not use or handle hazardous materials if they have not received adequate training and/or specific hazard information;

- Report hazards, accidents and incidents to their Supervisor and complete the any necessary documentation i.e. accident/incident or hazard report.

5. Maintenance of Hazardous Materials Inventory and Material Safety Data Sheets:

A master inventory list of hazardous materials and copies of MSDSs are available in the office. The inventory list and MSDSs are also available and can be accessed by employees 24 hours a day, 7 days a week and will be accessible to the Fire Department.

6. Site Location of Master Material Safety Data Sheets:

Office

7. Maintenance of Hazardous Material Inventory and MSDSs:

- Supervisors are responsible for maintaining their area hazardous materials inventory list current and notifying the Health and Safety Representative of additions or deletions of hazardous materials.
- Supervisors will notify the Health and Safety Representative of new hazardous products they purchase so the MSDS may be requested from the supplier and a copy provided to the Health and Safety Representative
- Supervisors will ensure that MSDSs are readily accessible to all employees.
- Supervisor or delegate will participate in an annual audit of the inventory list and MSDSs as coordinated by the Health and Safety Representative.
- The Supervisor will ensure that any expired or updated department MSDS hardcopies are replaced with current MSDSs if they choose to print department specific books for their employees.
- The Health and Safety Representative will update the master hard copies of the MSDS in the first aid room.

8. Purchase, Trial and Receiving of New Hazardous Materials:

- If two or more equally effective substances are available as alternatives for use, Township shall purchase the least hazardous product.
- The Supervisor and/or purchaser and, where applicable, the Joint Health and Safety Representative will consider the hazard potential when evaluating products and select products that minimize safety risks.
- The purchaser, Supervisor or delegate must
  - Determine whether a product is a hazardous material requiring a Material Safety Data Sheet; and
  - Ensure a copy has been obtained and sent to the Health and Safety Representative

- If a Material Safety Data Sheet is necessary but not already available, the Supervisor or delegate must notify the Administrator that a Material Safety Data Sheet must be obtained. The Administrator will request an MSDS from both the supplier and notify the Health and Safety Representative.

d) Employees cannot use new hazardous materials, until the Material Safety Data Sheet has been made available.

9. Trial Products:

The Township shall not accept a new hazardous material for trial until the product's Material Safety Data Sheet:

- a) Has been made available to employees who will be using the product; and
- b) Has been made available to employees in the Receiving area.

The person conducting the trial will make a request to add the MSDS to the master inventory through the Health and safety Representative.

10. Receiving:

The Township receiving the product may not release it into Township facilities/offices until the product MSDS is available and adequate product labelling has been verified i.e. supplier label.

11. Purchase Requisitions:

Purchasers will request MSDS from suppliers for WHMIS products and notify the Health and Safety Representative.

12. Storage and Labelling of Hazardous Materials:

Storage:

- a) Whenever possible, hazardous materials used or stored in the Township are to be kept in their original containers.
- b) If smaller quantities are required, knowledgeable employees designated by the Supervisors may decant and label the hazardous material.
- c) Supervisors are responsible to ensure that storage of hazardous materials within their departments comply with the safety guidelines on Material Safety Data Sheets.

Labels:

- a) In-house containers of hazardous materials must have workplace labels that meet legislative requirements.
- b) A workplace label must be applied to any known WHMIS product where the label becomes illegible.
- c) Workplace labels can be purchased, or call the JHSC for labels.

- d) Any employee who discovers an illegible label must immediately replace it with a legible workplace label providing they are certain as to the contents otherwise the contents shall be disposed of and/or Supervisor notified.

13. Access to Hazardous Materials:

Supervisors must ensure that unauthorized persons shall not have access to stored hazardous materials in their respective departments.

14. WHMIS Communication, Training and Personal Protective Equipment:

All employees are required to participate in mandatory WHMIS training. See workplace responsibilities.

15. Generic WHMIS Training:

- a) The Administrator will coordinate generic WHMIS training for newly hired employees and annual review.
- b) All new employees must participate in generic WHMIS training during orientation.
- c) All employees must participate in the annual generic review of WHMIS.

16. Documentation:

- a) Administration will maintain documentation records of generic WHMIS training programs from orientation and the annual WHMIS review.
- b) Supervisors will maintain or have maintained department specific training records.
- c) The documentation will include program content, names and signatures of participants and the date of training completion.

17. Program Evaluation and Review:

WHMIS compliance will be audited by the Health and Safety Representative during workplace inspections.

18. WHMIS Training and Performance Review:

The Administrator is responsible for monitoring employee compliance with WHMIS and training. Performance appraisals provide an area for documentation for compliance and acknowledgement of success. Supervisors of contracted services are responsible for monitoring contractors and their employees.

19. WHMIS Program Review:

The Health and Safety Representative will review the WHMIS Program on an annual basis. Quality Improvements will be made as required.



**SECTION 7: HEALTH AND SAFETY**  
**VIOLENCE PREVENTION IN THE WORKPLACE**

**DATE APPROVED:**

**DATE LAST REVISED: AUGUST 2011**

**DATE LAST REVIEWED: AUGUST 2011**

**POLICY**

The Township has a workplace violence and harassment policy and procedures to eliminate or minimize the risk to employees of violence.

**RATIONALE:**

The Township complies with Bill 168, the Occupational Health and Safety Act (Violence and Harassment in the Workplace), 2009 by identifying hazards, ensuring controls are in place and providing training to all employees exposed to or at risk of work place violence.

**PROCEDURE<sup>57</sup>:**

1. The Township:

- a. Provides a safe, healthy, and violence-free work place;
- b. Dedicates sufficient attention, resources, and time to address factors that contribute to work place violence including but not limited to, bullying, teasing, abusive, and other aggressive behaviour, and to prevent and protect against it;
- c. Adopts a corporate standard and expectation for all employees of achieving workplace harmony through effective working relationships, communication and dialogue, building trusting relationships between employees and management;
- d. Communicates to its employees information in its possession about factors contributing to work place violence;
- e. Assists employees who have been exposed to work place violence;
- f. Posts this policy as mandated.

2. Assessment and Controls:

The Township assesses the potential risk for work place violence by taking into account at a minimum, the following;

- a. The nature of the work activities;
- b. The working conditions;
- c. The design of the work activities (interactions that occur in the course of performing work and the physical locations and layouts of the workplaces;
- d. The frequency of situations that present a risk of work place violence;
- e. The severity of the adverse consequences to the employee exposed to a risk of work place violence;

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<sup>57</sup> Ultimate HR Manual Newsletter, October 2008, Number 4, pages 4-5.

- f. The observations and recommendations of the policy committee, (the senior management team), or the health and safety representative, and of the employees;
- g. The measures that are already in place to prevent and protect work place violence;
- h. Assess whether or not violence has occurred in the workplace in the past;
- i. Identify employees' experience of workplace violence or threats;
- j. Identify The Township's previous experience in dealing with workplace violence;
- k. Determine if anyone has occupational experience in similar workplaces;

Following the assessment of the risk of the work place utilizing the [Workplace Violence Risk Assessment Form](#)<sup>58</sup>, The Township develops and implements systemic controls to eliminate or minimize work place violence or a risk of work place violence.

### 3. Domestic Violence Provisions<sup>59</sup>:

If The Township becomes aware of domestic violence that would likely expose an employee(s) to a physical injury may occur in the workplace, The Township will take every precaution reasonable in the circumstances for the protection of employees.

#### Defining Domestic Violence:

Domestic violence is a pattern coercive tactics which can include physical, psychological, sexual, economic and emotional abuse perpetrated by one person against an adult intimate partner, with the goal of establishing and maintaining power and control over the victim.

The Township protects all employees and does not let personal biases stand in the way.

Signs and behaviour that might suggest an employee is a victim of domestic violence include:

1. Employee or co-worker reports the employee being injured by a domestic partner
2. Employee shows feelings of fear and social withdrawal
3. Employee has bruises or physical complaints that show evidence of assault
4. Employee cries intermittently or experiences outbursts of anger while talking with a domestic partner on the telephone or in person at the workplace
5. Employee demonstrates pronounced mood disturbances i.e. frequent and prolonged periods of depression, irritability, anxiety, apathetic withdrawal
6. Increased absenteeism
7. Reduced productivity
8. Domestic partner makes disruptive visits to the workplace
9. Employee has difficulty concentrating

Signs of abusers in the workplace include:

1. Employee shows attitude of domination and aggression toward domestic partner or co-worker
2. Employee threatens domestic partner or children or discusses treats with co-workers
3. Employee experiences outbursts of anger while talking with a domestic partner or co-worker on the telephone or in person at the workplace
4. Spouse, partner or co-worker of employee appears to be afraid of employee and becomes submissive in the allegedly abusive employee's presence
5. Employee has been accused of or charged with abusing partner, child, or other household member

### 4. Review:

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<sup>58</sup> Workplace violence and harassment prevention: a practical guide for employers; First Reference Compliance & Best Practices Guides February 2011

<sup>59</sup> Ibid.

At least every three years The Township reviews all measures, policies and procedures put in place to prevent, minimize, and/or control work place violence to ensure effectiveness or to adjust to any changes that would compromise the effectiveness of those measures, policies, and procedures.

5. Notification and Investigation:

- a. If The Township becomes aware of work place violence or alleged work place violence, The Township attempts to resolve the matter with the employee as soon as possible.
- b. A [Violent Incident Report Form<sup>60</sup>](#) is completed and submitted to the Manager.
- c. If the matter is unresolved, The Township appoints a competent person to investigate the work place violence utilizing the [Violent Incident Investigation Checklist<sup>61</sup>](#), and provides that person with any relevant information that can be disclosed without prohibition by law and that would not reveal the identity of the persons involved without their consent, unless reasonably necessary to undertake such investigation.
- d. Upon completion of the investigation The Township:
  - i. Keeps a record of the report;
  - ii. Provides the work place committee or the health and safety representative with a copy of the report providing any relevant information that can be disclosed without prohibition by law and that would not reveal the identity of the persons involved without their consent; and
  - iii. Adapts or implements controls to prevent a recurrence of the work place violence.

6. Management of Potentially Violent and Violent Situations:

- a. If someone is angry or hostile:
  - i. Stay calm and listen attentively
  - ii. Maintain eye contact
  - iii. Be courteous and patient
  - iv. Keep the situation in your control
- b. If someone is swearing, shouting and threatening:
  - i. Discreetly signal a co-worker or supervisor that you need help
  - ii. Do not make any calls yourself
  - iii. Have someone call security
- c. If someone is threatening you with a weapon:
  - i. Stay calm, quietly signal for help
  - ii. Maintain eye contact
  - iii. Stall for time
  - iv. Keep talking but follow instructions
  - v. Do not try and grab the weapon
  - vi. Watch for a safe chance to escape
- d. Once a supervisor or manager gets involved, she or he should take control of the situation in order to reduce risk to employees.
  - a. Start by talking to the violent person:
    - Calmly ask what the problem is and what can be done to resolve it

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<sup>60</sup> Workplace violence and harassment prevention: a practical guide for employers; First Reference Compliance & Best Practices Guides February 2011

<sup>61</sup> Ibid.

- If possible, address the problem right away; this can immediately prevent the incident from escalating
- b. If necessary, take disciplinary action:
  - Clearly inform the person that the company does not tolerate violent, threatening or intimidating behaviour
  - Outline for the person the company's standard for behaviour and the ramifications for offenders
- c. If the person refuses to address his or her behaviour and any underlying problems, refer the matter to security
- d. If the person has threatened violence, or if others present feel afraid for their safety, immediately refer the matter to security or police
- e. If violence appears imminent, or is in progress, notify security immediately and contact police; if you cannot do so safely, try to motion to someone else to get help
- f. If an employee has suffered an injury, apply first aid and call a medic or ambulance and, if necessary:
  - Offer emotional support
  - Advise the injured person to consult a health professional for treatment and counselling
  - Debrief the employee on the incident, as appropriate
- g. If possible, the employer or supervisor should make sure all victims and bystanders remain near the scene, their workstations or another safe place until an initial investigation takes place so they will be available for questioning:
  - Ontario explicitly requires affected employees to remain in a safe place "as near as reasonably possible" to the employee's workstation, and available to the employer for the purposes of the investigation, during the employee's regular working hours.

## 7. Training:

The Township provides information, instruction, and training on the factors that contribute to work place violence that are appropriate to the work place of each employee exposed to work place violence or a risk of work place violence.

The information, instruction, and training, includes the following:

- a. The nature and extent of work place violence and how employees may be exposed to it;
- b. The communication system established by The Township to inform employees about work place violence;
- c. Information on what constitutes work place violence and on the means of identifying the factors that contribute to work place violence;
- d. The work place violence prevention measures that have been developed; and
- e. The Township procedures for reporting on work place violence or the risk of work place violence.

**SECTION 8:****FORMS****ACCIDENT/INVESTIGATION REPORT FORM****DATE APPROVED:****DATE LAST REVISED:****JULY 2010****DATE LAST REVIEWED:****JULY 2010**

Name:		Employee/Person Receiving Services/Visitor (Circle One)	
Date of Incident:	Time:	Date Reported:	Time:
<u>History of Accident</u> – state exactly where accident occurred, what employee was doing; what happened to cause the incident and whether any person was involved.		Type of Incident (X): Definition on Incident Report File: Struck or contact by ( ) Struck against or contact with ( ) Caught in, on or between ( ) Fall ( ) Over exertion/strain ( ) Exposure ( ) Person Receiving Services action ( )	

Signature of Person Reporting: \_\_\_\_\_

Name and Addresses of Witnesses:


What Were The Causes Of The Incident (X):

1.	( )	Operating without authority	10.	( )	Wheeled equipment operation
2.	( )	Failure to secure or warn	11.	( )	Person Receiving Services action
3.	( )	Working at unsafe speed	12.	( )	Inadequate illumination
4.	( )	Unsafe equipment	13.	( )	Fire, explosion, atmospheric hazard
5.	( )	Unsafe loading, placing, mixing, etc.	14.	( )	Hazardous personal attire
6.	( )	Unsafe position or posture	15.	( )	Unsafe design or arrangement

7.	( )	Working on moving equipment	16.	( )	Hazardous method of procedure
8.	( )	Distracting, teasing, wilful misconduct	17.	( )	Outside hazardous condition
9.	( )	Failure to use personal protective devices	18.	( )	Other, explain

OTHER EXPLANATION:


DEATAILS OF PROPERTY DAMAGE:


ACTIONS TO PREVENT INCIDENT RECURRENCE - Mark with (X), those actions taken to prevent recurrence; Mark with (P) other corrective actions decided upon or planned but not yet carried out (more than one item may apply).

1.	( )	Reinstruction of person involved	10.	( )	Correction of congested area
2.	( )	Reassignment of person	11.	( )	Installation of safety device
3.	( )	Order Job Safety Analysis done	12.	( )	Actions to improve design
4.	( )	Improved personal protective equipment	13.	( )	Check with manufacturer
5.	( )	Action to improve inspection	14.	( )	Inform all department supervision
6.	( )	Equipment repair/replacement	15.	( )	Discipline of person involved

DESCIBE DETAILS OF CORRECTIVE ACTION:


SIGNATURE OF: Manager\_\_\_\_\_

MEDICAL ATTENTION GIVEN - State what injury consisted of, part of body involved, specify left or right:


NAME OF EMPLOYEES PHYSICIAN: \_\_\_\_\_

HAS EMPLOYEE HAD A PREVIOUS, SIMILAR DISABILITY? IF YES, GIVE DETAILS:


THIS EMPLOYEE SHOULD:

( ) Undertake regular duties

( ) Light duties

( ) Remain off work for \_\_\_\_ days

SIGNATURE OF PERSON GIVING TREATMENT: \_\_\_\_\_

Copies to: \_\_\_\_\_

SECTION 8:

DOCUMENTS AND FORMS

DATE APPROVED:

AUTHORIZATION TO RELEASE INFORMATION FORM

DATE LAST REVISED:

OCTOBER 2013

DATE LAST REVIEWED:

OCTOBER 2013

I, (Employee’s name) \_\_\_\_\_, hereby authorize the Township to release personal information listed below to (Third Party Name) \_\_\_\_\_.

Choose whichever apply:

- ☐ Confirmation of employment and salary information (usually used for banking/lending purposes)
- ☐ All employment information in organization’s possession, including dates of hire, positions held, information relating to performance and attendance, salary information and all related matters (usually used for reference checking purposes).
- ☐ Any medication information in the organization’s possession including absences, medical notes or reports (usually used for sick leave, disability benefits or health insurance)
- ☐ Other (specify information to be released):

List:


I hereby release and discharge the Township from any claim whatsoever relating to the Township acting in accordance with this Authorization.

\_\_\_\_\_  
Employee’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrator’s Signature

\_\_\_\_\_  
Date



**SECTION 8:****DOCUMENTS AND FORMS  
CANDIDATE REFERENCE CHECK QUESTIONS****DATE APPROVED:****DATE LAST REVISED:****OCTOBER 2013****DATE LAST REVIEWED:****OCTOBER 2013****Candidate's Name:****Reference Provided By:****(Name)****(Position)****QUESTIONS:**

1. Did the candidate report to you and in what capacity?
2. How would you rate the candidate's performance in terms of work volume and quality?
3. How would you compare the candidate's performance with the performance of other peers with similar responsibilities?
4. What success has the candidate had in working with other people both within and outside of your Township and with members of a team?
5. Can you describe the candidate's ability to deal with difficult people and confrontational issues?
6. Can you tell me anything about the candidate's general skills and abilities?
7. Can you describe the candidate's technical abilities?
8. What do you believe are the candidate's main strengths?
9. What do you believe are the candidate's main areas for improvement or development?
10. Would you consider re-hiring the candidate?
11. Is there anything else that you would like to tell me about the candidate that would assist us in making our decision?

**Reference Date:****Reference Received By:**

(Name/position of person Seeking Reference)

**SECTION 8:****DOCUMENTS AND FORMS  
CONFLICT OF INTEREST AND OATH OF CONFIDENTIALITY****DATE APPROVED:****DATE LAST REVISED:****OCTOBER 2013****DATE LAST REVIEWED:****OCTOBER 2013**

<b>Name:</b>	<b>Position:</b>
<b>Department:</b>	<b>Start Date:</b>

I, \_\_\_\_\_ (Name), acknowledge that I shall act in the best interests of the Township when performing my role and responsibilities and I agree:

1. That I shall declare any and all conflicts of interest in which I find myself as a result of my role and I shall withdraw from the situation in which there is a conflict or a potential conflict of interest.
2. That I shall hold confidential all information and all discussions that occur within the context of my role and responsibilities within the Township.

Sault Ste. Marie, Ontario, this \_\_\_\_ day of \_\_\_\_\_, 20 \_\_.

\_\_\_\_\_  
Signature of Employee/Volunteer/Student

Signature of Witness:

\_\_\_\_\_

Administrator's Signature      Name (please print)      Date

\_\_\_\_\_

Employee's Signature      Name (please print)      Date

\_\_\_\_\_

**SECTION 8:**

**DOCUMENTS AND FORMS  
EDUCATION AND CONFERENCE REPORT**

**DATE APPROVED:**

**DATE LAST REVISED:**

**OCTOBER 2013**

**DATE LAST REVIEWED:**

**OCTOBER 2013**

Instructions:

This report is to be completed within two (2) weeks after attending a Seminar or Conference and submitted to the Administrator. Use additional pages, as necessary, to provide a full report.

Name of person attending educational session or conference: \_\_\_\_\_

Educational session or conference name: \_\_\_\_\_

**OVERALL EVALUATION:**    \_\_\_\_\_ *Poor*    \_\_\_\_\_ *Below Average*    \_\_\_\_\_ *Good*    \_\_\_\_\_ *Excellent*

Presented by: \_\_\_\_\_

Name of leader: \_\_\_\_\_

Date(s): \_\_\_\_\_

Purpose in attending:

\_\_\_\_\_  
\_\_\_\_\_

Summarize the contents and the main points of the seminar or conference. Use additional pages if necessary.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Will you use this data in your position? If yes, explain how.

\_\_\_\_\_  
\_\_\_\_\_

Do you recommend others in the Township attend this program? If so, by whom:

\_\_\_\_\_

Should similar conference material be presented in-house? If so, by whom?

\_\_\_\_\_

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

**SECTION 8: DOCUMENTS AND FORMS**  
**E-MAIL/INTERNET POLICY ACKNOWLEDGEMENT AND AGREEMENT**

**DATE APPROVED:**  
**DATE LAST REVISED: OCTOBER 2013**  
**DATE LAST REVIEWED: OCTOBER 2013**

Internet and e-mail use may be monitored from time to time, without notice, to determine how the system is being used. Employees should not expect privacy when using e-mail or Internet resources. All monitoring of electronic systems shall be conducted by an employee who has been authorized and approved by the Administrator. The designated employee will log and audit Internet usage to ensure compliance with this policy.

When necessary, due to vacations and other absences, the Township may request access to an employee's e-mail and Internet accounts in order to properly continue work. Employees are required to provide this access upon request.

Downloading of any programs, software or data from the Internet or e-mail directly to a user's computer terminal is prohibited unless advance written authorization is obtained from the Administrator. Such material must first be screened through the Township's computer security systems including virus scans.

Upon the termination of any e-mail or Internet user, the Administrator shall immediately deactivate the users' password(s) and the users' access to any electronic systems.

- In the event any individual feels the electronic systems of the Township is being misused or used in an abusive manner, that individual shall report the alleged abuse directly to the Administrator in confidence. The Administrator shall, within forty-eight (48) hours, investigate such allegations which may include monitoring electronic system usage.
- If usage is deemed unusual and it is believed that monitoring Internet sites visited and/or reviewing e-mail message contents will help the investigation, the Administrator shall commence such monitoring.
- Upon completion of the investigation, the Administrator will meet with the employee(s) to discuss the findings of the investigation and will make a final determination within three days of the meeting.

Employees found in breach of this policy will be subject to disciplinary action up to and including discharge for cause.

**EXAMPLES OF E-MAIL/INTERNET USES**

**Permitted Uses**

**E-Mail**

- Sending, receiving, forwarding and replying to messages for business purposes

**Prohibited Uses**

- Sending confidential or privileged information of any kind (e.g. Financial, management, legal or operational) to unauthorized personnel
- Opening file attachments or enclosures without performing a virus scan
- Forwarding e-mail chain letters

**Internet Browsing**

### Permitted Uses

- Connecting to and viewing any business web page for well-defined business purposes
- Printing web pages or business purposes

### Downloading Data

- Downloading files/information from related reliable major commercial sites to an isolated quarantined folder until downloaded data is scanned for viruses, worms, etc.

### Internet Newsgroups

- Approved groups may be accessed for business purposes by approved users

### Internet social networking websites

- Providing referrals to our official web site

### Prohibited Uses

- Connecting to any site for non-business purposes
- Connecting to web sites related to illegal, immoral, and/or unethical materials.
- Downloading files/information not related to Company business, including screen savers, pictures, etc.
- Downloading files/information related to illegal, immoral, and/or unethical materials
- Accessing any group for non-business reasons
- Accessing newsgroups related to immoral, illegal, and/or unethical materials
- Accessing internet chat rooms on any topic
- Accessing internet social networking websites for non-business purposes
- Including Blog participation, Twitter, writing, reading, creating information about the Township, employees, individuals, individuals, residents, volunteers, students or board members in any format including audio or picture.

*Questions or uncertainties related to permitted or prohibited uses of e-mail/Internet resources **must** be referred to the Administrator for resolution.*

---

Administrator SignatureName (please print)

Date

---

Employee Signature

Name (please print)

Date

**SECTION 8:** **DOCUMENTS AND FORMS**  
**EMPLOYEE ACKNOWLEDGEMENT FORM**

**DATE APPROVED:**

**DATE LAST REVISED:** **OCTOBER 2013**

**DATE LAST REVIEWED:** **OCTOBER 2013**

I acknowledge and understand that I am required to consult with the Administrator regarding any questions not answered in this Manual.

Since Policies and Procedures are subject to change, I acknowledge and understand that revisions to the Sections of the Manual may occur. All such changes will be communicated through official notices, and I acknowledge and understand that revised information may supersede, modify, or eliminate existing Policies or Procedures.

I have been provided access to an electronic copy or access to a paper copy of the Policies and Procedures Manual, and I acknowledge and understand that it is my responsibility to read and comply with all Policies and Procedures contained herein and any revisions made.

Employee's Name (printed):	
Employee's Signature:	
Date:	
Administrator's Name:	
Administrator's Signature:	
Date:	
Date Filed in HR File:	

**SECTION 8:****DOCUMENTS AND FORMS  
EMPLOYEE CHANGE OF INFORMATION FORM****DATE APPROVED:****DATE LAST REVISED:****OCTOBER 2013****DATE LAST REVIEWED:****OCTOBER 2013**

EMPLOYEE NAME:

<hr/>		
SURNAME	FIRST	INITIAL

☐ ADDRESS: 

---

☐ HOME PHONE: (    ) 

---

 WORK PHONE: (    ) 

---

☐ MARITAL STATUS: (M=Married, S=Single) 

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☐ **RRSP CONTRIBUTION: Please indicate how you wish to contribute:**You authorize our Township to deduct \$ 

---

 from your salary on every payrollYou authorize our Township to deduct \$ 

---

 lump sum from payroll date: 

---

You wish to discontinue contributions as of payroll date: 

---

☐ **BANKING INFORMATION CHANGE: *If possible, please attach a VOID cheque***Bank Account #: 

---

 Bank Name: 

---

Transit # or Location Address: 

---

☐ **EMPLOYMENT STATUS CHANGE: (T=Terminated, I=Inactive, Q=Quit)**STATUS: 

---

 EFFECTIVE DATE: 

---

(Maternity and Leave of Absence are both Inactive)

REASON FOR STATUS CHANGE: \_\_\_\_\_

REQUEST FOR:

☐ Lieu Time                      ☐ Vacation Time                      ☐ Other \_\_\_\_\_

DATE(S): \_\_\_\_\_ TO: \_\_\_\_\_  
Month/Day/Year                      Month/Day/Year

TOTAL DAY(S) OR HOURS USED: \_\_\_\_\_

☐ **EARNINGS CHANGE:** \_\_\_\_\_ **EFFECTIVE DATE:** \_\_\_\_\_

SALARY: \_\_\_\_\_ RETROACTIVE PAY \_\_\_\_\_  
Former Salary/Hourly Rate                      New  
Salary/Hourly Rate

APPROVED AND SUBMITTED BY: \_\_\_\_\_

Administrator's Signature

DATE: \_\_\_\_\_

ENTERED BY PAYROLL: DATE:
------------------------------



**SECTION 8:****DOCUMENTS AND FORMS****EMPLOYEE CONFLICT RESOLUTION FORM****DATE APPROVED:****DATE LAST REVISED:****OCTOBER 2013****DATE LAST REVIEWED:****OCTOBER 2013**

Name(s) of Employee Lodging Complaint of Unresolved Conflict:

Name:	Position:
Name:	Position:
Name:	Position:

Administrator:
Date of Incident:

Details of Conflict (attach additional sheet if necessary):


Resolution Sought (attach additional sheet if necessary):




Supporting Evidence/Documentation Attached

Date Submitted:	
Name of Employee(s):	Signature of Employee(s)

**SECTION 8:** **DOCUMENTS AND FORMS**  
**EQUIPMENT LIABILITY FORM**

**DATE APPROVED:**  
**DATE LAST REVISED:** **OCTOBER 2013**  
**DATE LAST REVIEWED:** **OCTOBER 2013**

I (print name) \_\_\_\_\_, acknowledge receipt of the following:

Blackberry: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Lap Top: \_\_\_\_\_

Other Equipment (identify) \_\_\_\_\_

and I agree that it is in good working condition.

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

I (print name) \_\_\_\_\_, also agree to pay 75% of the replacement or repair cost, on each occasion that the above-mentioned equipment is damaged and requires any repair or replacement.

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

**SECTION 8:****DOCUMENTS AND FORMS  
EXIT INTERVIEW FORM****DATE APPROVED:****DATE LAST REVISED:****OCTOBER 2013****DATE LAST REVIEWED:****OCTOBER 2013**

Exit Interview Date: \_\_\_\_\_ Exit Interview Time: \_\_\_\_\_  
Employee Name: \_\_\_\_\_ Position Title: \_\_\_\_\_  
Administrator's Name: \_\_\_\_\_

Termination Reason: ☐ Career Change ☐ Retirement ☐ End of Contract  
☐ Family / Personal ☐ Health ☐ Back to School  
☐ Dissatisfied with Position / Duties  
☐ Other: \_\_\_\_\_

How would you describe the Township as a place to work?

---

Suggestions for improvements, changes, etc.?

---

Did the Township offer good opportunities for advancement and professional growth?

☐ Yes ☐ Neutral ☐ No ☐ N/A

Did you receive sufficient training that allowed you to feel confident in doing your work?

☐ Yes ☐ Neutral ☐ No ☐ N/A

Were your contributions and efforts usually acknowledged and appreciated? How often? How?

---

Were you encouraged to show initiative in your daily activities? Were you able to act upon these ideas?

☐ Yes ☐ Neutral ☐ No ☐ N/A

Did the Township encourage 2-way communication between employees and management?

☐ Yes ☐ Neutral ☐ No ☐ N/A

Was your work enjoyable, offering a variety and interesting duties?

☐ Yes ☐ Neutral ☐ No ☐ N/A

Please explain: \_\_\_\_\_

Would you consider returning to work at the Township in the future?

☐ Yes ☐ Neutral ☐ No ☐ N/A

Please explain: \_\_\_\_\_

Interviewer please complete below section

Interview Notes:

---

Notice Given Date: \_\_\_\_\_ Final Cheque Ready Date: \_\_\_\_\_

Years of Service at Termination: \_\_\_\_\_ Severance Pay: ☐ Yes ☐ No

Unused Vacation/Lieu/Float Pay: ☐ Yes ☐ No Eligible for Rehire: ☐ Yes ☐ No

Return of Township Property/Equipment: \_\_\_\_\_

---

Exit Interviewer Name (Please Print)	Exit Interviewer Signature	Date
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**SECTION 8:****DOCUMENTS AND FORMS  
FIRST AID TREATMENT LOG****DATE APPROVED:****DATE LAST REVISED:****OCTOBER 2013****DATE LAST REVIEWED:****OCTOBER 2013**

<b>First Aid Occurrence</b>		
<b>Employee Name:</b>		
<b>Witnesses</b>	<b>Nature of Injury</b>	<b>Location of Injury</b>
<b>First Aid Treatment</b>		
<b>Date/Time:</b>		
<b>Witnesses</b>	<b>Nature of Injury</b>	<b>Location of Injury</b>

## SECTION 8:

## FORMS

## FUNCTIONAL ABILITIES/PHYSICAL DEMANDS ANALYSIS FORM

DATE APPROVED:

DATE LAST REVISED:

OCTOBER 2013

DATE LAST REVIEWED:

OCTOBER 2013

Worker's Name: \_\_\_\_\_ Date of Injury/Illness: \_\_\_\_\_

CONSENT: I hereby authorize my attending physician/health professional to release to  
 \_\_\_\_\_ any information covering the injury/illness of  
 \_\_\_\_\_ (Date of injury/illness).

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The following information should be completed by the Health Professional:

Type of job at time of injury/illness (Physical Demands Analysis attached, if available): \_\_\_\_\_

Date of examination on which this report is based:		Area(s) of body injury/illness		Is the worker capable of returning to work immediately without restrictions?  <input type="checkbox"/> yes <input type="checkbox"/> no  If no, please complete the next section.
Day	Month	Year	Rehabilitation/treatment required:  <input type="checkbox"/> yes <input type="checkbox"/> no	
Please complete where capabilities are known or limitations recommended. Note that <b>"as tolerated"</b> implies that restrictions are recommended but must be <b>quantified in the workplace</b> .				
<b>Capabilities:</b>				
Walking:	<input type="checkbox"/> Short distances only	<input type="checkbox"/> As tolerated	<input type="checkbox"/> Other (e.g. uneven ground)	
Standing:	<input type="checkbox"/> Less than 15 minutes	<input type="checkbox"/> Less than 30 minutes	<input type="checkbox"/> As tolerated	<input type="checkbox"/> Other:
Sitting:	<input type="checkbox"/> Less than 30 minutes	<input type="checkbox"/> Less than 1 hour	<input type="checkbox"/> As tolerated	<input type="checkbox"/> Other:
Lifting floor to waist:	<input type="checkbox"/> Less than 10 kg	<input type="checkbox"/> Less than 25 kg	<input type="checkbox"/> As tolerated	<input type="checkbox"/> Other:
Lifting waist to shoulder:	<input type="checkbox"/> Less than 10 kg	<input type="checkbox"/> Less than 25 kg	<input type="checkbox"/> As tolerated	<input type="checkbox"/> Other:

Stair climbing:	<input type="checkbox"/> None	<input type="checkbox"/> 2-3 steps only	<input type="checkbox"/> Short flight	<input type="checkbox"/> Own Pace	<input type="checkbox"/> As tolerated
Ladder climbing:	<input type="checkbox"/> None	<input type="checkbox"/> 2-3 steps only	<input type="checkbox"/> 4-6 steps only	<input type="checkbox"/> Own Pace	<input type="checkbox"/> As tolerated
Limited ability to use hand to:	<input type="checkbox"/> Hold objects	<input type="checkbox"/> Grip	<input type="checkbox"/> Type	<input type="checkbox"/> Write	
<b><u>Limitations:</u></b>					
<input type="checkbox"/> Bending or twisting of:			<input type="checkbox"/> Repetitive movement of:		
<input type="checkbox"/> Chemical exposure to:			<input type="checkbox"/> Environmental exposure of:		
<input type="checkbox"/> Restrictions related to medications (please specify with comments):			<input type="checkbox"/> Operating motorized equipment:		
<input type="checkbox"/> Above-shoulder activity:			<input type="checkbox"/> Below-shoulder activity:		
Exposure to vibrations:	<input type="checkbox"/> High frequency	<input type="checkbox"/> Low frequency			
<input type="checkbox"/> Cognitive/Mental	<input type="checkbox"/> Understanding and Memory	<input type="checkbox"/> Concentration and Persistence		<input type="checkbox"/> Follow Complex Instructions	
<b><u>RECOMMENDATION FOR WORKING HOURS</u></b>					
<input type="checkbox"/> Incapable of returning to work at this time	<input type="checkbox"/> Modified hours and modified duties (Please specify)	<input type="checkbox"/> Full time hours, but modified duties (please specify)		<input type="checkbox"/> Graduated hours (mix of increasing full duty and decreasing light duty e.g. 3/5, 4/4, 5/3, 8 hours)	
Limit physical exertion to: <input type="checkbox"/> mild <input type="checkbox"/> moderate <input type="checkbox"/> as tolerated		Estimated duration of limitations:			
Is your patient presently on medication(s) that could represent a hazard to his/her work: <input type="checkbox"/> no <input type="checkbox"/> yes (Please specify restrictions/precautions)					
Complete recovery expected: <input type="checkbox"/> yes <input type="checkbox"/> no		Date of next appointment:			
Expected date of return to full hours and full duties:					
<b><u>GENERAL COMMENTS</u></b>					
(If illness is not physical in nature, please specify the nature of illness and mode of treatment)					

Severity of illness: <input type="checkbox"/> Mild <input type="checkbox"/> Moderate <input type="checkbox"/> Severe		
Health Professional's Name: (Print)	Health Profession:	
Full address:	Province:	Postal Code:
City/Town:	Telephone: (     ):	
Health Professionals Address Stamp:		
	Signature	
	Date        D    /    M    /    Y	



**SECTION 8:** **DOCUMENTS AND FORMS**  
**HIRING REQUISITION**

**DATE APPROVED:**  
**DATE LAST REVISED:** **OCTOBER 2013**  
**DATE LAST REVIEWED:** **OCTOBER 2013**

Date of Request:

Position:

Date Position will be vacant:

Clerk Administrator/Department Head recommendations:

Council recommendations:

Timeframe:

**SECTION 8:****DOCUMENTS AND FORMS  
LEAVE OF ABSENCE FORM****DATE APPROVED:****DATE LAST REVISED:****OCTOBER 2013****DATE LAST REVIEWED:****OCTOBER 2013**

Name of Employee:	
Position:	Dept.:

Type of Leave Requested:

<input type="checkbox"/>	Bereavement Leave	<input type="checkbox"/>	Pregnancy Leave
<input type="checkbox"/>	Jury and/or Witness Leave	<input type="checkbox"/>	Parental Leave
<input type="checkbox"/>	Emergency Leave	<input type="checkbox"/>	Sick Leave
<input type="checkbox"/>	Declared Emergency	<input type="checkbox"/>	Personal Leave
<input type="checkbox"/>	Family Medical Leave	<input type="checkbox"/>	Educational Leave

Dates Requested:	
From:	To:
Paid Time Requested:	

Details of Request:


Leave Request Approved: \_\_\_\_\_

Leave Request Denied: \_\_\_\_\_

Details:


Signature of Employee: \_\_\_\_\_

Signature of Administrator: \_\_\_\_\_

## SECTION 8: DOCUMENTS AND FORMS

### LOAN OF PROPERTY FORM

## SECTION 8: DOCUMENTS AND FORMS

### LOAN OF PROPERTY FORM

**DATE APPROVED:**  
**DATE LAST REVISED:                   OCTOBER 2013**

**OCTOBER 2013****OCTOBER 2013**

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Total Number of Keys: \_\_\_\_\_

Lap Top: \_\_\_\_\_

Staff I.D. Card: \_\_\_\_\_

Cell Phone/Pager: \_\_\_\_\_

Other: \_\_\_\_\_

\* Keys shall not be copied or given to another employee or any other person(s) outside the Township. If a copy is needed, approach the Administrator.

All Township property is to be returned to the Administrator prior to or on termination of employment.

Employees may be held liable for the replacement cost of property or equipment that they damage or lose.

I have read this agreement and signed my name below:

Employee Name

Date

**SECTION 8:****DOCUMENTS AND FORMS****MONTHLY HEALTH AND SAFETY INSPECTION CHECKLIST****DATE APPROVED:****DATE LAST REVISED:****JANUARY 2009****DATE LAST REVIEWED:****JANUARY 2009****Date of inspection:** \_\_\_\_\_

Section Number Completed	Date Completed	Action Required

**Employee Name:** \_\_\_\_\_**Supervisor:** \_\_\_\_\_**JH&S Member:** \_\_\_\_\_

EMERGENCY AND FIRST AID PROCEDURES			
1.1 – EMERGENCY/FIRE	YES	NO	COMMENTS
Are emergency evacuation and fire procedures in place?			
Are exits clearly marked & accessible?			
Are exits and exit routes equipped with emergency lighting?			
Is the emergency lighting tested every month?			
Are there at least two escape exits with clearly visible emergency signs?			
Are all the escape routes leading to emergency exits free from obstacles?			

EMERGENCY AND FIRST AID PROCEDURES			
1.1 – EMERGENCY/FIRE	YES	NO	COMMENTS
Are emergency numbers posted by all the phones?			
Is there an approved fire safety plan posted?			
All floors have floor plans posted that show fire exits, electrical panels and hot water tank locations?			
Is there a clear fire evacuation plan posted?			
Are fire drills held at least monthly, or as required?			
Are fire extinguishers properly marked and within easy reach?			
Are fire extinguishers checked monthly by a Supervisor or designate?			
Are all extinguishers checked annually by a contracted company?			

1.2 – FIRST AID	YES	NO	COMMENTS
Are all employees trained in first-aid on every shift?			
Are physician approved first-aid supplies available?			
Are first-aid supplies replenished as they are used?			
Are first-aid equipment and/or kit available?			
Is there a first-aid kit in the van?			
Is there a first aid treatment log in place for staff injuries?			

GENERAL ENVIRONMENT			
2.1 – SECURITY	YES	NO	COMMENTS
Does the work environment provide workers personal security?			
Are exterior areas adequately lit?			
Do all doors and windows have secure locks?			
Are exits easily unlocked and free of obstacles?			

2.2 – WORKING ENVIRONMENT	YES	NO	COMMENTS
---------------------------	-----	----	----------

<b>2.2 – WORKING ENVIRONMENT</b>	<b>YES</b>	<b>NO</b>	<b>COMMENTS</b>
Are steps/handrails, ramps and raised platforms in good repair?			
Are steps taken to avoid slippery floors?			
Are aisles & hallways free of obstacles to allow safe passage?			
Are floors, walls, ceilings in good repair?			
Are there supports available to assist with stressful work situations?			

<b>2.3 – BUILDING EXTERIOR</b>	<b>YES</b>	<b>NO</b>	<b>COMMENTS</b>
Are driveways and sidewalks in good repair and level?			
Are trees trimmed or removed as necessary?			
Are walkways and driveways free of snow and ice?			
Are there any indications of structural problems? (i.e. Loose bricks, sagging porches)			
Are yards free of hazards?			

<b>TRAINING &amp; EDUCATION</b>			
<b>3.1 – STAFF TRAINING/ORIENTATION</b>	<b>YES</b>	<b>NO</b>	<b>COMMENTS</b>
Is training provided for each person newly assigned to a Position?			
Does initial training include a thorough review of hazards and potential hazards associated with the Position?			
Is adequate instruction in the use of equipment including personal protective equipment provided?			
Is the Health & Safety binder accessible?			
Is the Health & Safety binder kept up-to-date?			
Is there evidence that staff have been orientated to the binder and updated?			
Are all workers trained on the fire evacuation plan and procedures?			
Is the information on bulletin boards current?			
Are Health & Safety posters accessible on site? (WCB Form 82, Health & Safety Act extracts, Posters)			
Are employees trained in the proper procedures of lifting?			

TRAINING & EDUCATION			
3.1 – STAFF TRAINING/ORIENTATION	YES	NO	COMMENTS
Do employees have access to material safety data sheets?			
Are workers informed (by hazard signs and tags) about hazards?			

ELECTRICAL			
4.1 – ELECTRICAL	YES	NO	COMMENTS
Are extension cords being used as permanent wiring?			
Are electrical or telephone cords exposed in areas where employees walk?			
Are all switch boxes or electrical panels provided with appropriate covers and labels?			
Are there indications of electrical problems? (i.e. Frequently blown fuses or circuit breakers)			

4.2 – LIGHTING	YES	NO	COMMENTS
Are all areas adequately lit by either natural or artificial lighting?			
Are all (ceiling and wall) fixtures in good condition and fastened securely?			

SANITATION			
5.1 – SANITATION	YES	NO	COMMENTS
Are washrooms and food preparation areas clean and in good repair?			
Are there adequate washroom facilities?			
Are there hand washing facilities with soap or hand cleansers provided?			
Is garbage stored in a designated enclosed area?			

<b>5.2 – WATER SYSTEMS</b>	<b>YES</b>	<b>NO</b>	<b>COMMENTS</b>
Is water pressure adequate?			
Is there adequate hot water?			
Is drainage and ventilation adequate?			

<b>AIR QUALITY/HEATING</b>			
<b>6.1 – AIR HANDLING SYSTEM</b>	<b>YES</b>	<b>NO</b>	<b>COMMENTS</b>
Are there any indications of poor air quality?			
Is the air handling system regularly maintained? (i.e. humidifier, air conditioner, furnace)			
Are there indications that humidity is a problem?			
Is ventilation available (control smoke & fumes)?			
Are fume/dust collection hoods/filters working properly? (i.e. Furnace, dryer, stove)			
Is there a smoking policy which conforms to local bylaws?			

<b>EQUIPMENT/FURNISHINGS</b>			
<b>7.1 – RESIDENTIAL EQUIPMENT</b>	<b>YES</b>	<b>NO</b>	<b>COMMENTS</b>
Is equipment/furniture maintained and cleaned properly?			
Is adequate space provided for electrical heaters when in use?			
Are appliances maintained? (i.e. lawn mowers, food processors, microwaves, refrigerators)			
Are manuals for appliances accessible?			

<b>7.2 – OFFICE EQUIPMENT</b>	<b>YES</b>	<b>NO</b>	<b>COMMENTS</b>
Are desk and file drawers kept closed when not in use?			
Are materials stacked on desks and cabinets?			
Are filing cabinet drawers overloaded?			
Is furniture or equipment placed where they might be a hazard?			
Is furniture safe?			
Are there any concerns with the office ergonomics? (i.e. Chairs, computers, desks)			



<b>7.2 – OFFICE EQUIPMENT</b>	<b>YES</b>	<b>NO</b>	<b>COMMENTS</b>
Are there any worn or badly designed chairs?			
Are there any sharp edges on desks or cabinets?			

<b>MATERIAL HANDLING/STORAGE</b>			
<b>8.1 – HOUSEKEEPING ITEMS</b>	<b>YES</b>	<b>NO</b>	<b>COMMENTS</b>
Are there convenient storage racks for tools, raw materials, parts and products?			
Is there assignment for clean-up to specific workers for specific areas?			
Is the work area clean and orderly?			
Is there loose or worn carpeting?			
Are household cleaning products clearly labelled?			
Are daily household cleaning products stored in locked safe areas?			
Cleaning products being used are the same as on the approved list developed by the JHSC?			
The Health & Safety binder is updated with all the MSDS?			

<b>8.2 – HAZARDOUS MATERIALS</b>	<b>YES</b>	<b>NO</b>	<b>COMMENTS</b>
Are racks and shelving properly assembled and all materials stacked properly?			
Have all hazardous substances been identified and adequately labelled? (i.e. Propane)			
Are materials neatly and safely stored?			
Are there sources of hazardous gases or vapours?			
Are MSDS available on site?			

**SECTION 8: DOCUMENTS AND FORMS  
ORIENTATION CHECKLIST**

**DATE APPROVED:**

**DATE LAST REVISED: OCTOBER 2013**

**DATE LAST REVIEWED: OCTOBER 2013**

<b>Name:</b>	<b>Position:</b>
<b>Department:</b>	<b>Start Date:</b>

Date Trained	Area Covered	Employee Initials	Trainer Initials
	Documentation and Forms to be completed/submitted		
	Introduction to Employees		
	Overview of Township: History, Programs, Events		
	Overview: Human Resources Policies and Procedures		
	Position Description and Performance Appraisal Process		
	Role of Reeve, Council and Committees		
	Tour of Office/Facilities		

I, \_\_\_\_\_, have received orientation in all above areas and by initialling these areas, confirm my understanding of the areas covered. Further, I understand that if at any point during the course of my employment, I require clarification of any policy and/or procedure, that it is my responsibility to seek clarification from the Administrator.

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Administrator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**SECTION 8:****DOCUMENTS AND FORMS  
POST EMPLOYMENT, VOLUNTEER SERVICE AND/OR STUDENT PLACEMENT  
OFFENCE DECLARATION FORM****DATE APPROVED:****DATE LAST REVISED:****OCTOBER 2013****DATE LAST REVIEWED:****OCTOBER 2013**

<b>Employee/Volunteer/Student's Name:</b>	
<b>Address:</b>	
<b>Position:</b>	<b>Employee ID#:</b>
<b>If Student, Name of Educational Institution:</b>	

**I DECLARE**, since the last Criminal Records Check submitted to this Township or since the last Post Employment Offence Declaration Form submitted to this Township, that:

☐ I have NO convictions under the *Criminal Code of Canada* up to and including this date of declaration, under the *Criminal Records Act (Canada)*;

OR

☐ I have the following convictions for offences under the *Criminal Code of Canada*, or under the *Criminal Records Act (Canada)*.

List of Offences:

1.    a)    Date: \_\_\_\_\_  
      b)    Court Location: \_\_\_\_\_  
      c)    Conviction: \_\_\_\_\_
2.    a)    Date: \_\_\_\_\_  
      b)    Court Location: \_\_\_\_\_  
      c)    Conviction: \_\_\_\_\_
3.    a)    Date: \_\_\_\_\_  
      b)    Court Location: \_\_\_\_\_  
      c)    Conviction: \_\_\_\_\_

DATED AT: \_\_\_\_\_ this \_\_\_\_ day of \_\_\_\_\_ 20\_\_.

(City)

Employee/Student/Volunteer Signature: \_\_\_\_\_

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

**SECTION 8:**

**DOCUMENTS AND FORMS**

**REFERENCES AND CREDENTIAL CHECK RELEASE FORM**

**DATE APPROVED:**

**DATE LAST REVISED:**

**DATE LAST REVIEWED:**

**OCTOBER 2013**

**OCTOBER 2013**

**TOWNSHIP OF PRINCE**

**FOR:** \_\_\_\_\_ (Name of Previous Employer)

Candidates to be given further consideration following an interview are required to provide authorization for the organization and/or its agent(s), or representative(s) to proceed with a check of their references and credentials.

Please review the authorization for consent below and sign this form if you agree to this process.

I, \_\_\_\_\_, authorize all previous employers and/or educational

(Print name of Candidate)

Institutions, to furnish the Township above with my previous employment record, reasons for leaving and any other information they may have concerning me relevant to my performance and/or confirmation of my educational credentials. I hereby release any former employer and/or educational institution that provide this information from any claim or liability for any damage whatsoever which I could or might claim because of such disclosure. I also authorize the investigation of all statements made in my application and interview.

Dated at Sault Ste. Marie, Ontario this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_.

Candidate's Signature: \_\_\_\_\_

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

**SECTION 8:****DOCUMENTS AND FORMS****REQUIRED DOCUMENTATION FOR NEW EMPLOYEES****DATE APPROVED:****DATE LAST REVISED:****OCTOBER 2013****DATE LAST REVIEWED:****OCTOBER 2013**

<b>Name:</b>	<b>Position:</b>
<b>Department:</b>	<b>Start Date:</b>

This document is to be placed on the employee's Human Resources File once completed.

Document	Date Received	Received By
Resume and Covering Letter		
Application For Employment		
Signed Employment Contract		
Criminal Records Check		
Signed Oath of Confidentiality		
Orientation Check List		
Copy of Driver's License		
Confirmation on Vehicle Insurance		
TD 1 Form		
Cancelled Cheque/Banking Information		

**SECTION 8:**

**DOCUMENTS AND FORMS**

**SEMINAR AND CONFERENCE REPORT**

**DATE APPROVED:**

**DATE LAST REVISED:**

**OCTOBER 2013**

**DATE LAST REVIEWED:**

**OCTOBER 2013**

Instructions:

**This report is to be completed within two (2) weeks after attending a Seminar or Conference and submitted to the Administrator. Use additional pages, as necessary, to provide a full report.**

Name of person attending educational session or conference:

\_\_\_\_\_

Educational session or conference  
name: \_\_\_\_\_

**OVERALL EVALUATION:**    \_\_\_\_\_ *Poor*    \_\_\_\_\_ *Below Average*    \_\_\_\_\_ *Good*    \_\_\_\_\_  
*Excellent*

Presented by: \_\_\_\_\_

Name of leader: \_\_\_\_\_

Date(s): \_\_\_\_\_

Purpose in attending:

\_\_\_\_\_  
\_\_\_\_\_

Summarize the contents and the main points of the seminar or conference. Use additional pages if necessary.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Will you use this data in your position? If yes, explain how.

\_\_\_\_\_  
\_\_\_\_\_

Do you recommend others in the Township attend this program? If so, by whom:

---

Should similar conference material be presented in-house? If so, by whom?

---

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

**SECTION 8:**

**DOCUMENTS AND FORMS  
STAFF AND VOLUNTEER INFORMATION FORM**

**DATE APPROVED:**

**DATE LAST REVISED:**

**OCTOBER 2013**

**DATE LAST REVIEWED:**

**OCTOBER 2013**

NAME: \_\_\_\_\_ Employee #: \_\_\_\_\_

Male: \_\_\_\_\_ Female: \_\_\_\_\_

Marital Status: \_\_\_\_\_ S—Single, M—Married

Social Insurance Number: \_\_\_\_\_

**HOME ADDRESS**

Street: \_\_\_\_\_

City: \_\_\_\_\_ Prov: \_\_\_\_\_ Street: \_\_\_\_\_

Postal Code: \_\_\_\_\_ City: \_\_\_\_\_ Prov.: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Ext.: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ (MM/DD/YEAR) Position: \_\_\_\_\_

**EMERGENCY CONTACT**

Name: \_\_\_\_\_ Home Phone #: \_\_\_\_\_

Street Address: \_\_\_\_\_ Business Phone #: \_\_\_\_\_

City: \_\_\_\_\_ Prov.: \_\_\_\_\_ Cell # or Pager: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Relationship: \_\_\_\_\_

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**ADMINISTRATOR (Please Complete)**

Full-Time or Part-Time: \_\_\_\_\_ First Day Worked: \_\_\_\_\_

Salary/Hourly Rate: \_\_\_\_\_

**PLEASE SUPPLY THE FOLLOWING:**

- ☐ Application Form/Résumé
- ☐ TD1 Form (Provincial & Federal – Tax Exemption)
- ☐ Letter of Employment
- ☐ Copy of Driver's License
- ☐ Signed Position Description
- ☐ Criminal Records Check
- ☐ Void Cheque
- ☐ Personal Information Consent Form
- ☐ Copy of Vehicle Insurance Slip
- ☐ Acknowledgement of Policies

## SECTION 8:

## FORMS

## VIOLENT INCIDENT REPORT FORM

Complainant Information					
Name:			Job Title:		
Department:		Date of Incident:		Time of Incident:	
Type of Incident:	<input type="checkbox"/> Physical	<input type="checkbox"/> Verbal	<input type="checkbox"/> Other		
Description of Incident:					
Location of Incident:					
Medical Attention required (Please explain):					
Police Called?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	WSIB report issued?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, give details:			If yes, give details:		
Investigation Conducted?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Reported to Manager?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Names of Investigators involved:			Name of Manager:		

<b>Assailant Information</b>							
<input type="checkbox"/> Employee			<input type="checkbox"/> Customer			<input type="checkbox"/> Visitor	
<input type="checkbox"/> Delivery Person			<input type="checkbox"/> Ex-employee			<input type="checkbox"/> Other (please specify)	
Gender:	<input type="checkbox"/> Male		<input type="checkbox"/> Female		Name (if known)		
Age:		Weight:		Height:		Complexion:	
Other distinguishing marks:							
Vehicle description (if any):							
<b>Other Information</b>							
Has the assailant been involved in any previous incidents with employees? If yes, provide details.							
Did any working condition contribute to the incident?							
Names of witnesses:							
Please provide any other information you think is relevant:							

<b>Name of Investigator:</b>	<b>Signature of Investigator:</b>
<b>Date:</b>	

**SECTION 8:****FORMS****VIOLENT INCIDENT INVESTIGATION CHECKLIST**

This checklist is to be used for violent incident investigations to ensure all aspects of the incident have been reviewed. Once completed, prepare a written Incident Report based on your findings.

Names, addresses, telephone numbers of complainants, assailants and witnesses	
Occupation of complainants, assailants and witnesses	
Date and time of incident	
Date and time incident reported to employer	
Exact location of incident	
Exact location of complainants, assailants and witnesses	
Activities of complainants, assailants and witnesses before, during and after incident	
Statements of witnesses and their locations	
Detailed explanation of events in order of sequence of occurrence	
Complainant's account of events	
Description of assailant (s)	
Description of any vehicles involved in incident	
Assailant's account of events	
What participants said and did immediately before and after incident	
Physical conditions of work environment at time of incident	
Assailant's physical and mental state prior to and at the time of incident	
Unusual activity that may have contributed to incident	
Substance use or abuse	
Relationship between complainant and assailant, if any	

Investigator's relationship to complainant and assailant, if any	
Photographs of incident site	
Diagram of incident site, location of injured worker and witnesses	

**SECTION 8:****FORMS****WORKPLACE VIOLENCE RISK ASSESSMENT FORM**

Name:				
Title:				
Department:				
Date:				
<b>Part 1. Work department/area</b>				
<b>Task</b>	<b>Yes</b>	<b>No</b>	<b>Describe/Specify</b>	<b>Action to be taken</b>
Please describe your department/area and the types of activities/functions performed by employees in the department				
<b>Part 2. History</b>				
Have there been incidents when employees in your department have experienced or been threatened with physical violence? Answer yes or no and please describe incidents.				
Have there been incidents when employees in your department have experienced verbal abuse, i.e. shouted at, obscene language, threats or obscene phone calls? Answer yes or no and please describe incidents.				
<b>Part 3. Activities which might expose employees to risk of violence</b>				
<b>Task</b>	<b>Yes</b>	<b>No</b>	<b>Describe/Specify</b>	<b>Action to be taken/control measure to implement</b>
Do employees in your department work with money or other				

valuables? Answer yes or no and please describe.				
Do employees in your department deliver or collect items of value? Answer yes or no and please describe.				
Do employees in your department deal with people who may be under the influence of drugs or alcohol? Answer yes or no and please describe.				
Do employees in your department work with money or other valuables? Answer yes or no and please describe.				
Do employees in your department deal with people who are deeply troubled or distressed? Answer yes or no and please describe.				
Do employees in your department monitor or regulate the activity of others or carry out procedures or make decisions which adversely affect others? Answer yes or no and please describe.				
Are employees in your department involved with activities that might elicit a negative or confrontations response? Answer yes or no and please describe.				
Are there aspects of the work in your department that might spark a violent response? Answer yes or no and please describe.				
<b>Part 4. Factors that increase the risk of violence</b>				
Working alone: A person works alone when he/she works in a situation where he/she is out of sight and out of hearing of other employees.				
<b>Task</b>	<b>Yes</b>	<b>No</b>	<b>Describe/Specify</b>	<b>Action to be taken/control</b>



				<b>measure to implement</b>
Do any of your employees work alone during normal working hours? Answer yes or no and please describe.				
Do any of your employees work alone after normal working hours? Answer yes or no and please describe.				
Please describe any precautions already taken to safeguard employees of your department who work alone.				
Please describe other factors which you feel might increase the risk of violence.				
<b>Task</b>	<b>Yes</b>	<b>No</b>	<b>Describe/Specify</b>	<b>Action to be taken/control measure to implement</b>
Please describe policies or procedures already in place to reduce the risk of violence in your department.				
In light of your responses to the questions in this assessment: a) Do you consider that you have taken all reasonable steps to prevent or reduce the risk of violence? b) What further steps would you recommend? c) What assistance do you need to accomplish any of the above steps? Specify.				