

**CORPORATION OF THE TOWNSHIP OF  
LANARK HIGHLANDS**

**POLICY RELATING TO  
HUMAN RESOURCE MANAGEMENT  
FOR  
NON-BARGAINING UNIT EMPLOYEES**

**FINAL  
December 6, 2022**

**EFFECTIVE DATE  
December 6, 2022**

## Contents

1. Introduction: .....	5
2. Application of Policy .....	5
3. Definitions .....	5
4. Attendance at Work .....	6
5. Conflict of Interest .....	7
6. Confidentiality .....	8
7. Other Employment .....	8
8. Probation .....	9
9. Calculation of Service .....	9
10. Vacation .....	9
11. Paid Holidays .....	9
12. Bereavement Leave .....	9
13. Pregnancy, Parental and Adoption Leave .....	10
14. Sick Leave – Regular Full Time Employees .....	10
14. Sick Leave- Regular Part Time Employees .....	13
15. Compassionate Leave .....	14
16. Jury and Witness Leave .....	14
17. Benefits .....	14
18. Clothing Reimbursement .....	15
19. Conferences and Seminars .....	15
20. Hours of Work .....	16
21. Compensation for Additional Hours of Work and Overtime .....	16
22. Code of Ethics .....	17
23. Discipline and Termination .....	17
24. Termination of Employment and Lay-Off .....	17
25. Resignation .....	18
26. Pay .....	18
27. Acting Pay .....	18

28. Job Descriptions ..... 18

29. Performance Review..... 19

30. Filling of Vacancies and Promotions ..... 19

31. Hiring ..... 19

32. Discrimination ..... 20

33. Respect in the Workplace ..... 20

34. Employee Assistance..... 20

35. Modified Work ..... 21

36. Alcohol and Substance Abuse ..... 21

37. Occupational Health and Safety ..... 22

38. Smoking in the Workplace ..... 22

39. Appeal Procedure ..... 22

40. Use of Township Property and Vehicles ..... 23

41. Private Vehicles ..... 23

42. Professional Fees and Dues..... 24

43. Work at Home ..... 24

44. Family and Other Relationships in the Workplace ..... 24

45. Amendment of Policy ..... 25

## **Schedules**

Schedule "A" - Code of Ethics

Schedule "B" - Conflict of Interest Declaration

Schedule "C" - Non-BU Compensation Policies and Salary Schedule

Schedule "D" - Respect in the Workplace Policy and Procedures

Schedule "E" - Hours of Work

Schedule "F" - Overtime and Additional Hours of Work

Schedule "G" - Vacation

Schedule "H" - Paid Holidays

Schedule "I" - Use of Private Vehicle

Schedule "J" - Performance Appraisal Policy, Procedures and Forms

Schedule "K" - Occupational Health and Safety Policy

Schedule "L" - Use and Operation of Township Vehicles

Schedule "M" - Organizational Chart

## **1. Introduction:**

- 1.1 This Human Resource Policy has been implemented by By-law by the Corporation of the Township of Lanark Highlands ("the Township") and supersedes any existing Human Resource Management or Personnel By-laws previously in force.
- 1.2 The purpose of this policy is:
  - (a) to describe the terms and conditions of employment in force at the Township for Non-Bargaining Unit employees;
  - (b) to provide a sound basis on which Human Resource Management decisions will be made;
  - (c) to ensure that the Human Resources practices of the Township are fair, equitable and transparent.
- 1.3 The Township is committed to providing the best possible municipal services to its citizens in the most efficient ways possible. In order to achieve this, the Township requires a committed, flexible work force to provide those services.

## **2. Application of Policy**

- 2.1 This policy shall apply to all Non-Bargaining Unit Township employees, except where indicated otherwise in this policy or except where indicated otherwise in a written individual employment agreement approved by Council or the CAO.
- 2.2 This policy shall not apply to employees in a Bargaining Unit covered by a Collective Agreement, volunteers, councillors of the Township or contractors of the Township (except where required by law or indicated otherwise).
- 2.3 It is the responsibility of every Township employee affected by this policy to read it, be familiar with it, and be guided by it in his or her day-to-day work for the Township.
- 2.4 Any amendments to this policy shall be posted and/or distributed to all affected Township employees.
- 2.5 Schedules A to M, appended hereto, shall form part of this policy.

## **3. Definitions**

- 3.1 In this policy "employee" means a person employed by the Township who is not in a Bargaining Unit covered by a Collective Agreement. i.e. a Non-BU employee. The term "employees" shall have a similar meaning.

3.2 In this policy “Township” means the Township of Lanark Highlands, and where the context requires it, Council, the Chief Administrative Officer (CAO), or any supervisor authorized to act on behalf of the Township.

3.3 The following are the types of employees engaged by the Township and referenced in this policy:

(i) Employment Length Categories

- (a) “Regular” - those employees who work on a year-round, ongoing basis;
- (b) “Seasonal” - those employees who work less than a full year on a recurring basis due to seasonal or business fluctuations.
- (c) “Casual” - those employees who are asked to work by the Township from time to time, as required by the Township.
- (d) “Term” - those employees who are engaged for a specific term not normally exceeding one (1) year unless otherwise approved by the CAO or Council.
- (e) “Students” employed during the school vacation period year and who are excluded from the Bargaining Unit

(ii) Hours of Work Categories

- (a) “Full-time” - those employees who normally work those hours per week as set out in Schedule “E” of this policy;
- (b) “Part-time” - those employees who normally work less than the hours of work of a full-time employee;

Employee types shall be denoted by selecting one term from each category (e.g., regular full- time, regular part-time, seasonal full-time, casual part-time, etc.).

#### **4. Attendance at Work**

4.1 Every employee is expected to attend at work on every normal workday as required by this policy, unless otherwise stipulated by agreement/contract or as directed by their immediate supervisor, unless reasonable excuse for any absence exists. Employees are also expected to be on time for work each day, and to work to the end of each workday, unless reasonable excuse permission or direction of the immediate supervisor exists.

4.2 If an employee is going to be late for work or absent for any part of the workday, the employee shall notify his or her immediate supervisor by telephone as soon as possible prior to the commencement of the workday. In the usual case, that

notification will be provided to the immediate supervisor at least one (1) hour before the commencement of the workday. The employee shall provide sufficient information, as appropriate, to his or her immediate supervisor relating to the intended absence or lateness, and the employee shall seek the approval of his or her immediate supervisor for such absence or lateness. Conditions may be imposed on any such approval (for example, the provision of a medical certificate).

- 4.3 If the employee is unable to reach his or her immediate supervisor by telephone, such notification and request for approval shall be directed to the next higher level of supervision.
- 4.4 All contacts by an employee with the Township to report an absence and seek approval shall be as direct as possible, and not via alternate routes such as messages from co-workers or other third parties.
- 4.5 If an employee is having difficulty maintaining regular attendance at work, he or she shall:
  - (a) notify his or her supervisor as to the circumstances causing the absences (this does not require the provision of a diagnosis);
  - (b) obtain medical or other appropriate treatment or counselling;
  - (c) contact the Employee Assistance Program to obtain assistance;
  - (d) advise the Township of any assistance that the employee requires;
  - (e) take any other appropriate action in the circumstances in order to once again attend regularly at work.

## **5. Conflict of Interest**

- 5.1 A conflict of interest is defined as any circumstance that interferes with, or potentially may interfere with the employee's first obligation, that being to provide loyal, impartial and devoted service to the Township. In considering whether a conflict of interest exists, the relationships of the employee and his or her relatives and friends with suppliers, contractors and other third parties who deal with the Township should be considered. In addition, the "conflict of interest" section in the Township Code of Ethics (see Schedule "A") should be reviewed in order to determine whether or not a conflict of interest exists. If the employee has any doubt about whether or not he or she is in a conflict-of-interest position, he or she should consult with his/her immediate supervisor or the CAO.
- 5.2 On the acceptance of an offer of employment from the Township, new employees shall declare in writing (using the Conflict-of-Interest Declaration attached as Schedule "B") any personal or business interests which may directly or indirectly give rise to a conflict of interest. The new employee shall provide the CAO with a confidential report in writing describing the circumstances.

- 5.3 During the course of his or her employment, all employees shall immediately declare in writing to the Township any conflict of interest that has arisen affecting that employee.
- 5.4 If the employee is in doubt whether or not he or she is in a conflict-of-interest position, the employee shall declare the issue to the CAO, at which time the Township shall determine whether a conflict of interest exists.
- 5.5 In all cases where a conflict of interest may exist, the Township shall consider the matter and respond accordingly. The Township may or may not provide the affected employee the opportunity to remedy the conflict of interest.

## **6. Confidentiality**

- 6.1 Every employee of the Township is expected to maintain confidentiality (both internally and externally to the Township) regarding the business and affairs of the Township. The section "confidential information" in the Code of Ethics at Schedule "A" should be reviewed in determining whether or not information is in fact confidential. If the employee has any doubt about the confidentiality of the information, he or she should consult with his immediate supervisor or the CAO.
- 6.2 If an employee receives a request for information that may be confidential, the employee should politely decline to respond, and should refer the request to his or her immediate supervisor or the CAO.
- 6.3 Confidential information obtained as a result of the employee's employment with the Township is not to be used by any employee for private purposes or to make personal gain.

## **7. Other Employment**

- 7.1 The Township respects that some employees, particularly part-time employees, may hold outside employment at times other than when the employee is at work or is required to be available for work for meetings or events outside of normal business hours.
- 7.2 Any such outside employment must not interfere with the employee's commitments to the Township nor place demands on an employee that negatively affects the employee's work performance, health, attendance, punctuality or productivity.
- 7.3 Outside employment shall not conflict with the employee's work with the Township nor be work that could be perceived by the public to be in conflict with the employee's duties and responsibilities with the Township. If a conflict exists or is foreseeable; the employee shall consult with his or her supervisor immediately or well in advance. The supervisor shall attempt to address the conflict, having regard to the business and operational needs of the Township. Where a conflict cannot be avoided, the employee will have to choose between the outside employment and employment with the Township.

## **8. Probation**

- 8.1 Unless otherwise approved by the CAO or Council, all new employees shall be subject to a six (6) month probationary period during which time the employee must be actively at work at least ninety percent (90%) of their scheduled time. If the ninety percent (90%) threshold is not reached, or if concerns exist on the part of the Township, the Township may extend the duration of the probationary period.
- 8.2 An employee may be dismissed without notice or pay during his or her probationary period, at the sole discretion of the Township, except as required by the *Employment Standards Act*.
- 8.3 A probationary employee shall be provided with performance criteria related to his/her position at the beginning of the probationary period.
- 8.4 A probationary employees shall be provided with feedback on his/her performance during the probationary period, as required.

## **9. Calculation of Service**

- 9.1 Subject to Section 9.2, the service of an employee shall be calculated from his/her first day of work for the Township in any capacity, except that a break in service without approved leave in excess of thirteen (13) weeks shall break the employee's service. In such case, the employee's service date shall be calculated from his/her first day of work for the Township following the break in service.
- 9.2 Regular part time service with the Township shall be pro-rated to full time service using the formula of 1,950 hours equaling 1 year of full-time service.

## **10. Vacation**

- 10.1 Vacation shall be as set out in Schedule "G".

## **11. Paid Holidays**

- 11.1 Paid Holidays shall be as set out in Schedule "H".

## **12. Bereavement Leave**

- 12.1 This section applies only to regular full time and regular part time employees.
- 12.2 Employees may be granted a maximum of five (5) working days (including the day of the funeral), without loss of pay or benefits, in the case of the death of a parent, spouse, common law spouse, same sex partner, brother, sister, or child.
- 12.3 Employees shall be granted a maximum of three (3) working days (including the day of the funeral) without loss of pay or benefits, in the case of the death of a

grandparent, grandchild, father-in-law, mother-in-law, brother-in-law, or sister-in-law.

- 12.4 Employees shall be granted a maximum of one (1) working day (i.e. the day of the funeral) without loss of pay or benefits, in the case of the death of any other relative to the employee not identified in Sections 12.2 or 12.3.

### **13. Pregnancy, Parental and Adoption Leave**

- 13.1 Pregnancy, parental and adoption leave shall be granted to eligible employees in accordance with the *Employment Standards Act*.

### **14. Sick Leave – Regular Full Time Employees**

- 14.1 The Township will provide paid sick leave to eligible regular full-time employees who are temporarily unable to work due to legitimate illness, injury sustained outside the workplace or quarantine. Sections 14.1 to 14.24 apply only to regular full-time employees.

- 14.2 Employees who sustain a work-related injury must submit a claim for workplace injury benefits in accordance with Township policy.

- 14.3 This sick leave program is established as an Employment Insurance (EI) sub-plan and therefore eligible employees must submit claims in accordance with the provision of that plan and this section if the absence extends beyond ten (10) regular working days.

- 14.4 The benefits described in this section are subject to approval of the E.I. claim and all other conditions of this section. The Township will pay only the portion to cover the difference between the approved E.I. benefit and the applicable amount in Section 14.9.

- 14.5 At the beginning of each calendar year, all regular full-time employees shall be credited with ten (10) sick leave days per year, to be used by the employee throughout the year on an “as required” basis for bona-fide absences due to legitimate illness, injury sustained outside the workplace, or quarantine. If required, these ten (10) days per year shall be augmented by the benefit described in Section 14.9 herein.

- 14.6 The use of sick leave credits shall be limited to the number of days the employee would otherwise have been at work.

- 14.7 Unused sick leave days shall not accumulate from year to year.

- 14.8 In section 14.5, a “day” shall mean the number of regular hours normally worked by the employee in a 24-hour period.

14.9 If an employee’s absence due to legitimate illness, injury sustained outside the workplace or quarantine extends beyond ten (10) days, the employee shall be eligible for a further fifteen (15) weeks of sick leave, subject to the provision of satisfactory medical evidence (See Sections 14.12 and 14.13), according to the following schedule:

<u>Length of Service</u>	<u>95% of Salary</u>	<u>65% of Salary</u>
6 months but less than 1 year	1 week	14 weeks
1 year but less than 2 years	2 weeks	13 weeks
2 years but less than 3 years	3 weeks	12 weeks
3 years but less than 4 years	4 weeks	11 weeks
4 years but less than 5 years	5 weeks	10 weeks
5 years but less than 6 years	7 weeks	8 weeks
6 years but less than 7 years	9 weeks	6 weeks
7 years but less than 8 years	11 weeks	4 weeks
8 years but less than 9 years	13 weeks	2 weeks
Over 9 years	15 weeks	0 weeks

14.10 Employees shall report their absence due to sickness in accordance with Section 4 (Attendance at Work) of this policy.

14.11 Employees are required, by the nature of their employment, to make every attempt to minimize both the frequency and duration of absences. The Township recognizes that it is in both the employee’s and the employer’s interest to allow the employee to recover from illness or injury sustained outside the workplace.

14.12 Where an employee has been absent from work under this section, their supervisor may require the employee to provide a medical certificate certifying the employee’s fitness to return to work. Where appropriate, the medical certificate shall include the following information:

- a) Confirmation that the employee is/was prohibited from attending at work due to illness or injury (and for what dates);
- b) If possible, a prognosis should be provided;
- c) If a return to work on a modified basis is possible, specific restrictions applicable to the employee’s return to work must be provided.

14.13 As soon as an eligible employee becomes aware of a need for sick leave benefits under this section, he or she must immediately notify his or her supervisor, outlining the reasons why he or she is prevented from working as well as the anticipated date of return to work. Modifying duties so that the employee can return to work should be considered by the supervisor in consultation with the CAO.

14.14 Unless otherwise directed by his/her supervisor, an employee is required to provide a medical certificate for continuous absences in excess of three (3) days.

Notwithstanding, the Township may, at its sole discretion, require an employee to provide a medical certificate in respect of any claim for sick leave made under this section.

- 14.15 The Township reserves the right to have the employee examined by a licensed physician of its choice. The Township's physician shall be consulted for medical advice as required to determine if the employee's medical condition warrants absence. The physician shall also be utilized to evaluate any sensitive medical condition where the employee prefers not to discuss details with their supervisor. The Payroll Officer/Benefits & HR Clerk shall generally be involved in the process of obtaining any required medical information.
- 14.16 Employees utilizing benefits under section 14.9 are required to report to their supervisor at least once per week, and at such times specified by their supervisor, providing an indication of their health status and their expected date of return. Failure to do so may result in termination of employment based on a failure to return to work.
- 14.17 Absences from work caused by all illnesses, injuries sustained outside the workplace or quarantine are combined together so that the total sick leave coverage for all absences is 17 weeks. The maximum amount of coverage remains at 17 weeks per annum until the employee's allotment is renewed.
- 14.18 An employee earns vacation during the 17 weeks of available sick leave.
- 14.19 Each employee's allotment of 17 weeks is based on a calendar year, and as such, is automatically renewed on the first working day of the new year on which the employee is at work on a full or regular part-time basis. Employees disabled and collecting sick leave or long-term disability benefits on the first working day of January will not be entitled to their new allotment of 100% weeks until they have returned to work on a medically certified full or regular part-time basis...
- 14.20 For the purposes of this section, subject to section 14.21, successive absences from work due to the same illness will be considered to be in the same sick leave period.
- 14.21 Absences separated by ten (10) or more working days will be reviewed on a case-by-case basis by the CAO to determine whether the new absence constitutes a new sick leave claim or a continuance of the original claim. If it is deemed to be a continuance of the original claim, the original absence will be combined with the new absence in calculating the 17-week elimination period required to qualify for long term disability benefits. Decisions shall be based on the principle that employees will move from sick leave coverage to long term disability coverage as soon as the employee meets the insurance carrier's eligibility requirements for long term benefits coverage.
- 14.22 Where an employee who is absent on approved vacation leave becomes ill, injured or subject to quarantine to the extent that he or she is unable to continue his or her

normal vacation activities and is unable to return to work, the employee may request to utilize sick leave credits for the balance of the scheduled vacation period from the date of notification of the employee's supervisor as per Section 14.10 and subject to all other conditions of this policy.

14.23 The CAO is authorized to act on behalf of the Township in all matters pertaining to this policy except for matters pertaining to the CAO which shall be approved, as required, by the Reeve on behalf of Council.

#### **14. Sick Leave- Regular Part Time Employees**

14.24 Sections 14.24 to 14.30 apply only to regular part-time employees.

14.25 Sick leave shall be earned at the rate of one (1) day for every twenty (20) days worked for regular part-time employees.

14.26 For the purposes of this Section, the term "day" shall mean a regular workday involving the hours normally worked in a day by the regular part-time employee.

14.27 Provided the regular part-time employee has sufficient accumulation of sick leave credits, sick leave may be granted by the Township for legitimate illness or accident that prohibits the employee from attending at work.

14.28 Regular part-time employees shall report their absences in accordance with Section 4 (Attendance at work) of this policy.

14.29 Regular part-time employees may be required by the Township to produce documentation or other evidence to support their claim for sick leave. Such evidence may include a medical certificate or report from a qualified medical practitioner. Regular part-time employees who are absent from work for three (3) or more consecutive days shall provide evidence/documentation that attests to the following:

- a) Confirmation that the employee is/was prohibited from attending at work due to illness or injury (and for what dates);
- b) If possible, a prognosis should be provided;
- c) If a return to work on a modified basis is possible, specific restrictions applicable to the employee's return to work must be provided.

14.30 The Township may require a regular part-time employee to produce a medical certificate in respect of any claim for sick leave, regardless of duration.

## **15. Compassionate Leave**

15.1 An employee may request the Township to provide compassionate or special leave to the employee, with or without pay. Except where it is impossible to do so, any such request shall be submitted in writing as soon as possible prior to the expected commencement date of the compassionate or special leave. If the Township approves the employee's request, it may do so on the basis of stipulated conditions. The granting of compassionate leave shall be at the sole discretion of the Township.

## **16. Jury and Witness Leave**

16.1 This section applies only to regular full time and regular part time employees.

16.2 Employees shall be granted leave without loss of pay or benefits to attend as a juror or as a subpoenaed witness before any Court or Tribunal related to cases involving the Township on the following basis:

- (a) Immediately upon being advised of his or her requirement to attend as a juror or subpoenaed witness, the employee shall notify his or her immediate supervisor of such requirement;
- (b) The employee shall provide to the Township copies of all documentation related to their attendance, and shall pay to the Township all monies received in connection with their attendance, other than expense monies;
- (c) Employees shall be paid at their regular rate of pay for the duration of the leave;
- (d) If at the end of the leave, the employee is able to return to the Township and work four (4) or more hours in that day, he or she shall do so.

16.3 Employees who serve as a witness on behalf of the Township shall be considered to be on regular duty and shall be paid at their regular rate of pay.

## **17. Benefits**

17.1 This section applies only to regular full time and regular part time employees (provided the employee works the minimum hours per week as required by the insurer).

17.2 The Township's only obligation with respect to the provision of benefits to its employees is to enroll the employees (if the eligibility requirements are met) and to pay its share of the premiums necessary to maintain those benefits during the employment of the employee. Any dispute regarding entitlement to benefits shall be as between the employee and the insurer. Where it is reasonable to do so, the Township shall assist the employee in any such dispute.

- 17.3 The Township shall determine from time to time the content of the benefits and the proportion of premiums payable by the Township and the employee. The Township reserves the right to change insurance carriers and/or to decide to provide the benefits directly.
- 17.4 At the current time, the Township pays the following proportion of the benefit premiums:
- (a) Extended Health - 100%;
  - (b) Dental - 100%;
  - (c) Life Insurance - 100%;
  - (d) Long Term Disability - 0% (paid by the employee).
  - (e) OMERS pension plan (mandatory for all new regular full time or regular part time employees who meet plan eligibility requirements).
  - (f) Vision Care to a maximum of \$450.00 every two (2) calendar years for each employee and each dependent.

## **18. Clothing Reimbursement**

- 18.1 This section applies only to regular full time and regular part time employees.
- 18.2 Employees who have completed one hundred and fifty (150) working days of service and whose duties so warrant (at the discretion of the Township) shall be reimbursed up to a maximum of Two Hundred and Fifty Dollars (\$250.00) per year in respect of the purchase of work-related clothing and footwear (e.g. safety boots, gloves, coveralls, etc.). For greater certainty, this payment is not available to employees whose primary job is performed in an office environment.
- 18.3 In order to claim such reimbursement, the employee shall provide a receipt or other appropriate documentation to the Township, which, if satisfactory, shall reimburse the employee for the cost of his or her purchases (to a maximum of two hundred and fifty dollars (\$250.00) per year.
- 18.4 The Township shall provide necessary safety equipment and clothing in order to allow employees to perform their duties. The safety equipment and clothing to be provided by the Township shall be determined by the Township.

## **19. Conferences and Seminars**

- 19.1 This section applies only to regular full time and regular part time employees.
- 19.2 The Township may require employees to attend conferences, seminars or other training, or employees may request the Township's approval to attend such sessions.
- 19.3 Travel to and from during the regular workday, and time spent at the conference, seminar or other training shall be considered a regular workday and employees

shall be reimbursed at their regular rate of pay. Overtime shall not be paid for attendance at such sessions.

19.4 The following expenses shall be eligible for reimbursement by the Township:

- (a) Travel to and from the conference, seminar or other training location, either by commercial carrier or by the employee's personal vehicle, reimbursed at the rate set out in Schedule "I" attached hereto.
- (b) Taxi transportation while at the location;
- (c) Reasonable accommodation costs, comparable to the convention/conference hotel rates;
- (d) Conference, seminar or other training fees;
- (e) Seventy-five dollars (\$75.00) per day to cover meals and incidental expenses;
- (f) Any expenses related to text and course materials.
- (g) Receipts shall be required to support the employee's claim for reimbursement of any of the above expenses, other than the per diem payment of seventy-five dollars (\$75.00) and any claim for mileage.

19.5 At its discretion, the Township may grant a travel advance to an employee of up to Five Hundred Dollars (\$500.00) for reasonable anticipated expenses.

19.6 Employees shall submit travel expense reports, with supporting receipts, to the Township within ten (10) calendar days of their return from the conference, seminar or other training.

## **20. Hours of Work**

20.1 Normal Hours of Work shall be as set out in Schedule "E".

## **21. Compensation for Additional Hours of Work and Overtime**

21.1 Employees who fall under this policy are not normally eligible for compensation for additional hours of work or overtime as they exercise managerial functions. Upon the approval of the CAO, such full-time employees in managerial positions who are regularly required to work additional hours outside of normal full time work hours, may receive up to two weeks of paid leave per year in lieu of overtime compensation. Such positions shall be listed by the CAO in Appendix "F" which shall include the position of CAO.

21.2 Where a (non-bargaining unit) employee is in a position entitled to receive compensation for overtime under the provisions of the *Employment Standards Act*,

the CAO shall ensure that the employee receives compensation for overtime in accordance with the Township's policies for providing overtime compensation to other staff who are eligible for overtime compensation. Such positions shall be listed by the CAO in Appendix "F".

## **22. Code of Ethics**

22.1 The Township's "Code of Ethics" is attached as Schedule "A" to this policy. It is the responsibility of all employees to read and abide by the Code of Ethics at all times.

## **23. Discipline and Termination**

23.1 The Township will normally follow the steps of progressive discipline, as follows:

- (a) verbal warning;
- (b) written warning;
- (c) suspension without pay;
- (d) dismissal.

23.2 The Township may accelerate or repeat disciplinary steps depending on the severity of the matter and may dismiss an employee for cause at any time. Examples of cause (which are not all inclusive) are:

- (a) substandard work performance;
- (b) misconduct;
- (c) sexual harassment of others;
- (d) theft;
- (e) conduct contrary to this policy/the Code of Ethics;
- (f) insubordination;
- (g) fraud;
- (h) off duty conduct which is reasonably related to the employee's employment or position (e.g. making threats against a person because of a work-related matter).

23.3 If the employee is terminated for cause under 23.2, no notice or pay in lieu of notice or severance pay shall be provided by the Township.

## **24. Termination of Employment and Lay-Off**

24.1 Employees may be laid off temporarily in accordance with the *Employment Standards Act*.

24.2 Employees may be terminated without cause, in which case they shall receive notice or pay in lieu of notice in accordance with the *Employment Standards Act* and severance pay, if applicable, in accordance with the *Employment Standards Act*.

24.3 The employment of seasonal, term or casual employees shall terminate on the date specified in writing at the time of hire.

## **25. Resignation**

25.1 All resignations by employees shall be in writing and shall state the effective date of their termination of employment.

25.2 Employees shall give at least fifteen (15) working days' notice of their intended departure.

## **26. Pay**

26.1 The rates of merit pay and merit pay ranges for Township employees shall be determined from time to time by Council. The current merit pay rates and merit ranges and compensation provisions are set out in Schedule "C" of this policy.

26.2 Employees shall be paid on the basis of a bi-weekly pay period.

## **27. Acting Pay**

27.1 From time to time, it may be necessary for the Township to replace employees who are absent or to temporarily fill vacancies with acting appointments.

27.2 An acting appointment that is expected to last more than six (6) months shall normally be posted in accordance with section 30 of this policy or filled by an employee who has been identified under a succession planning developmental program.

27.3 An employee who is acting in a higher paid position shall be paid at the next step of the higher pay range (compared to the replacing employee's normal pay range) for the duration of the acting pay period. A "step" for the purpose of this section shall be at least five percent (5 %) above the employee's current rate of pay or the minimum pay of the acting position, whichever is greater.

## **28. Job Descriptions**

28.1 Each position or class of positions shall be described in a written job description.

28.2 The job description shall be reviewed with the employee by the employee's supervisor. The job description shall be signed by both the supervisor and the employee to indicate that the job description has been reviewed, the employee understands the duties of the position, and the employee agrees to perform the duties of the position in accordance with the job description.

28.3 Job descriptions shall be reviewed at least annually with the employee in order to ensure continued accuracy and that the employee understands his or her duties as set out in the job description.

## **29. Performance Review**

- 29.1 Performance reviews shall be conducted in accordance with a Performance Management Plan approved by the CAO using a performance appraisal form specified by the CAO as set out in Schedule “J”.
- 29.2 A written performance appraisal of each employee shall be conducted at least annually by the employee’s supervisor and shall be placed on the employee file with a copy provided to the employee.
- 29.3 The CAO’s performance review and appraisal shall be administered by the Reeve in consultation with Council in accordance with a process approved by Council in discussion with the CAO and as set out in Schedule J.
- 29.4 On acceptance of any position and commencement of employment, an employee shall be provided with a list of expectations and performance criteria against which the employee shall be measured.

## **30. Filling of Vacancies and Promotions**

- 30.1 The CAO or Council, at their sole discretion, shall determine if, when and how position vacancies shall be filled in the best interest of Township operations. Vacancies may be filled by competition, lateral transfer, acting appointment or succession planning. Competitions may be posted internally for Township employees only or posted internally and advertised externally concurrently. Positions shall be posted and/or advertised, as applicable, for at least five (5) working days.
- 30.2 Applicants for a posted or advertised vacancy shall be selected on the basis of such factors as education, qualifications, training, experience, skills, competence, suitability, past performance, service with the Township and reference checks.
- 30.3 Applicants for a posted or advertised vacancy must be able to demonstrate that they have the qualifications required and the present skill, ability, experience, competence and suitability to fulfil the duties and responsibilities of the position.
- 30.4 The Township shall determine the process to be used to assess candidates, which may include oral interviews, reference checks, written tests, or other assessment methods.

## **31. Hiring**

- 31.1 The Township may offer employment to a successful applicant subject to certain conditions, including the following:
- (a) provision of a satisfactory criminal reference check;

- (b) if applicable, satisfactory medical evidence as to the ability of the employee to perform the essential duties and functions of the position subject to accommodation considerations approved by the Township;
- (c) a signed "declaration of conflict of interest" form;
- (d) a document acknowledging that the employee has read and agrees to abide by this policy.

31.2 The employee shall be required to sign a copy of the letter of hire indicating his or her agreement to the terms thereof and this letter will be held on file.

## **32. Discrimination**

32.1 The Township and its employees shall abide by the provisions of the *Ontario Human Rights Code*.

32.2 All allegations of discrimination brought to the attention of the Township shall be investigated and the appropriate corrective action taken, if any.

## **33. Respect in the Workplace**

33.1 The Township expects all employees to abide by the Respect in the Workplace Policy and Procedures pertaining to harassment and violence, Schedule "D", and such related policies and procedures as may be established by the CAO.

## **34. Employee Assistance**

34.1 If an employee experiences a personal crisis (for example, personal, emotional or related to drug or alcohol abuse) for which they need assistance, an employee may make a confidential request to the CAO for employee assistance under this policy.

34.2 Alternatively, the Township may identify the need for an employee to obtain employee assistance, in which case the Township will approach the employee on a confidential basis.

34.3 Employee assistance will consist of appropriate measures approved by the CAO relating to the circumstances of the employee, which may include the following:

- (a) Provision of information to the employee concerning services that are available locally to assist the employee;
- (b) Provision of time off with or without pay to attend counselling or other sessions which are intended to assist the employee (leave credits such as vacation or lieu time will normally be used to cover any paid time off);
- (c) Other measures appropriate to the employee's circumstances.

34.4 Any records maintained in the employee's personnel file regarding employee assistance shall only indicate that a request for or suggestion of employee assistance was made or provided to the employee, and whether or not such assistance was obtained by the employee.

### **35. Modified Work**

35.1 The Township is committed to the provision of modified work to its employees, where available and appropriate.

35.2 Modified work may be requested by the employee or may be offered by the Township. In either case, it is the responsibility of the employee to provide all necessary documentation and information respecting his or her medical condition and any other circumstances affecting his or her ability to perform the essential duties and functions of the position in question.

35.3 On receipt of a request from an employee for modified work or accommodation of some type, the Township shall:

(a) Determine and request from the employee what further information is required in order to respond to the employee's request;

(b) Address the employee's request taking into account at minimum the employee's individual needs (medical or otherwise), the Township's legal obligations under any applicable legislation such as the **Ontario Human Rights Code**, the availability of work which is suitable to the employee's needs, and all other relevant circumstances.

35.4 If the Township determines that it is not able to accommodate the employee's needs, it shall so advise the employee in writing, with reasons.

### **36. Alcohol and Substance Abuse**

36.1 Job performance of employees must not be impaired by alcohol or drugs at any time during the workday or while on Township business.

36.2 The unauthorized and/or illegal use, possession, sale or distribution of alcohol or illicit drugs at the Township's workplaces is prohibited.

36.3 Employees are expected to:

(a) Check with their physician regarding the effects of any drugs prescribed to them. Employees are required to advise their supervisor of any job performance impairment which might be expected due to the use of a prescribed drug so that alternate work arrangements can be made if possible;

- (b) Use over the counter drugs responsibly and be aware of any side effects their use may have on job performance.
- 36.4 There must be a willingness and commitment on the part of any employee affected by alcohol or drug abuse to resolve the issue, as the employee has an obligation to regularly be available for work in a timely and fit fashion.
- 36.5 Employees who have substance abuse problems are encouraged to seek treatment or counselling through the Employee Assistance Program or other appropriate means.
- 36.6 Employees are not to tolerate an alcohol or substance abuse problem of a co-worker that jeopardizes workplace safety. If an employee suspects that a co-worker's use and/or abuse of alcohol or drugs is jeopardizing workplace safety for anyone, that employee must report these concerns to their supervisor.
- 36.7 The Township will make reasonable efforts to support, assist, and if appropriate under the *Ontario Human Rights Code*, to accommodate any employee affected by alcohol or substance abuse. The co-operation of the employee is required in order to enable the Township to provide these measures.

### **37. Occupational Health and Safety**

In accordance with its obligations under the *Occupational Health and Safety Act*, the Township is committed to providing and maintaining safe and healthy working conditions for all its employees. The Township requires all employees to comply with the provisions of its Occupational Health and Safety policy at Schedule "K".

### **38. Smoking in the Workplace**

- 38.1 All work areas and those areas open to the public are smoke free, and smoking is strictly prohibited.

### **39. Appeal Procedure**

- 39.1 An employee who believes that this policy has been violated or that this policy has not been applied correctly may take the following steps:
- (a) Discuss the matter with his or her immediate supervisor;
  - (b) If not satisfied with the supervisor's response, the employee may inform his or her supervisor and file a written request for review with the CAO (all requests for review must contain full details in support of the employee's position);
  - (c) If not satisfied with the CAO's response, the employee may file a written request for review to the Reeve, who shall confer with the CAO and may

bring the matter before Council for information and/or consideration. Council may direct the employee to attend at Council or meet with the Reeve and/or CAO at Council's sole discretion.

Employees should initiate the process described above as soon as possible after the circumstances giving rise to the employee's concern, and in any event, within five (5) working days.

39.2 This policy regarding "Appeal Procedure" is not intended to replace, conflict with or serve as an appeal to the exercise of a supervisor's or the CAO's authority with respect to such matters as operational decision-making, performance management, discipline or termination.

39.3 The decision of the supervisor, CAO or Council, as applicable, shall be final and binding.

#### **40. Use of Township Property and Vehicles**

40.1 Township premises, equipment and supplies are to be used exclusively for the purposes of conducting work related to the Township's business and activities.

40.2 Employees whose duties require them to drive or be in charge of Township vehicles and equipment shall:

- (a) Ensure that the vehicle or equipment is in satisfactory mechanical condition;
- (b) Drive safely and responsibly and obey all highway traffic laws;
- (c) Employ all measures recommended for the safe use of vehicles and equipment;
- (d) Be personally responsible for the payment of all fines imposed for breaches of traffic regulations;
- (e) Be in possession of the appropriate driver's license;
- (f) Advise the Township of any loss of driver privileges, however temporary;
- (g) Not permit unauthorized persons to operate vehicles and equipment;
- (h) Report immediately any accidents or damage to the vehicles or equipment.

40.3 Employees must also adhere to the provisions of Financial Management Policy No. 2-2003 governing the use and operation of Township Vehicles.

#### **41. Private Vehicles**

41.1 From time to time, employees may be required to use their personal vehicle for Township business. In such case, employees shall be reimbursed for all business-related travel using their private vehicle at the rate approved by Council.

41.2 The Township shall not be responsible for any loss or damage, which may arise as a result of the use of a private vehicle for Township business. The Township may require an employee to prove that there is insurance liability coverage on the vehicle as prescribed by the Township.

## **42. Professional Fees and Dues**

- 42.1 Annual dues for occupational certifications or professional designations of employees who are required to obtain and retain such designation as part of their employment with the Township may be reimbursed or paid by the Township with the approval of the CAO or Council upon submission of an invoice or receipt. It is the responsibility of employees who require such designations to ensure that they do not expire.

## **43. Work at Home**

- 43.1 Employees may be granted the option to "work at home", with the approval of their immediate supervisor in consultation with the CAO. Such approval may be provided with or without conditions.

## **44. Family and Other Relationships in the Workplace**

- 44.1 Employees shall not be in a direct reporting/supervision relationship with a family member, relative or a person with whom the employee is involved in a common-law or conjugal relationship.
- 44.2 Employees shall not serve on a selection panel where an applicant is a family member, relative or a person with whom the employee is involved in a common-law relationship.
- 44.3 If during the course of an employee's employment, the employee's family status changes such that the employee is placed in a relationship described under Section 44.1 the employee shall immediately report such change or anticipated change to the CAO.
- 44.4 The Township shall consider the employees' situation and shall decide what course of action it intends to follow, which may include but will not be limited to a reorganization of positions, or a change in reporting relationships, if operationally feasible, or other staffing action.
- 44.5 An employee who fails to report a relationship or a change in relationship as described in 44.1 or 44.2 may attract disciplinary action up to and including dismissal.
- 44.6 "If an employee feels their relationship with a co-worker, though not a common-law relationship, could impact on their ability to be impartial towards that co-worker, that employee should notify a supervisor of the relationship and the provisions of 44.1 and 44.2 may apply."

**45. Amendment of Policy**

- 45.1 This policy and its Schedules may be amended by By-law passed by Council or by the CAO in accordance with authority delegated by Council. Any amendments shall be listed and recorded and shall be posted and/or distributed to all affected employees upon adoption.

## **SCHEDULE “A”**

### **CODE OF ETHICS**

Employees and of the Corporation of the Township of Lanark Highlands are expected to adhere to the highest standards of personal and professional competence, integrity and impartiality.

The purpose this Code of Ethics document is to establish a policy statement, adopted by Council, that outlines the high standards of practices expected of employees. The code will represent general standards that aim to be comprehensive but not exhaustive. By implication, the code will also recognize more stringent requirements by specific staff, according to the role they play.

### **POLICY**

For purposes of this policy, “Family” and “Relative” shall include immediate family; i.e., spouse (includes common law or same sex), mother, father, sons, daughters, brothers, sisters and in-laws (i.e. spouses’ mother, father, sons, daughters, brothers and sisters.)

#### **1. Confidential Information**

Some municipal employees have access to confidential information; some more than others. Employees shall not make such information public unless it is deemed public information. Where there is uncertainty about the status of any information, he/she shall confirm with the CAO before any release.

Non-exclusive examples of confidential information for which care should be exercised are:

- Items under litigation;
- Personnel matters;
- Information about suppliers which might be useful to competitors;
- Information which infringes upon the right to privacy of others;
- Sources of complaints about a variety of matters where the identity of the complained is given in confidence;
- Items under negotiation;
- Information supplied in support of license applications, etc., where such information is not part of public documentation;
- Schedule of prices in contract tenders.

#### **2. Media Relations**

Only the CAO or his/her designate shall comment to the media on all matters concerning staff operations, actions and functions of the municipality. This policy is not intended to restrict the ability of employees to express an opinion, or give input to, non-municipal matters. However, where applicable, the employee shall make it clear that he/she is commenting as a private citizen and not in a capacity of a municipal employee.

### 3. Conflict of Interest

An employee will be considered to have a conflict of interest where he/she, or a family member, has a direct or indirect financial interest in matters, including contracts with the municipality, and where the employee could influence the decision of the Corporation with respect to those financial matters.

A conflict of interest exists where the employee could directly influence the decision made in the course of performing his/her job duties. This includes exerting influence over the decision-maker.

If a conflict exists because of an employee's personal or family interest in a property matter, a business dealing with the Corporation, or similar circumstance, the employee shall notify the CAO, and he/she will make appropriate alternative arrangements to handle the matter. Of course, if the employee is not sure of a conflict, the advice of the CAO shall be sought and a discretionary decision made by the CAO on the matter.

Employees shall not sell goods, materials or services to the Corporation. An exception, with the approval of the CAO, could be where an employee competes, outside of regular working hours, in competitive bidding on a fee for services basis, to supply goods, materials or services.

Employees shall not engage in private employment or render services for any person or corporation, which has, or may have, business dealings with the Corporation of the Township of Lanark Highlands. Where such action occurs, the CAO shall be notified and discretionary action pursued.

Employees shall recognize that they are seen to exert influence on public policy decisions, or, on the other hand, have positions requiring neutrality and trust in dealing with the public. If any employee wishes to exercise his/her rights as a private citizen in respect to decisions by Council and/or Administration, their intentions shall be made to the CAO (or Reeve) and appropriate measures taken to protect the integrity of the Corporation.

### 4. Use of Municipal Property

Municipal property shall not be used by employees for personal use unless through prior approval of the CAO.

No employee shall make financial gain from the use of or sale of Municipal property including computer programs, technological innovations or other patentable items either while an employee of the Corporation or thereafter. All such property shall remain in exclusive ownership of the Corporation.

5. Gifts and Benefits

In order to preserve the image and integrity of the Corporation, business gifts and invitations of hospitality shall be discouraged. However, the Corporation recognizes that moderate hospitality is an accepted courtesy in any business relationship. The key is to not reach the level where it becomes obvious that an influence on a business matter is sought or implied. All employees, when in doubt regarding a gift or invitation, shall consult with the CAO before acceptance of the gift.

6. Political Involvement and Activity

No employee shall have an involvement in a partisan manner in municipal elections for Lanark Highlands. Employees may become involved in other municipalities' elections as well as Provincial and Federal elections, subject to the requirements of Section 4 ("Attendance at Work") of the HR Policy.

Where an employee wishes to run for Council of the Township of Lanark Highlands, he/she shall first seek a leave of absence to cover the campaign period, and, if elected, pursuant to Section 38(5) of the Municipal Act, he/she must resign from his/her position with the Corporation.

7. Hiring Relatives

No employee shall influence, in any way, the hiring or appointment of relatives to positions within the municipality.

8. Enforcement

It shall be the responsibility of all staff to ensure that this Code of Ethics is enforced. Where an employee has some reason to be concerned about a possible breach of this Code of Ethics, the CAO shall be consulted, in total confidence, immediately. The CAO is responsible for ensuring that the problem is appropriately addressed.

Conflict of interest matters concerning the CAO shall be referred to the Reeve or Council.

The observance of this Code of Ethics shall be a condition of employment with the Corporation. Breaches of the Code of Ethics will provide grounds for disciplinary action including, in serious cases, dismissal.

All employees shall read and subscribe to this Code of Ethics. A signed acknowledgement that each employee has read and understood this Human Resources policy document (including this Code of Ethics) shall be placed in each employee's personnel file.

9. Severability

The provisions of this Code of Ethics are severable and, if any provision, section or word is held invalid or illegal, such validity or illegality shall not affect or impair any of the remaining provisions, sections or words.

**SCHEDULE "B"**

**CONFLICT OF INTEREST DECLARATION**

**This declaration is required for all employees of The Township of Lanark Highlands**

I have read Section 5 of the Human Resource Policy of the Township and agree to be bound by the same.

I hereby declare:

1. I am \_\_\_/am not \_\_\_ in a conflict of interest with the Township, and I am aware of no circumstances within the foreseeable future that may place me in a conflict-of-interest position with the Township.
2. I am \_\_\_/or may be \_\_\_ in a conflict-of-interest position with the Township by reason of the following circumstances: (attach extra sheets if required).

DATED at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
Signature

## **SCHEDULE "C"**

### **NON-BU COMPENSATION POLICIES AND SALARY SCHEDULE**

1. This policy applies to all Non-Bargaining Unit employees of the Township as identified in the Township's salary schedule. The compensation of Management employees shall be administered in accordance with this policy unless otherwise specified in a written employment agreement.
2. Non-BU employees shall normally be engaged with specified terms of employment specified in a written employment agreement. Where an employment agreement provides for salary treatment based on merit, the employee's salary shall be administered in accordance with this policy and this policy shall be appended to the employee agreement. Where any provision of a written employment agreement is at variance with this policy the provision of the employment agreement shall prevail.
3. Employment agreements shall contain a clause stating that acceptance of the offer of employment constitutes agreement that performance assessment and salary treatment in compliance with the Township's compensation and performance management policies shall not amount to constructive dismissal.
4. Each management pay grade shall have a salary range with a minimum and a maximum. As a guideline, there shall be approximately a 15% spread between the minimum and the maximum of the range.
5. Each employee shall be paid within the salary range which corresponds to the classification and pay grade of their position. Progression through the range shall be based on merit.
6. Each employee's performance shall be assessed in accordance with the performance management plan contained in Schedule J of the Non-BU HR Policies and as may be amended from time to time. An employee's overall performance rating shall be considered in determining merit increases and the employee's progression through the range.
7. An employee shall normally be hired at the minimum of the range or, with CAO or Council approval, as applicable, at another rate within the range as may be required to attract a qualified candidate. The approval to hire a new employee at a salary greater than three percent above the minimum of the salary range shall be brought before Council by the CAO with a rationale for the proposed salary.

8. The CAO may approve annual merit increases up to the maximum of the salary range providing that the employee has received (and maintains) at least an overall satisfactory performance rating on his or her most recent performance appraisal and subject to the following conditions:

An annual merit increase under the provisions of this policy shall normally be 3%, upon CAO approval, for satisfactory performance and, with Council approval, up to 5% for exceptional performance but shall not exceed the maximum of the salary range of the employee's position;

A proposed merit increase greater than 3% per annum shall be brought before Council by the CAO with a rationale for the merit increase.

9. Progression through the salary range is not automatic and shall be based on merit. An employee may be held at a level in the range on the basis of his/her performance. At the discretion of the CAO, an employee's salary may be decreased to correspond to a decrease in the employee's overall performance rating providing that the employee has been assessed in accordance with the provisions of the performance management plan.
10. Merit salary changes shall be based on the most recent performance appraisal providing that the employee's performance has not declined between the time of the last appraisal and the effective date of the salary change.
11. Merit salary changes shall normally be effective at the beginning of the fiscal year, or at such other time as may be specified in a written employment agreement, or at such time as may be approved by the CAO or Council, as applicable. For a recently hired employee, a merit increase may be pro-rated for the portion of the year served or delayed until the employee's first anniversary date. However, the intent should be to bring the employee's merit salary reviews in line with the fiscal year cycle as soon as possible and no later than during the employee's second year of employment.
12. Upon promotion or reclassification to a higher salary range an employee shall receive a 3% salary increase or the minimum of the new salary range, whichever is greater. The approval of a merit or promotional increase greater than 3% and up to 5% may be recommended to Council by the CAO but shall not exceed the maximum of the salary range of the employee's new classification.
13. For part-time or seasonal employees, the 3 to 5% merit increase or the 12-month period between merit adjustments may be pro-rated according to the employee's hours of work in relation to full time hours. The timing or percentage change may be adjusted at the discretion of the CAO.
14. In accordance with the performance management policy, the Reeve shall conduct a formal annual performance review of the CAO, in consultation with Council and by the beginning of each fiscal year shall bring before Council, for their consideration and

approval, a recommendation with respect to the salary of the CAO including any merit salary adjustment or such other change in the terms and conditions of employment of the CAO, as may be recommended. Any adjustments to the salary of the CAO or to the CAO's terms and conditions of employment shall require the approval of Council.

15. From time to time, normally on a fiscal year cycle, Council may approve an adjustment to any or all salary ranges and, in consultation with the CAO, shall determine at the time whether or not the adjustment shall be applied to individual salaries.
16. Notwithstanding the other provisions of this policy, Council may, upon the recommendation of the CAO, and subject to the terms of an employment agreement, authorize additional compensation, including salary and/or benefits, to an employee or withhold or delay compensation, for reasons which Council may specify. Council may do the same with the CAO's salary and/or benefits.
17. The pay grid will be presented to Council for approval (on an annual basis) in accordance with the previous year's Ontario Consumer Price Index (O.C.P.I). The prior year's calculation will be done on an October to October basic. The salary schedule shall be appended to and form part of Schedule "C".

## SCHEDULE "C"

<b>Township of Lanark Highlands</b> <b>Non-BU SALARY SCHEDULE</b> <b>Effective: January 1, 2022</b>						
<b>Position Title</b>	<b>Class/Pay Level</b>	<b>Annual Hours</b>	<b>Hourly Minimum</b>	<b>Hourly Maximum</b>	<b>Annual Minimum</b>	<b>Annual Maximum</b>
CAO-Deputy Clerk	M5	1950	54.88	63.12	107,016	123,084
VACANT	M4	1950	43.94	50.97	85,683	99,392
Treasurer	M3	1950	39.70	46.02	77,415	89,739
Clerk	M3	1950	39.70	46.02	77,415	89,739
Public Works Superintendent	M3	2080	39.70	46.02	82,576	95,722
Fire Chief	M3	1950	39.70	46.02	77,415	89,739
Planning Manager	M3	1950	39.70	46.02	77,415	89,739
Chief Building Official	M2	1950	33.53	38.87	65,384	75,797
Public Works Technologist (Vacant)	M2	1950	33.53	38.87	65,384	75,797
Facilities Manager/Community Affairs Officer	M2	1950	33.53	38.87	65,384	75,797
Deputy Fire Chief (part-time)	M2	1248	33.53	38.87	41,845	48,510
Vacant	M1	1950	30.56	36.29	59,592	70,766

## SCHEDULE "D"

### THE TOWNSHIP OF LANARK HIGHLANDS

#### **RESPECT IN THE WORKPLACE** **POLICY AND PROCEDURES** **(Harassment and Violence)**

#### **1: Purpose**

The Township of Lanark Highlands is committed to providing and maintaining a working environment that is based on respect for the dignity and rights of everyone in the organization. It is the Township's goal to provide a healthy and safe work environment that is free of any form of harassment or violence.

#### **2: Scope**

This policy applies to all employees, volunteers, contractors and consultants. It applies in any location in which you are engaged in work-related activities. This includes, but is not limited to:

- the workplace;
- during work-related travel;
- at restaurants, hotels or meeting facilities that are being used for business purposes;
- in company owned or leased facilities;
- during telephone, email or other communications; and
- at any work-related social event, whether or not it is Township sponsored.

This policy also applies to situations in which you are harassed or subjected to violence in the workplace from individuals who are not employees of the organization, such as customers and suppliers, although the available remedies may be constrained by the situation.

#### **3: Definitions**

In this policy, "CAO" means the Chief Administrative Officer-Clerk or designate and "supervisor" means the Non-Bargaining Unit employee or designate to whom an employee reports. The supervisor of the CAO is Council or the Reeve acting on behalf of Council.

##### **3.1. Discrimination**

Workplace discrimination includes any distinction, exclusion or preference based on the protected grounds in the Ontario Human Rights Code, which nullifies or impairs equality of opportunity in employment, or equality in the terms and conditions of employment.

The protected grounds of discrimination are:

- race, colour, ancestry, citizenship, ethnic origin or place of origin;
- creed, religion;
- age;
- sex (including pregnancy and gender identity);
- sexual orientation;
- gender identity, gender expression,
- family, marital (including same-sex partnership) status;
- disability or perceived disability; and
- a record of offences for which a pardon has been granted under the *Criminal Records Act* (Canada) and has not been revoked, or an offence in respect of any provincial enactment

### **3.2. Sexual Harassment**

Sexual harassment includes conduct or comments of a sexual nature that the recipient does not welcome or that offend him or her. It also includes negative or inappropriate conduct or comments that are not necessarily sexual in nature, but which are directed at an individual because of his or her gender.

Both men and women can be victims of sexual harassment, and someone of the same or opposite sex can harass someone else.

Some examples of sexual harassment are:

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

### **3.3. Discriminatory Harassment**

Discriminatory harassment includes comments or conduct based on the protected grounds in the *Ontario Human Rights Code*, which the recipient does not welcome or that offends him or her. Some examples of discriminatory harassment include:

- offensive comments, jokes or behaviour that disparage or ridicule a person's membership in one of the protected grounds, such as race, religion, sex, or sexual orientation;
- imitating a person's accent, speech or mannerisms;
- persistent or inappropriate questions about whether a person is pregnant, has children or plans to have children; or
- inappropriate comments or jokes about an individual's age, sex, sexual orientation, personal appearance or weight.

Harassing comments or conduct can poison someone's working environment, making it a hostile or uncomfortable place to work, even if the person is not being directly targeted. This is commonly referred to as a poisoned working environment and it is also a form of harassment.

Some examples of actions that can create a poisoned work environment include:

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

### **3.4. Workplace Harassment and Bullying**

Workplace harassment is a health and safety issue that is covered under the *Occupational Health and Safety Act*.

The *Occupational Health and Safety Act* defines workplace harassment as:

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

Workplace harassment may have some or all of the following components:

- it is generally repetitive, although a single serious incident may constitute workplace harassment if it undermines the recipient's psychological or physical integrity and has a lasting harmful effect;
- it is hostile, abusive or inappropriate;
- it affects the person's dignity or psychological integrity; and
- it results in a poisoned work environment.

In addition, behaviour that intimidates, isolates or discriminates against the recipient may also be included.

Some examples of workplace harassment are:

- verbally abusive behaviour such as yelling, insults, ridicule and name calling including remarks, jokes or innuendos that demean, ridicule, intimidate or offend;

- workplace pranks, vandalism, bullying and hazing;
- gossiping or spreading malicious rumours;
- excluding or ignoring someone, including persistent exclusion of a particular person from workplace-related social gatherings;
- undermining someone else's efforts by setting impossible goals, with unrealistic deadlines and deliberately withholding information that should normally be provided and would enable a person to do their job;
- providing only demeaning or trivial tasks in place of normal job duties;
- humiliating someone;
- sabotaging someone else's work;
- displaying or circulating offensive pictures or materials;
- offensive or intimidating phone calls or emails;
- impeding an individual's efforts at promotions or transfers for reasons that are not legitimate; and
- making false allegations about someone in memos or other work-related documents.

### *What Isn't Harassment*

Workplace harassment should not be confused with legitimate, reasonable management actions that are part of the normal work function, including:

- supervisory direction and feedback on performance,
- measures to correct performance deficiencies, such as placing someone on a performance improvement plan,
- measures to determine an employee's capability to perform job duties and responsibilities or to examine limitations,
- investigation of workplace incidents or complaints,
- inquiring into or imposing discipline for workplace infractions; or
- requesting medical documents in support of an absence from work.

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

### *The Test of Harassment*

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

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

### **3.5. Workplace and Domestic Violence**

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

#### *Workplace Violence*

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

- the exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker;
- an attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker; and
- a statement or behaviour that is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker.

It is defined broadly enough to include acts that may be considered criminal. Workplace violence includes:

- physically threatening behaviour such as shaking a fist at someone, finger pointing, destroying property, throwing objects;
- verbal or written threats to physically attack a worker;
- leaving threatening notes or sending threatening emails;
- wielding a weapon at work;
- stalking someone; and
- physically aggressive behaviours including hitting, shoving, standing excessively close to someone in an aggressive manner, pushing, kicking, throwing an object at someone, physically restraining someone or any other form of physical or sexual assault.

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

Workplace violence may come from many different sources:

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

#### *Domestic Violence*

If you are experiencing domestic violence that would likely expose you, or other workers, to physical injury that may occur in the workplace, you should inform your supervisor or the CAO so that the Township can take every precaution reasonable to

protect you and your co-workers in the circumstances. This may include some or all of the following:

- creating a safety plan;
- contacting the police;
- establishing enhanced security measures such as a panic button, code words, and door and access security measures;
- screening calls and blocking certain email addresses;
- setting up priority parking or providing escorts to your vehicle or to public transportation;
- adjusting your working hours and location so that they are not predictable; and
- facilitating your access to counselling through the Employee Assistance Program or other community programs.

Supervisory staff and the CAO appreciate the sensitivity of these issues and will do their best to assist you as discreetly as possible while maintaining your privacy.

#### **4: Preventing Harassment and Violence**

It is the responsibility of the Township and all staff to ensure that we create and maintain a harassment and violence-free workplace and address violence and/or the threat of violence from all possible sources (including customers, clients, employers, supervisors, workers, strangers and domestic/intimate partners).

##### **4.1. Township's Commitment**

The Township of Lanark Highlands will do its part by not tolerating or condoning discrimination, harassment or violence in the workplace. This includes making everyone in our organization aware of what behaviour is and is not appropriate, assessing the risk of workplace violence, investigating complaints and imposing suitable corrective measures.

##### **4.2. Duties of Supervisors**

Supervisors are expected to assist in creating a harassment-free workplace and to immediately contact the Workplace Respect Committee if they receive a complaint of workplace harassment or violence or witness or are aware of harassing or violent behaviour.

Supervisors must also take every reasonable precaution to protect employees from workplace violence, including evaluating a person's history of violent behaviour to determine whether and to whom this employee poses a risk. In making this evaluation supervisors should consider:

- whether the person's history of violence was associated with the workplace or work;
- whether the history of violence was directed at a particular employee or employees in general; and
- how long ago the incident(s) of violence occurred.

In certain circumstances, supervisors may have a duty to provide information about a risk of workplace violence from a person with a history of violent behaviour (not necessarily an employee) if an employee can be expected to encounter that person during the course of his or her work, and the risk of workplace violence is likely to expose the employee to physical injury. Supervisors will only release as much personal information about the person with a history of violent behaviour as is reasonably necessary to protect the employee from physical injury. Supervisors are required to consult with the Workplace Respect Committee prior to releasing information about a person with a history of violence.

#### **4.3. Duties of All Employees and Others covered by this Policy**

Individual employees and others must do their part by ensuring that their behaviour does not violate this policy and by fostering a work environment that is based on respect and is free of harassment.

They are also required to report to their supervisor the existence of any workplace violence or threat of workplace violence.

### **5: Procedure for Investigating and Resolving Harassment Complaints**

#### **Step 1: Informal Complaint**

- 1.1 If an employee believes that they are being harassed, the first thing to do is to tell the person to stop. Do so as soon as you receive any unwelcome comments or conduct. Although this may be difficult to do, telling the person you don't like their actions is often enough to stop the behaviour. In certain circumstances you may choose to proceed directly to Step 2.

Some of the things you can say that might stop the behaviour include:

"I don't want you to do that."

"Please stop doing or saying..."

"It makes me uncomfortable when you..."

"I don't find it funny when you ..."

- 1.2 If the harassment continues after you have confronted the individual, you may want to provide him or her with a written statement of the situation. Include specific details of the behaviours you consider to be harassing, your request to the harasser to stop and your expectations that he or she will stop.

Provide details of the next steps you plan to take if the harassment does not stop e.g., filing a formal complaint at Step 2. Make sure you keep a copy of this statement for yourself.

It helps to keep a record of any incident(s) that you experience. This includes when the harassment started, what happened, whether there were any witnesses and what was your response.

- 1.3 If you believe that someone who is not a member of our organization, e.g., a customer, supplier, etc., has harassed or discriminated against you, please report the harassment to your supervisor.

Although the Township has limited control over third parties, the Township will do its best to address the issue and prevent further problems from arising.

## **Step 2: Formal Complaint**

- 2.1 If the complaint cannot be resolved informally or if it is too serious or difficult for you to deal with as an informal process, you may bring a formal written complaint to the CAO who may designate a qualified investigator to look into your complaint. The investigator may be internal or external to the organization. The CAO and/or investigator may also seek specialist or legal advice and adjust the process for handling your complaint as per their advice.
- 2.2 The investigator will need as much written information as possible from the complainant, including the name of the person you believe is harassing you, the place, date and time of the incident(s), and the names of any possible witnesses. A copy of the Workplace Respect Complaint form is available from the CAO or can be obtained for you by your supervisor. Additional documents may be attached to the form. This form must be used unless it is not readily available in which case your complaint may be submitted in a memo to the CAO with the subject heading "Workplace Respect Complaint"
- 2.3 Your written complaint to the CAO must be kept strictly confidential. You may, of course, share it in confidence with an employee or legal representative who should be informed by you to keep the matter confidential. Do not discuss the matter with others, particularly potential witnesses. This may interfere with the investigation.

It is important that the CAO receive your complaint as soon as possible so that the problem doesn't escalate or happen again. Once the Township receives your complaint, the CAO will initiate a formal investigation, if it is necessary and appropriate to do so.

- 2.4 Your written complaint form must be dated and delivered in a sealed envelope addressed to the CAO and marked "Personal and Confidential – To be opened only by the CAO." It must be delivered in a discreet manner.

- 2.5 Discrimination and harassment are serious matters. Therefore, if you decide not to make a formal complaint, the Township may still need to investigate the matter and take steps to prevent further harassment. For example, the Township may need to continue with an investigation if the allegations are serious or if there have been previous complaints or incidents involving the respondent. Staff may also observe apparent harassment and bring the matter to the attention of the CAO which may require investigation.
- 2.6 Please note that it is Township policy not to investigate anonymous complaints unless there are extenuating circumstances.

NOTE: Where your complaint is against the CAO, your complaint and envelope must be addressed to the Reeve. The Reeve will follow a procedure similar to that outlined above for the CAO. The investigation, reporting and corrective action procedures will be altered accordingly.

### **Step 3: Investigation Procedure**

- 3.1 The designated Investigator will commence an investigation as quickly as possible. The Township may choose to use either an internal or external investigator, depending on the nature of the complaint.
- 3.2 The investigation will include:
- interviewing the complainant and respondent to ascertain all of the facts and circumstances relevant to the complaint, including dates and locations
  - interviewing witnesses, if any
  - reviewing any related documentation; and
  - making detailed notes of the investigation and maintaining them in a confidential file
- 3.3 Out of respect for the relevant individuals, it is essential that the complainant, respondent, witnesses and anyone else involved in the formal investigation of a complaint maintain confidentiality throughout the investigation and afterwards. A breach of confidentiality can also impair an investigation. A flagrant or a repeated breach of confidentiality may in and of itself attract disciplinary action up to and including termination.
- 3.4 Once the investigation is complete, the Investigator will prepare a detailed report of the findings and submit it to the CAO for review. The CAO may consult with specialists and legal counsel. A summary of the findings will be provided to the complainant and respondent following the CAO's review.
- 3.5 It is the Township's goal to complete any investigation and communicate the results to the complainant and respondent within thirty days after we receive a complaint, where possible.

#### **Step 4: Corrective Action**

The CAO will determine what action should be taken as a result of the investigation. The CAO will also inform the complainant and respondent of the results of the investigation and whether (but not necessarily what) corrective measures were taken, if any were necessary.

If a finding of harassment is made, the Township will take appropriate corrective measures, regardless of the respondent's seniority or position in the Township.

Corrective measures may include one or more of the following:

- discipline, such as a verbal warning, written warning or suspension without pay
- termination of employment
- referral for counselling (sensitivity training), anger management training, supervisory skills training or attendance at educational programs on workplace respect
- a demotion or denial of a promotion
- reassignment or transfer
- financial penalties such as the denial of a merit salary increase, and
- any other disciplinary or corrective action deemed appropriate under the circumstances

If there is not enough evidence to substantiate the complaint, corrective measures will not be taken.

If you make a complaint in good faith and without malice, regardless of the outcome of the investigation, you will not be subject to any form of discipline. The Township will, however, discipline or terminate anyone who brings a false and malicious complaint.

### **6: Procedure for Resolving and Investigating Workplace Violence**

#### **6.1. Workplace Violence**

You have the right to refuse work if workplace violence is likely to endanger you. In that instance, please immediately contact your supervisor at which point appropriate measures will be taken to protect you and investigate the situation. You will be moved to a safe place as near as reasonably possible to your normal workstation and will need to be available for the purposes of investigating the incident. In some circumstances, you may be provided with reasonable alternative work during normal working hours.

In appropriate circumstances, we may contact the police or other emergency responders as appropriate, to assist, intervene or investigate workplace violence.

Details about the measures and procedures for summoning immediate assistance will be provided and may include:

- equipment to summon assistance such as fixed or personal alarms, locator or tracking systems, phones, cell phones, etc.;

- emergency telephone numbers and/or email addresses; and
- emergency procedures

Provided the situation is dealt with quickly and the danger to workers is removed, the necessity of work refusal may be alleviated.

## **6.2. Investigation Procedure for Workplace Violence**

### **Step 1: Reporting**

- 1.1. Employees are required to report the existence of any workplace violence or threat of workplace violence to their supervisor and their supervisor shall immediately inform the CAO.

NOTE: Where the supervisor is the respondent, the employee shall report the matter to the CAO. Where the CAO is the respondent, the employee shall report the matter to their supervisor who shall immediately inform the Reeve. The procedures for investigating and taking corrective action will be altered accordingly.

### **Step 2: Investigation**

- 2.1 The CAO will designate an investigator and shall ensure that an investigation is commenced as quickly as possible. The CAO may choose to use either an internal or external investigator, depending on the nature of the incident.

- 2.2 The investigation will include:

- conducting interviews of relevant individuals, including the complainant and respondent, to ascertain all of the facts and circumstances relevant to the complaint, including dates and locations;
- reviewing any related documentation; and
- making detailed notes of the investigation and maintaining them in a confidential file.

- 2.3. Once the investigation is complete, the Investigator will prepare a detailed report of the findings and submit it to the CAO for review. The CAO may consult with specialists and legal counsel. A summary of the findings will be provided to the complainant and respondent following the CAO's review and subject to advice received.

### **Step 3: Corrective Action**

The CAO will determine what action should be taken as a result of the investigation.

If a finding of workplace violence is made, the Township will take appropriate corrective measures, regardless of the respondent's seniority or position in the Township.

Corrective measures may include one or more of the following:

- discipline, such as a verbal warning, written warning or suspension without pay;
- termination with or without cause;
- referral for counselling (sensitivity training), anger management training, supervisory skills training or attendance at educational programs on workplace respect;
- a demotion or denial of a promotion;
- reassignment or transfer;
- financial penalties such as the denial of a bonus or performance related salary increase, and
- any other disciplinary action deemed appropriate under the circumstances.

If you make a complaint in good faith and without malice, regardless of the outcome of the investigation, you will not be subject to any form of discipline. The Township may however, discipline or terminate anyone who brings a false and malicious complaint.

#### **7: Procedures for Addressing Domestic Violence**

If an employee is experiencing domestic violence that would expose you to physical injury in the workplace or you are experiencing workplace violence or believe that workplace violence is likely to occur, you may seek immediate assistance by contacting the CAO. The CAO will assist in preventing and responding to the situation.

#### **8: Confidentiality of Complaints and Investigations**

The Township recognizes the sensitive nature of harassment and violence complaints and will keep all complaints confidential, to the extent that we are able to do so. The Township will only release as much information as is necessary to investigate and respond to the complaint or situation or if required to do so by law.

Out of respect for the relevant individuals, it is essential that the complainant, respondent, witnesses and anyone else involved in the formal investigation of a complaint maintain confidentiality throughout the investigation and afterwards. A breach of confidentiality can also impair an investigation. A flagrant or a repeated breach of confidentiality may in and of itself attract disciplinary action up to and including termination.

#### **9: Protection from Retaliation**

The Township will not tolerate retaliations, taunts or threats against anyone who complains about harassment or violence or takes part in an investigation. Any person who taunts, retaliates against or threatens anyone in relation to a harassment or violence complaint may be disciplined or terminated.

**10: Mediation of Harassment and Violence Matters**

10.1. At any time, where appropriate and in situations that warrant, the parties to a complaint may, by mutual agreement, enter into a mediation process in an effort to resolve the matter. Mediation is a voluntary process.

10.2. Mediation will require the approval of the CAO since costs may be involved. Where the parties agree to mediation, the CAO shall appoint a mediator who may be internal or external to the organization. The mediation process is confidential and shall be explained to the parties prior to their signing an agreement to mediate. At any time either party may withdraw from mediation without stating a reason.

10.3. Since mediated settlements may involve costs or obligations for the Township, a proposed mediated settlement must first be approved by the CAO and, if required, by Township Council prior to the parties entering in the settlement.

## **SCHEDULE "E"**

### **HOURS OF WORK**

- E.1 The normal hours of work for full-time non bargaining unit employees shall be 37.5 hours per week except for employees in the following positions:
- Positions at 40 hours per week
- Public Works Superintendent
- E.2 The normal hours of work for part time employees shall be as approved by the CAO or authorized supervisor. At all times the business and operating requirements of the Township shall be the primary consideration in determining hours of work.
- E.3 The normal hours of work may be altered by the CAO on a temporary basis or by the CAO on a permanent basis with the approval of Council.

## **SCHEDULE "F"**

### **OVERTIME and ADDITIONAL HOURS OF WORK**

F.1 Non-BU Positions Eligible to Receive Two Weeks of Paid Leave in Lieu of Compensation for Additional Hours of Work and Overtime

CAO-Deputy Clerk  
Treasurer  
Clerk  
Public Works Superintendent  
Fire Chief  
Facilities Manager/Communities Affairs Officer  
Planning Manager

F.2 Non-BU Positions Eligible for Compensation for Overtime (i.e. hours worked beyond the normal work week, approved in advance by the supervisor.)

None

**SCHEDULE "G"**

**VACATION**

G.1 This section applies only to full time and regular part time employees of the Township.

G.2 Employees shall be provided vacation leave and vacation pay as follows:

Service	Leave	Pay
After one (1) year	two (2) weeks	4%
After five (5) years	three (3) weeks	6%
After ten (10) years	four (4) weeks	8%
After twenty (20) years	five (5) weeks	10%
After twenty-five (25) years	six (6) weeks	12%

G.3 Vacation pay shall be calculated at the appropriate percentage based on the employee's gross earnings from the Township.

G.4 The Township uses the "bank system" by which the employee's annual vacation entitlement is put in the employee's bank on Jan. 1st of each year. If upon termination, an employee has taken more vacation than the employee has earned, then the Township will deduct the unearned amount from amounts owing to the employee at the time of termination.

G.5 Vacation shall be scheduled at a time that is mutually convenient to the employee and the Township, always having regard to the business and operating requirements of the Township.

G.6 An employee may carry over a maximum of one (1) week of vacation leave (i.e. forty (40) or thirty-seven and one-half hours (37.5) depending on the length of the employee's regular work week) from one year to the next year if approved by the employee's immediate supervisor.

## **SCHEDULE "H"**

### **PAID HOLIDAYS**

H.1 This section applies to full time and part time employees of the Township.

H.2 Subject to section H.3, employees shall receive the following paid holidays:

New Year's Day	August Civic Holiday
Family Day	Labour Day
Good Friday	Thanksgiving Day
Easter Monday	Christmas Day
Victoria Day	Boxing Day
Remembrance Day	National Day for Truth and Reconciliation
Canada Day	

H.3 In addition to the Paid Holidays listed in Section H.2 hereto, employees shall be entitled to two (2) additional paid holiday (Floater Day) per year to be taken off at a time mutually convenient to the employee and the supervisor.

H.4 Employees shall only be entitled to pay for the above listed paid holidays if they work their scheduled regular day of work preceding and their scheduled regular day of work following the paid holiday, unless absent with the approval of the Township.

H.5 The pay for each paid holiday shall be calculated at the employee's regular rate of pay.

## **SCHEDULE "I"**

### **USE OF PRIVATE VEHICLE**

- I-1 Employees shall be reimbursed for all business-related travel using their private vehicle at a rate prescribed by the Canada Revenue Agency (CRA) each year.
- I-2 The minimum liability insurance coverage is set at \$1,000,000 and an employee must carry this amount of liability on any personal vehicle used on Township business.

## Schedule "J"

The Township of Lanark Highlands

### PERFORMANCE APPRAISAL FORM For Management/Supervisory Employees CONFIDENTIAL TO EMPLOYEE FILE

*To be completed first in draft by the employee's supervisor and discussed with the employee prior to the supervisor completing the final Performance Appraisal.*

<b>Employee:</b>	<b>Position Title:</b>
------------------	------------------------

<b>Review Period: from</b> <b>to</b>	<b>Length of Time in Position:</b>
--------------------------------------	------------------------------------

<b>Employee's Supervisor:</b>
-------------------------------

Performance Appraisal - Rating Levels and Definitions	
<i>The supervisor and employee will review the following definitions to ensure that they have a complete understanding of the meaning of the rating levels. As required throughout the performance appraisal discussion, the Supervisor should provide specific examples to illustrate to the employee how expectations can be met and exceeded.</i>	
Rating	Definition
<b>1. Unacceptable</b>	The employee has not demonstrated the ability and/or desire to meet expectations.
<b>2. Progressing</b>	The employee has demonstrated the potential to meet or exceed all expectations during the upcoming review period(s).
<b>3. Meets or Exceeds</b>	The employee is meeting or exceeding all expectations.

Signatures	
<p>Employee's Supervisor</p> <p><input type="checkbox"/> I have reviewed/revised the job description for the employee's position to ensure that it is current and accurate.</p> <p><input type="checkbox"/> I have prepared this Appraisal in accordance with established policies and procedures.</p> <p><input type="checkbox"/> I have discussed this Appraisal with the employee and have given the employee an opportunity to add written comments.</p> <p style="text-align: center; margin-top: 20px;">_____</p> <p style="text-align: center;">Supervisor's Signature <span style="float: right;">_____</span></p> <p style="text-align: center;">Date</p>	
<p>Employee</p> <p><input type="checkbox"/> I have had an opportunity to review my job description with my supervisor and to suggest any changes.</p> <p><input type="checkbox"/> I have had an opportunity to thoroughly discuss this Appraisal with my supervisor.</p> <p><input type="checkbox"/> I have been given the opportunity to add my written comments.</p> <p style="text-align: center; margin-top: 20px;">_____</p> <p style="text-align: center;">Supervisor's Signature <span style="float: right;">_____</span></p> <p style="text-align: center;">Date</p>	
<p>CAO</p> <p><input type="checkbox"/> I have reviewed the final Appraisal to ensure that it conforms to established policies and procedures.</p> <p><input type="checkbox"/> I will ensure that the employee receives a copy of the signed Appraisal and that the original is placed on the employee's file.</p> <p style="text-align: center; margin-top: 20px;">_____</p> <p style="text-align: center;">CAO's Signature <span style="float: right;">_____</span></p> <p style="text-align: center;">Date</p>	

**Part 1: Achievement of Job Expectations**  
**Supervisor's Assessment of Employee's Performance during the Review Period**

<b>Employee:</b>	<b>Review Period: from</b> <b>to</b>
------------------	--------------------------------------

1. Job Knowledge	<p><i>Demonstrates possession of the knowledge required to perform all of the duties and responsibilities of the position. Proactively acquires additional knowledge to enhance performance or meet changing job requirements.</i></p> <p>Supervisor's Assessment &amp; Comments:            <input type="checkbox"/> <b>Unacceptable</b>    <input type="checkbox"/> <b>Progressing</b>    <input type="checkbox"/> <b>Meets or Exceeds</b></p>
2. Technical Skills	<p><i>Demonstrates the technical skills required to perform all of the duties and responsibilities of the position Proactively seeks ways to enhance existing skills and acquire new skills to meet changing job requirements.</i></p> <p>Supervisor's Assessment &amp; Comments:            <input type="checkbox"/> <b>Unacceptable</b>    <input type="checkbox"/> <b>Progressing</b>    <input type="checkbox"/> <b>Meets or Exceeds</b></p>
3. Quality of Work	<p><i>Consistently produces work of acceptable or exceptional quality. Complies with all relevant legislation, regulations and policies. Adheres to proper procedures, standards and practices. Is always ethical and honest.</i></p> <p>Supervisor's Assessment &amp; Comments:            <input type="checkbox"/> <b>Unacceptable</b>    <input type="checkbox"/> <b>Progressing</b>    <input type="checkbox"/> <b>Meets or Exceeds</b></p>
4. Productivity	<p><i>Consistently meets or exceeds acceptable level of productivity. Plans and organizes work effectively. Identifies the resources required to complete work. Sets appropriate deadlines/checkpoints and meets them. Identifies and recommends ways to improve the efficiency of own work and related operations.</i></p> <p>Supervisor's Assessment &amp; Comments:            <input type="checkbox"/> <b>Unacceptable</b>    <input type="checkbox"/> <b>Progressing</b>    <input type="checkbox"/> <b>Meets or Exceeds</b></p>
5. Judgment, Problem Solving and Decision Making	<p><i>Recognizes and analyzes work-related problems and issues; evaluates alternative solutions and selects the best course of action to resolve matters efficiently and effectively using available resources, logic and practical decision-making skills.</i></p> <p>Supervisor's Assessment &amp; Comments:            <input type="checkbox"/> <b>Unacceptable</b>    <input type="checkbox"/> <b>Progressing</b>    <input type="checkbox"/> <b>Meets or Exceeds</b></p>
6. Initiative	<p><i>Self-directed and resourceful within scope of position's responsibilities. Anticipates and prevents problems; recommends solutions to problems; offers to assist other workers; proposes improvements to work methods and procedures.</i></p> <p>Supervisor's Assessment &amp; Comments:            <input type="checkbox"/> <b>Unacceptable</b>    <input type="checkbox"/> <b>Progressing</b>    <input type="checkbox"/> <b>Meets or Exceeds</b></p>

**7. Adaptability and Flexibility**

*Welcomes necessary or beneficial change. Accepts constructive criticism and suggestions and uses them to advantage. Deals with frustration or disappointment in a mature manner. Maintains objectivity in conflict situations.*

Supervisor's Assessment & Comments:       **Unacceptable**     **Progressing**     **Meets or Exceeds**

**8. Customer Service**

*Meets or exceeds the service expectations of external and internal customers/clients in a positive, professional, pro-active and timely manner. Recommends ways to enhance customer service in own position and related operations. Participates consistently and fully in community events, meetings, conferences, etc. within scope and requirements of position.*

Supervisor's Assessment & Comments:       **Unacceptable**     **Progressing**     **Meets or Exceeds**

**9. Interpersonal Skills**

*Demonstrates effective interpersonal skills with customers/clients, colleagues, supervisor, Council members and others. Identifies and responds to needs of others. Develops and promotes effective working relationships. Is appropriately assertive but also supportive, respectful, tactful and discreet in all interactions. Projects a positive and professional image of self, position, work unit and the Township.*

Supervisor's Assessment & Comments:       **Unacceptable**     **Progressing**     **Meets or Exceeds**

**10. Communication Skills**

*Listens effectively to customers/clients, colleagues, supervisor and others. Seeks clarification if required. Makes oral and written communication easy to understand by adjusting style, content and terminology to suit the receiver or audience. Maintains effective communication with staff and the Reeve and Council. Effectively presents oral and written information in a professional manner to individuals and groups, as required.*

Supervisor's Assessment & Comments:       **Unacceptable**     **Progressing**     **Meets or Exceeds**

**11. Health and Safety**

*Always adheres to relevant health and safety policies, procedures, standards, and legislation. Identifies unsafe conditions and looks out for the safety of staff and the public. Practices preventative maintenance and cares for Township property.*

Supervisor's Assessment & Comments:       **Unacceptable**     **Progressing**     **Meets or Exceeds**

12. Attendance, Punctuality and Reliability

*Is punctual and attends work on a regular basis. Always follows policies and procedures for reporting unavoidable lateness or absence and requesting time off. Provides medical certificates as required. Works cooperatively and pro- actively with management in return-to-work and workplace accommodation situations.*

Supervisor's Assessment & Comments:  Unacceptable  Progressing  Meets or Exceeds

13. Leadership and Supervision

*Provides leadership and motivates staff and volunteers to achieve organizational goals and performance expectations. Creates a positive work environment. Sets an excellent example for staff through work habits, appearance and performance. Effectively delegates and assigns work. Resolves conflicts and employee relations issues, seeking appropriate advice and support when required. Deals effectively with performance issues and follows disciplinary process with staff, as appropriate, within scope of authority. Recruits and/or participates in the recruitment of qualified staff. Ensures appropriate training and development. Adheres to the performance appraisal process, setting clear and appropriate expectations for employees and appraising performance accurately and fairly. Recommends and/or approves merit increases consistent with the employee's performance and the Township's compensation policies.*

Supervisor's Assessment & Comments:  Unacceptable  Progressing  Meets or Exceeds

14. Management

*Manages the development and implementation of short- and long-term plans, policies programs and procedures within scope of authority to maximize the effective utilization of assigned human, material, physical, financial and information resources in order to best meet organizational goals and objectives. Ensures procedures are in place and followed for effective reporting, audit and administrative review. Submits reports in a thorough and timely manner. Pro-actively contributes to the development and achievement of the strategic objectives of the Township. Works cooperatively with staff, managers, the CAO and Council.*

Supervisor's Assessment & Comments:  Unacceptable  Progressing  Meets or Exceeds

**SUPERVISOR'S ASSESSMENT of Employee's OVERALL PERFORMANCE**

Unacceptable Performance  
In one or more key areas.

Progressing  
in four or more areas.

Progressing  
in one to three areas.

Meets or Exceeds  
All Expectations

**Supervisor's Comments on Overall Performance**

## Part 2: Employee's Comments on Performance Assessment

## Part 3: Review of Job Description

1. Review the job description for the employee's position to ensure that it is current and accurate.
2. Ask the employee to provide suggestions for any changes to the job description to ensure its accuracy.
3. Revise the job description, if required, in accordance with the Township's job description approval process.

**Supervisor: (check one)**

- A new/revised job description has been/will be submitted to the CAO for approval and processing.
- The job description dated \_\_\_\_\_ is current and accurate as of \_\_\_\_\_.

## Part 4(a): Training and Development - Achievements

*Include training and development action plan items from the review period just completed.*

<b>Employee:</b>	<b>Review Period:</b> from                      to
------------------	--

  

Training and Development Action Plan Item	Results	Supervisor's <b>Comments:</b> Include explanation and, if applicable, plan to address items not completed.
1)	<input type="checkbox"/> Completed <input type="checkbox"/> Not Completed	
2)	<input type="checkbox"/> Completed <input type="checkbox"/> Not Completed	
3)	<input type="checkbox"/> Completed <input type="checkbox"/> Not Completed	
4)	<input type="checkbox"/> Completed <input type="checkbox"/> Not Completed	
5)	<input type="checkbox"/> Completed <input type="checkbox"/> Not Completed	
6)	<input type="checkbox"/> Completed <input type="checkbox"/> Not Completed	

## Part 4(b): Key Objectives - Achievements

*Include key objectives, projects and initiatives from the review period just completed.*

Key Objective	Results	Supervisor's <b>Comments:</b> Include explanation and, if applicable, plan to address items not completed.
1)	<input type="checkbox"/> Completed <input type="checkbox"/> Not Completed	
2)	<input type="checkbox"/> Completed <input type="checkbox"/> Not Completed	
3)	<input type="checkbox"/> Completed <input type="checkbox"/> Not Completed	
4)	<input type="checkbox"/> Completed <input type="checkbox"/> Not Completed	
5)	<input type="checkbox"/> Completed <input type="checkbox"/> Not Completed	
6)	<input type="checkbox"/> Completed <input type="checkbox"/> Not Completed	
7)	<input type="checkbox"/> Completed <input type="checkbox"/> Not Completed	
8)	<input type="checkbox"/> Completed <input type="checkbox"/> Not Completed	

Employee's Comments on Training and Development and Key Objective Achievements

# The Township of Lanark Highlands

Employee: \_\_\_\_\_ Position Title: \_\_\_\_\_ Date: \_\_\_\_\_

## Part 5(a): Training & Development - Action Plan for Next Review Period

*Include training and development which will occur during the upcoming review period.*

*Note: Proposed training and development may be subject to funding approval.*

<b>What is Planned</b>	<b>Start &amp; End Date</b>	<b>Expected Results and/or Success Indicators (i.e. how we will know that this has been achieved)</b>
1)		
2)		
3)		
4)		
5)		
6)		

## Part 5(b): Key Objectives - Action Plan for Next Review Period

*Include key objectives, projects and initiatives which will occur during the upcoming review period.*

<b>Key Objective</b>	<b>Start &amp; End Date</b>	<b>Expected Results and/or Success Indicators (i.e. how we will know that this has been achieved)</b>
1)		
2)		
3)		
4)		
5)		
6)		
7)		
8)		

Employee's Comments on Training & Development & Key Objectives for Next Review Period
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**Schedule "J"**

The Township of Lanark Highlands

**PERFORMANCE APPRAISAL**  
 For The Chief Administrative Officer-Clerk (CAO)  
**CONFIDENTIAL TO EMPLOYEE FILE**

*To be completed first in draft by the Reeve in consultation with Council and discussed with the CAO prior to the Reeve completing the final Performance Appraisal in consultation with Council.*

<b>Employee:</b>	<b>Position Title: Chief Administrative Officer-Clerk</b>
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<b>Review Period: from</b> <b>to</b>	<b>Length of Time in Position:</b>
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<b>Reeve:</b> <b>Council Members:</b>
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Performance Appraisal - Rating Levels and Definitions	
<i>The Reeve, Council and the CAO will review the following definitions to ensure that they have a complete understanding of the meaning of the rating levels. As required throughout the performance appraisal discussion, the Reeve on behalf of Council should provide specific examples to illustrate to the CAO how expectations can be met and exceeded.</i>	
Rating	Definition
<b>1. Unacceptable</b>	The employee has not demonstrated the ability and/or desire to meet expectations.
<b>2. Progressing</b>	The employee has demonstrated the potential to meet or exceed all expectations during the upcoming review period(s).
<b>3. Meets or Exceeds</b>	The employee has met or exceeded all expectations.

Signatures	
Reeve on behalf of Council <input type="checkbox"/> I have reviewed/revised the job description for the employee's position to ensure that it is current and accurate. <input type="checkbox"/> I have prepared this Appraisal on behalf of Council in accordance with established policies and procedures. <input type="checkbox"/> I have discussed this Appraisal with the CAO and have given the CAO an opportunity to add written comments.	
_____	_____
Reeve's Signature	Date
CAO <input type="checkbox"/> I have had an opportunity to review my job description with the Reeve and Council and to suggest any changes. <input type="checkbox"/> I have had an opportunity to thoroughly discuss this Appraisal with the Reeve and Council. <input type="checkbox"/> I have been given the opportunity to add my written comments.	
_____	_____
CAO's Signature	Date

Reeve on behalf of Council

- I have reviewed the final Appraisal to ensure that it conforms to established policies and procedures.
- I have provided the CAO with a copy of the signed Appraisal and placed the original on the employee's file in a confidential sealed envelope to be opened only in the presence of the Reeve or designate.

\_\_\_\_\_  
Reeve's Signature

\_\_\_\_\_  
Date

**Part 1: Achievement of Job Expectations**  
**Council's Assessment of Employee's Performance during the Review Period**

<b>Employee:</b>	<b>Review Period: from</b> <b>to</b>
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1. Job Knowledge	<p><i>Demonstrates possession of the knowledge required to perform all of the duties and responsibilities of the position. Proactively acquires additional knowledge to enhance performance or meet changing job requirements.</i></p> <p>Council's Assessment &amp; Comments:                      <input type="checkbox"/> <b>Unacceptable</b>    <input type="checkbox"/> <b>Progressing</b>    <input type="checkbox"/> <b>Meets or Exceeds</b></p>
2. Technical Skills	<p><i>Demonstrates the technical skills required to perform all of the duties and responsibilities of the position Proactively seeks ways to enhance existing skills and acquire new skills to meet changing job requirements.</i></p> <p>Council's Assessment &amp; Comments:                      <input type="checkbox"/> <b>Unacceptable</b>    <input type="checkbox"/> <b>Progressing</b>    <input type="checkbox"/> <b>Meets or Exceeds</b></p>
3. Quality of Work	<p><i>Consistently produces work of acceptable or exceptional quality. Complies with all relevant legislation, regulations and policies. Adheres to proper procedures, standards and practices. Is always ethical and honest.</i></p> <p>Council's Assessment &amp; Comments:                      <input type="checkbox"/> <b>Unacceptable</b>    <input type="checkbox"/> <b>Progressing</b>    <input type="checkbox"/> <b>Meets or Exceeds</b></p>
4. Productivity	<p><i>Consistently meets or exceeds acceptable level of productivity. Plans and organizes work effectively. Identifies the resources required to complete work. Sets appropriate deadlines/checkpoints and meets them. Identifies and recommends ways to improve the efficiency of own work and related operations.</i></p> <p>Council's Assessment &amp; Comments:                      <input type="checkbox"/> <b>Unacceptable</b>    <input type="checkbox"/> <b>Progressing</b>    <input type="checkbox"/> <b>Meets or Exceeds</b></p>
5. Judgment, Problem Solving and Decision Making	<p><i>Recognizes and analyzes work-related problems and issues; evaluates alternative solutions and selects the best course of action to resolve matters efficiently and effectively using available resources, logic and practical decision-making skills.</i></p> <p>Council's Assessment &amp; Comments:                      <input type="checkbox"/> <b>Unacceptable</b>    <input type="checkbox"/> <b>Progressing</b>    <input type="checkbox"/> <b>Meets or Exceeds</b></p>
6. Initiative	<p><i>Self-directed and resourceful within scope of position's responsibilities. Anticipates and prevents problems; recommends solutions to problems; offers to assist other workers; proposes improvements to work methods and procedures.</i></p> <p>Council's Assessment &amp; Comments:                      <input type="checkbox"/> <b>Unacceptable</b>    <input type="checkbox"/> <b>Progressing</b>    <input type="checkbox"/> <b>Meets or Exceeds</b></p>

**7. Adaptability and Flexibility**

*Welcomes necessary or beneficial change. Accepts constructive criticism and suggestions and uses them to advantage. Deals with frustration or disappointment in a mature manner. Maintains objectivity in conflict situations.*

Council's Assessment & Comments:             **Unacceptable**     **Progressing**     **Meets or Exceeds**

**8. Customer Service**

*Meets or exceeds the service expectations of external and internal customers/clients in a positive, professional, pro-active and timely manner. Recommends ways to enhance customer service in own position and related operations. Participates consistently and fully in community events, meetings, conferences, etc. within scope and requirements of position.*

Council's Assessment & Comments:             **Unacceptable**     **Progressing**     **Meets or Exceeds**

**9. Interpersonal Skills**

*Demonstrates effective interpersonal skills with customers/clients, colleagues, supervisor, Council members and others. Identifies and responds to needs of others. Develops and promotes effective working relationships. Is appropriately assertive but also supportive, respectful, tactful and discreet in all interactions. Projects a positive and professional image of self, the office of CAO and the Township.*

Council's Assessment & Comments:             **Unacceptable**     **Progressing**     **Meets or Exceeds**

**10. Communication Skills**

*Listens effectively to customers/clients, colleagues, supervisor and others. Seeks clarification if required. Makes oral and written communication easy to understand by adjusting style, content and terminology to suit the receiver or audience. Maintains effective communication with staff and the Reeve and Council. Effectively presents oral and written information in a professional manner to individuals and groups, as required.*

Council's Assessment & Comments:             **Unacceptable**     **Progressing**     **Meets or Exceeds**

**11. Health and Safety**

*Always adheres to relevant health and safety policies, procedures, standards, and legislation. Identifies unsafe conditions and looks out for the safety of staff and the public. Practices preventative maintenance and cares for Township property.*

Council's Assessment & Comments:             **Unacceptable**     **Progressing**     **Meets or Exceeds**

12. Attendance, Punctuality and Reliability

*Is punctual and attends work on a regular basis. Always follows policies and procedures for reporting unavoidable lateness or absence and requesting time off. Provides medical certificates as required. Works cooperatively and pro- actively with management in return-to-work and workplace accommodation situations.*

Council's Assessment & Comments:  Unacceptable  Progressing  Meets or Exceeds

13. Leadership and Supervision

*Provides leadership and motivates staff and volunteers to achieve Township's goals and performance expectations. Creates a positive work environment. Sets an excellent example for staff through work habits, appearance and performance. Effectively delegates and assigns work. Resolves conflicts and employee relations issues, seeking appropriate advice and support when required. Deals effectively with performance issues and follows disciplinary process with staff, as appropriate, within scope of authority. Recruits and/or participates in the recruitment of qualified staff. Ensures appropriate training and development. Adheres to the performance appraisal process, setting clear and appropriate expectations for employees and appraising performance accurately and fairly. Recommends and/or approves merit increases consistent with the employee's performance and the Township's compensation policies.*

Council's Assessment & Comments:  Unacceptable  Progressing  Meets or Exceeds

14. Management

*Manages the development and implementation of short- and long-term plans, policies programs and procedures to maximize the effective utilization of assigned human, material, physical, financial and information resources to best meet the goals and objectives of the office of CAO and the Township. Ensures procedures are in place and followed for effective reporting, audit and administrative review. Submits reports in a thorough and timely manner. Pro-actively contributes to the development and achievement of the strategic objectives of the Township. Works cooperatively with staff, managers, The Reeve and Council.*

Council's Assessment & Comments:  Unacceptable  Progressing  Meets or Exceeds

**COUNCIL'S ASSESSMENT of CAO's OVERALL PERFORMANCE**

<input type="checkbox"/> <b>Unacceptable Performance</b> In one or more key areas.	<input type="checkbox"/> <b>Progressing</b> in four or more areas.	<input type="checkbox"/> <b>Progressing</b> in one to three areas.	<input type="checkbox"/> <b>Meets or Exceeds</b> All Expectations
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**Council's Comments on Overall Performance**

Empty box for Council's Comments on Overall Performance.

## Part 2: CAO's Comments on Performance Assessment

## Part 3: Review of Job Description

1. Review the job description for the CAO's position to ensure that it is current and accurate.
2. Ask the CAO to provide suggestions for any changes to the job description to ensure its accuracy.
3. Revise the job description, if required, in accordance with the Township's job description approval process.

**Reeve on behalf of Council: (check one)**

- A new/revised job description has been/will be submitted to Council for approval and processing.
- The job description dated \_\_\_\_\_ is current and accurate as of \_\_\_\_\_.

## Part 4(a): Training and Development - Achievements

*Include training and development action plan items from the review period just completed.*

<b>Employee:</b>	<b>Review Period: from</b> <b>to</b>
------------------	--------------------------------------

<b>Training and Development Action Plan Item</b>	<b>Results</b>	<b>Council's Comments:</b> Include explanation and, if applicable, plan to address items not completed.
1)	<input type="checkbox"/> Completed <input type="checkbox"/> Not Completed	
2)	<input type="checkbox"/> Completed <input type="checkbox"/> Not Completed	
3)	<input type="checkbox"/> Completed <input type="checkbox"/> Not Completed	
4)	<input type="checkbox"/> Completed <input type="checkbox"/> Not Completed	
5)	<input type="checkbox"/> Completed <input type="checkbox"/> Not Completed	
6)	<input type="checkbox"/> Completed <input type="checkbox"/> Not Completed	

## Part 4(b): Key Objectives - Achievements

*Include key objectives, projects and initiatives from the review period just completed.*

<b>Key Objective</b>	<b>Results</b>	<b>Council's Comments:</b> Include explanation and, if applicable, plan to address items not completed.
1)	<input type="checkbox"/> Completed <input type="checkbox"/> Not Completed	
2)	<input type="checkbox"/> Completed <input type="checkbox"/> Not Completed	
3)	<input type="checkbox"/> Completed <input type="checkbox"/> Not Completed	
4)	<input type="checkbox"/> Completed <input type="checkbox"/> Not Completed	
5)	<input type="checkbox"/> Completed <input type="checkbox"/> Not Completed	
6)	<input type="checkbox"/> Completed <input type="checkbox"/> Not Completed	
7)	<input type="checkbox"/> Completed <input type="checkbox"/> Not Completed	
8)	<input type="checkbox"/> Completed <input type="checkbox"/> Not Completed	

CAO's Comments on Training and Development and Key Objective Achievements

# The Township of Lanark Highlands

Employee: \_\_\_\_\_ Position Title: \_\_\_\_\_ Date: \_\_\_\_\_

## Part 5(a): Training and Development - Action Plan for Next Review Period

*Include training and development which will occur during the upcoming review period.*

*Note: Proposed training and development may be subject to funding approval.*

<b>What is Planned</b>	<b>Start &amp; End Date</b>	<b>Expected Results and/or Success Indicators (i.e. how we will know that this has been achieved)</b>
1)		
2)		
3)		
4)		
5)		
6)		

## Part 5(b): Key Objectives - Action Plan for Next Review Period

*Include key objectives, projects and initiatives which will occur during the upcoming review period.*

<b>Key Objective</b>	<b>Start &amp; End Date</b>	<b>Expected Results and/or Success Indicators (i.e. how we will know that this has been achieved)</b>
1)		
2)		
3)		
4)		
5)		
6)		
7)		
8)		

<p>CAO's Comments on Training and Development and Key Objectives for Next Review Period</p>
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## **SCHEDULE “K”**

### **OCCUPATIONAL HEALTH AND SAFETY POLICY**

- K.1 The Township and its employees equally share the responsibility for reducing accidents and absenteeism by performing their jobs in a safe and healthy manner. Injuries and property damage losses can be controlled through sound management systems and practices, combined with active employee involvement and co-operation.
- K.2 Supervisors have the following responsibilities:
- (a) training of each employee in the safe performance of his or her duties through orientation and proper job instruction and keeping records of such training;
  - (b) ensuring that the equipment, materials, and protective devices as prescribed in the regulations are provided to employees, maintained in good condition and used as prescribed;
  - (c) enforcement of safe operating procedures;
  - (d) regular inspection and ensuring of good housekeeping of work areas to prevent hazards from developing;
  - (e) conducting accident investigations thoroughly and promptly;
  - (f) compliance with applicable safety and health regulations;
  - (g) reporting of any unsafe conditions that are beyond the control of the supervisor;
  - (h) ensuring chemicals have complete MSDS sheets accessible to all employees;
  - (i) maintenance of records regarding employees' health related problems or complaints, even if not work related.
- K.3 Employees are responsible for their own safety and health in the workplace and the safety and health of their co-workers, which includes the following:
- (a) Performing their jobs within safety and health requirements. This includes wearing protective clothing and equipment if required, and using common sense and thinking safely when performing all duties;

- (b) Unsafe working conditions and practices must be reported to the employee's immediate supervisor and recommendations for corrective actions made. Hazards must be corrected immediately and reported to the supervisor;
- (c) In the event that an employee suffers a work-related personal injury or illness he must report same to a supervisor as soon as practicable.

## SCHEDULE "L"

### USE AND OPERATION OF TOWNSHIP VEHICLES



**Subject:** *Use of Municipal Vehicles*

**Policy No.:** *TR-02-2003-use*

**Approval Date:** *November 18, 2003*

**By-law No.:** *Res 03-11-295*

**Page No.:** *1 of 2*

**Amendment:**

#### **1. POLICY STATEMENT**

The purpose of this policy is to identify the parameters under which municipal vehicles shall be used by employees of the Corporation of the Township of Lanark Highlands. This policy shall apply to all non-management staff who operate municipal vehicles or management staff who operate municipal vehicles or supervise staff who operate municipal vehicles.

#### **2. SCOPE**

This policy applies to all vehicles owned/leased and operated by the Township of Lanark Highlands in use within the various departments of the municipality.

#### **3. PROCEDURE**

**3.01** Personal use of municipally owned/leased vehicles is not permitted. Employees shall only use municipal vehicles when conducting municipal business unless otherwise authorized by Council. At the discretion of Council or the CAO, all or any part of this policy may be waived in the event of an emergency.

**3.02** All municipal vehicles shall remain at the designated work locations of the Township of Lanark Highlands when not being used during regular work hours by employees. Under extenuating circumstances, the CAO, Fire Chief, or Superintendent of Public Works may authorize the use of municipal vehicles outside of regular work hours.

**3.03** Employees required to operate personal vehicles occasionally or routinely while performing their duties will be compensated in accordance with Schedule "I" of the Human Resources Policy of the Township in effect from time to time.

**3.04** Employees must have a valid Ontario Driver's License (complete with suitable endorsements if applicable) to operate any municipal vehicle.

**TR-02-2003-use**



**Subject:** *Use of Municipal Vehicles*

**Policy No.:** *TR-02-2003-use*

**Approval Date:** *November 18, 2003*

**By-law No.:** Res 03-11-295

**Page No.:** 2 of 2

**Amendment:**

### **3. PROCEDURE (Cont'd)**

**3.05** Authorization to operate municipal vehicles may be revoked at any time at the discretion of Council. Such action shall be precipitated by the misuse of the vehicle, which includes, but is not limited to, the following:

- a) Driving under the influence of drugs/alcohol;
- b) Reckless operation of a municipal vehicle;
- c) Poor driving/accident record;
- d) Allowing an unauthorized person to operate the vehicle;
- e) Carrying passengers for hire;
- f) Carrying persons who are not municipal employees or authorized contractors of the municipality;
- g) Any illegal trade or transportation;
- h) Moving violations or at fault accidents;
- i) Driver's License suspension.

**3.06** The employee to whom a municipal vehicle is assigned shall be responsible for the proper mechanical maintenance and appearance of the vehicle.

### **4. RESPONSIBILITY**

Employees who operate municipal vehicles and/or supervise employees who operate municipal vehicles are responsible for ensuring compliance with this policy.

**Schedule " M "**  
**Township of Lanark Highlands**  
**Organizational Structure**

