

Town of Alberton

Human Resources

Personnel Policy Handbook 2022

Adopted

Alberton, Prince Edward Island

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Part I

Welcome

Congratulations on your successful application for employment with the Town of Alberton. We are pleased to have you as part of our team. The Town of Alberton provides important services to the residents of the municipality and western region. As a result, the public expects business to be conducted to the highest standards and in a transparent and accountable fashion.

You are urged to read this handbook and become acquainted with its contents. By its very nature, a handbook cannot be comprehensive or address all possible situations. For this reason, if you have any questions concerning any Town of Alberton policy, contact the Chief Administrative Officer (CAO / administrator).

Confidentiality

Excellence in service provision and delivery is, and will continue to be, the standard for Council and staff. Each individual employed by the Town of Alberton will on a consistent basis provide the highest level of integrity and respect to all residents and visitors. All communications will be dealt with in a confidential and professional manner; unauthorized disclosure of information is prohibited. All operational communications will flow through the office of the CAO. Failure of any council or staff member of the Town of Alberton to uphold these values may lead to discipline up to and including dismissal for staff.

The Town's administrator will act as the municipality's privacy officer.

General

The purpose of this Personnel Policy Handbook is to document the personnel practices and policies of the Town of Alberton and to ensure that there is a clear understanding of the terms, conditions and requirements governing employment with the municipality. It is the intent of the municipality to provide fair and equitable work practices and benefits for its employees.

All employees will receive a copy of the Personnel Policy Handbook. Any future revisions or editions approved and accepted by the Council will be circulated to staff. This document is meant to be a guide of employment with the municipality; all legal contracts and Provincial labour standards shall prevail where a conflict might exist.

The procedural requirements in this Personnel Policy Handbook are intended to complement, supplement and be consistent with, and not to replace, the requirements of applicable labour legislation.

In this Personnel Policy Handbook, unless the context otherwise requires:

- (1) Administrator means CAO
- (2) "CAO" means the Chief Administrative Officer of the Town of Alberton;

(3) “Complaint” means a formal allegation submitted, in writing, of treatment in contravention of this Personnel Policy Handbook or unfair treatment by supervisory staff, a fellow staff person, or a Councillor and includes a complaint based on harassment;

(4) “Council” means the council of the Town of Alberton;

(5) “Harassment” means any improper conduct by an individual that is directed at and offensive to another person in the workplace, and that the individual knew or ought reasonably to have known would cause offence or harm; it includes an objectionable act, comment or display that demeans, belittles or causes personal humiliation or embarrassment, any act of intimidation or threat, bullying, physical threats or assaults and intimidation as well as harassment within the meaning of the Canadian Human Rights Act.

(8) “Management” means the CAO;

(9) “Overtime” means hours worked in excess of normal work hours for which an employee is entitled to compensation in the form of pay or “time off in lieu”; and

(10) “Supervisor” and “Supervisory Staff” mean the person or persons to whom the employee directly reports, and includes the CAO.

Management Rights and Responsibilities

The CAO is responsible for the implementation, administration, and interpretation of this Personnel Policy Handbook. Every effort shall be made to ensure that the Policy is applied in a timely, consistent, fair and equitable manner.

Applicability

This Personnel Policy Handbook forms the policy of Council with respect to employment with the municipality.

Council will undertake a consultation process with staff before formally considering changes to this Personnel Policy Handbook. Changes will be made after consultations with a working group which shall be comprised of:

(1) CAO;

(2) One staff member; and

(3) One member of Council.

Orientation

During the first week of employment with the municipality the CAO or a supervisor will be responsible for providing a new employee or employees with an orientation to the municipality.

The CAO shall assign training responsibilities to senior staff for training new employees in their respective fields. The orientation will include familiarization with employees, and facilities. Employees are encouraged to ask any questions during their orientation that will ease their transition into their new employment.

Job Description

A job description, including qualifications, shall be maintained for each position. All job descriptions outside of the CAO position must be approved by the CAO.

Hiring Authority

Council has the responsibility and authority to hire the Chief Administrative Officer (CAO) and to negotiate the terms of employment. Council may engage third parties to assist in this hiring process.

The CAO has the responsibility and authority to hire staff, summer students and temporary employees. A group may be formed to interview candidates, and if a group is formed, the group shall be comprised of the CAO and any one or more of the following:

- (1) Another staff member;
- (2) A staff member from another municipality;
- (3) A council member, solely for the purpose of interviewing candidates for positions.

The CAO may also engage third parties to assist in this process.

The CAO has the responsibility for the administration of the hiring process including advertising, applications receipt and review, interview questions and scheduling, and all internal and external communications.

Hiring Practices

It shall be the practice of the municipality to recruit and select employees in accordance with this Personnel Policy Handbook. The municipality will also provide the opportunity for employee advancement for qualified and capable existing employees to fill vacancies for positions. Specifically:

- (1) Vacancies for the positions of CAO shall be open to all qualified applicants. The interviewing and selection of a successful applicant shall be based on education, training, experience, ability, competence, attitude and character.

(2) Vacancies for all other positions shall first be made available to current permanent or probationary employees of the municipality. Should no qualified employees apply for the position, the competition will be opened to the public. The selection of a successful applicant shall be based on education, training, experience, ability, competence, attitude, and character. If two or more applicants have relatively equal qualifications, length of service will be the determining factor.

(3) Current employees that fill vacancies pursuant to Subsection (2) above shall be required to complete a 6 month probationary period. Assessments will be held at the end of 1, 3 and 6 months, or more often at the request of the employee or CAO. Employees that successfully complete the probationary period shall be reclassified as permanent in the new position. If, at any time during the probationary period, either the employee or the supervisor is of the opinion that it would be in the best interest of the employee and/or the municipality, the employee shall return to their previous position.

(4) Vacancies that are not filled by existing employees shall be open to all qualified applicants. The selection of a successful applicant shall be based on education, training, experience, ability, competence, attitude and character. Performance Assessments for these new employees will be held at the end of 1, 3, and 6 months or more often at the request of the employee or CAO.

Relatives and friends of Council members and employees who apply for employment with the municipality will not be favoured or discriminated against. Council members and existing employees are not permitted to contact members of a selection committee in regard to a particular applicant. Councillors and staff that have friends and/or relatives submitting an application for a position are not permitted to participate in the hiring process. In the event that an applicant provides the name of a Council member and/or existing employee as a reference, that applicant will be requested to provide an alternate reference.

Council members and employees directly involved in the hiring process must be knowledgeable of, and avoid any and all conflict of interest in, the hiring process. It is the responsibility of each individual to notify the CAO immediately if they are of the opinion they might be in a conflict.

Probationary Period

All new employees shall be on probation for the first six months (910 to 1040 hours depending upon the position) of their employment with the municipality. The probationary period is based on regular working hours, not overtime hours accrued during this period.

A probationary employee's supervisor and the CAO will complete a performance assessment at the end of three months (455 to 520 hours) and six months (910-1040 hours) of employment and make one of the following decisions:

- (1) if it is the six-month (910-1040 hours) assessment, that the probationary employee be reclassified as a permanent employee;
- (2) that the probationary employee be dismissed at or prior to the end of the probationary period; or

(3) that the probationary period be extended for an additional term of not more than six months (910-1040 hours).

Working Hours

Employees' regular working hours are from 8:30 a.m. to 4:30 p.m., Monday to Friday. These hours may be varied by supervisory staff due to operational requirements or by agreement between the municipality and employee. Working hours may also be varied based on family and medical reasons upon agreement with supervisory staff and the municipality.

Employees are permitted one hour for lunch between 11:30 a.m. and 2:00 p.m. Employees are permitted one 15 minute break between 10:00 and 10:30 a.m., and one 15 minute break between 3:00 and 3:30 p.m.

Attendance

All employees are expected to be at work and ready to assume their duties at the beginning of the scheduled workday.

Lateness and absence will be tolerated only in emergencies or when the supervisor or CAO gives prior approval.

All absences must be reported to the supervisor or CAO prior to the start of the normal workday.

No Smoking

The Province of Prince Edward Island Legislature has declared that in all governmental buildings and public spaces the rights of non-smokers to breathe clean air supersedes the rights of smokers. All Town of Alberton facilities shall be smoke-free and no employee or visitor will be permitted to smoke anywhere in municipal buildings or municipal public spaces.

Employees are permitted to smoke only outside municipally owned buildings and public spaces in such locations so as not to allow the re-entry of smoke into building entrances, public space.

Smoking inside vehicles owned by the municipality and near equipment that may be sensitive to smoke is also prohibited.

Any violation will be subject to disciplinary action.

Work Standards

The municipality expects its employees to devote efforts during working hours to employment responsibilities.

Personal non-medical appointments must not be made during work hours unless the time has been properly booked as time off in lieu or vacation.

The municipality expects that during working hours, personal phone calls and e-mail will be kept to an absolute minimum, both in number and duration. The municipality may exercise its right to monitor this activity and take action to ensure employees meet this expectation.

The municipality also expects that personal use of the internet and social networking sites during working hours will be kept to an absolute minimum. The municipality may exercise the right to monitor this activity and may take action including prohibiting or preventing access if it is believed an employee is not meeting the municipality's expectations.

No employee shall volunteer for or accept any position with an outside organization or committee, including professional organizations to which they belong as part of their employment, which will require any commitment during work hours or use of Municipal resources, without the prior written authorization of the applicable supervisor. Any current appointments must be approved prior to renewal.

Part II

Corrective Action

Corrective Actions are measures which are designed to address unsatisfactory conduct or performance. These actions may be taken in instances where the employee:

(1) should be aware of the performance and conduct expected of him / her but fails to provide satisfactory performance or conduct themselves appropriately, or

(2) is not aware of the performance or conduct standard, which may reflect a lack of communication, which may accordingly be considered a mitigating circumstance in the implementation of corrective action.

Corrective Action is dependent on the specific circumstances, but may range from counselling to verbal or written warnings, which are within the authority of supervisory staff; or suspension or dismissal, which are within the authority of the CAO.

Performance Management and Professional Development

The municipality is committed to continuous employee performance management and development. This process is intended to enhance the effectiveness and efficiency of the organization and its employees, to focus resources on strategic priorities, to align organizational objectives within the organization, to provide a forum to discuss position responsibilities and training and career opportunities, and to build strong, positive relationships between management, supervisors and staff.

It is the objective of the municipality to have competent, knowledgeable, and highly trained staff in its employ to ensure that the municipality's mandate and objectives are met. (Important to have a vision, mission and goals for the municipality)

An annual performance evaluation will be conducted of each employee.

The municipality will encourage, promote, and provide funding for training and professional development opportunities and programs that increase the efficiency and effectiveness of employees.

The municipality may require employees to be members of relevant professional development agencies or associations and maintain professional requirements. Should the municipality require a membership, the municipality will pay the costs associated with the membership.

Employees must complete a written request to attend or enroll in a course of study, conference, workshop or training, or professional development program in order to receive funding for the costs associated with such a program. The request must include details of the program, including dates, costs, relevance to the employee's responsibilities, and benefits to the municipality. Registration materials may be used to supply some of this information. No employee shall enroll or register in any such class, conference, workshop or program that will take place during work hours or be funded in any way by the municipality without prior written authorization from their supervisor.

At the discretion of the applicable supervisor, employees that attend or complete any professional development session or program may be required to prepare and present a report to other staff or Council.

Part III

Employee Classification, Salary Scales, Wage Rates

The municipality's organization chart shall identify all full time, seasonal, and part time employee positions, salary scales, and hourly wage rate schedules. The organizational chart may be viewed in the CAO office.

Council has the responsibility and authority to approve the organization chart. No employee shall report directly to Council, with the exception of the CAO. All supervisory positions will report directly to the CAO.

The authority to approve changes to position descriptions rests solely with the CAO. The CAO has the responsibility for maintaining and drafting revisions to the position descriptions.

A salary scale, responsibility review, and a comparison to other municipality's classification scales will be conducted every 5 years.

Salary scale increments for individual employees are based on the performance management and development process results, years of service, successful completion of training, attitude, motivation, initiative, a commitment to the strategies and objectives of the municipality, and a demonstrated commitment to quality public service.

Council has the responsibility and authority to approve salary scale increments for the CAO position as well as other staff positions (taking in consideration annual CPI).

The CAO has the responsibility and authority to approve salary scale increments for all other positions staff positions.

The CAO shall not be paid less than any other staff member.

In those instances where the factors that are used to determine salary scale increments support an employee's salary being increased by more than one increment, the responsibility and authority for this decision rests with the CAO, but these factors must be documented.

The CAO, or supervisor to whom a new employee reports, has the responsibility and authority for initial placement of that new employee at the appropriate level on the salary scale. This placement will be based on the following factors:

- (1) the academic qualifications, training, and skill achievements of the new employee compared to those set out in the position description; and
- (2) market conditions and market demands for candidates.

Council will consider changing the approved salary scale for an existing position upon recommendation from the CAO. The CAO will decide whether to make such a recommendation based on research into municipal and provincial salary assessments and forward this information to Council in the form of a report. The report must include the following information:

- (1) Changes in responsibilities of the position necessitating a salary change;
- (2) A comparison to other salary scales and positions within the organization and to similar positions in other municipalities and the Province; and
- (3) Attainment of academic, training or professional development goals which have been specifically approved in the career track portion of the employee's personal development plan. In some cases, Council may agree in advance that attainment of specific career track goals will result in a specified salary scale change.

Employees should not expect to receive an increased salary scale when they attain the highest level of the scale for the position which they occupy.

Part IV

Storm Closure Procedure

It is the objective of the municipality to identify the procedure for storm closure as well as for staff notification of storm closure. The CAO shall determine if weather conditions warrant closing the municipal office or any building, or dismissing staff for weather-related reasons.

If weather or road conditions are presenting, or are forecast to present, a hazard to traffic on the road, the CAO will determine if closing the office or any municipal building is warranted after considering the following:

- (1) Environment Canada weather reports, forecasts and warnings;
- (2) Department of Transportation and Infrastructure Renewal road reports; or
- (3) The closure of local businesses or schools.

Part V

Overtime

It is the objective of the municipality to maintain appropriate staffing levels for the management, administration and operations of the municipality so as to minimize overtime. In those circumstances for which overtime is necessary, it is the intent of the municipality to provide fair compensation.

Overtime must be approved in writing in advance by the appropriate supervisor, except when emergency or urgent conditions make it impossible to obtain advance approval, or when the responsibilities of the employee prevent return to the office at the end of the normal workday.

Supervisors have the authority to approve all time off in lieu of time worked.

Overtime worked on a normal workday in excess of regular work hours or on the weekend shall be compensated at time in lieu of time worked unless on a holiday.

Overtime worked on paid holidays shall be compensated by (a) paying that employee at a rate equal at least equal to one and one-half times the employee's regular rate of wages for the time worked on that day in addition to a day's pay at the employee's regular rate of pay; or (b) pay that employee at the employee's regular rate of wages for the time worked on that day and grant the employee a holiday with pay on another day agreed by the employer and employee in addition to the regular holiday pay.

Training and development sessions attended outside of regular work hours will normally not be considered overtime; however, when the training is required by the municipality and it would be of minimal personal benefit to the employee or if it involves sacrifice or significant inconvenience on the part of the employee, overtime shall be approved for travel time which is outside of the normal workday or normal work week. Overtime for such travel time shall be at straight time and taken as time off in lieu.

Compensation for overtime shall normally be time off in lieu. Every reasonable effort shall be taken to provide this time off at a mutually-agreeable time between the municipality and the employee. Compensation for overtime in the form of additional pay shall only be approved under exceptional circumstances.

Under normal circumstances employees will not be permitted to accrue or carry more than 20 hours of overtime. Overtime accrued above 20 hours should be taken as time off in lieu or pay within 30 days of the date that work occurred. An employee may at the discretion of the CAO carry overtime above 20 hours if the circumstances warrant it.

If an employee is called in or contacted at home to work overtime, the following provisions will apply:

(1) if the employee can work from his or her personal residence, overtime shall be compensated at an amount equal to time worked.

(2) if the employee must leave his or her personal residence, overtime shall be compensated at an amount equal to time worked or a minimum 3 hours.

Each employee shall be responsible for submitting a weekly overtime report to the CAO for his or her overtime. The CAO shall determine the details required for this report. The purpose of this report is to assist in reviewing service delivery options, equitable and fair distribution of overtime, assessing staff resource requirements, annual operating and capital budget deliberations and approval, and position responsibilities and priorities.

Part VI – Paid Holidays, Vacations and Volunteer Pay

Paid Holidays

The following are recognized as paid holidays:

- (1) New Year's Day
- (2) Islander Day
- (3) Good Friday
- (4) Easter Monday
- (5) Victoria Day
- (6) Canada Day
- (7) Civic Holiday (first Monday in August, Gold Cup and Saucer, Lobster Carnival, etc)
- (8) Labour Day
- (9) National Day of Truth and Reconciliation
- (10) Thanksgiving Day
- (11) Remembrance Day
- (12) Christmas Day
- (13) Boxing Day

In the event that one of these paid holidays fall on a Saturday or Sunday, a day off with pay will be provided the following weekday.

The municipality will not provide additional leave with pay if an employee experiences circumstances on a paid holiday that would otherwise have led to a claim or application for sick or emergency leave.

In order to qualify for payment for holiday leave, temporary employees who have been with the municipality for more than 6 months, must work the regular working days prior to and following the holiday, unless they are absent on approved paid leave.

Paid Vacations

All vacation entitlements shall be calculated based on the calendar year, and shall be prorated in accordance with commencement, anniversary, and end of employment dates.

Temporary employees shall receive vacation time or pay in accordance with the applicable labour related standards and legislation. Term employees shall receive vacation time or pay in lieu in accordance with the labour related legislation unless they have been provided additional benefits in an employment agreement with the municipality.

Carryover of vacation time is only permitted with the written authorization of the CAO, which shall only be granted in exceptional circumstances. Exceptional circumstances may include new or unusual operational demands of the municipality or unexpected personal circumstances of the employee.

Employees on leave of absence without pay, maternity leave, workers' compensation, parental leave, or long term disability do not accumulate vacation entitlement.

Permanent full time employees and probationary employees shall be entitled to vacation in accordance with the following schedule:

- (1) 1- to the completion of 5 years **(3 weeks)**
- (3) 5 to the completion of 15 years **(4weeks)**
- (4) 15 to the completion of 25 years **(5 weeks)**
- (5) After 25 years **(6 weeks)**

All requests for vacation of 5 or more days (either continuous or within a two week period) should be submitted prior to May 1st of each year. In the event of a conflict, seniority will be used to determine priority. Vacation requested after May 1st will be approved on a case by case basis and priority will normally be given to the first submission. Vacation will be scheduled to ensure operational requirements are not disrupted and undue hardship is not placed on fellow employees. Reasonable effort will be made to ensure employees will be able to take their annual vacation at a time that is most convenient for them. Employees may be required to split their vacation, taking their vacation at two or more times per year.

All vacation requests, and requests for changes in approved vacation, must be approved by the supervisor, before the requests and changes become effective.

An employee who is hospitalized for a continuous period of 48 hours or more, or that can prove (usually with medical evidence) to the satisfaction of the CAO that they were medically incapacitated for a

continuous period in excess of 48 hours, while on vacation, will be permitted to use sick leave and have their vacation entitlement reinstated for that period of hospitalization or incapacitation. For the purpose of this clause, “incapacitated” means disabled to the extent that most normal daily activities cannot be carried out, and will only include a major illness or injury.

An employee may request bereavement leave for a period covered by booked vacation. If the leave is granted, the corresponding amount of vacation time shall be reinstated.

Any request for sick or bereavement leave during booked vacation time (pursuant to the preceding two sections) must be made at the first reasonable opportunity. Late requests may be denied.

If an employee experiences a minor health condition which would significantly impair their booked vacation plans, but which would not significantly interfere with their ability to carry out the responsibilities of their employment position, they may request to return to work and defer their vacation, and the municipality will attempt to accommodate the request.

Any employee who leaves the employment of the municipality during the fiscal year shall have their vacation entitlement prorated, and in the event vacation in excess of the prorated entitlement has been taken, the salary received for the excess shall be repaid to the municipality.

Paid Volunteer Work Day

The municipality supports and encourages employees to be members of registered charitable and not for profit organizations that provide services to the residents of the Town of Alberton.

The municipality will provide one (1) full day per fiscal year with pay for its employees to participate in such activities.

The CAO has the authority to approve this paid volunteer work day.

Political Activity

Employees have exactly the same right as any other citizen to join political organizations and participate in political activities, as long as they maintain a clear separation between their official responsibilities and their political affiliations. Employees are prohibited from engaging in political activities while performing their public duties and from using municipal time, supplies or equipment in any political activity. Any violation must be reported to the supervisor, or CAO.

Part VII

Pension and Group Insurance Plans

It is the objective of the municipality to support and encourage employees to supplement their retirement savings plan and tax free savings accounts.

The municipality will make payroll deductions for contributions to retirement savings plans and tax free savings accounts.

Any employee who has successfully completed the probationary period and has obtained a permanent position is eligible to participate in the municipality's pension plan system, (subject to the requirements of that plan).

The pension plan system is a joint contribution toward retirement savings. The employer will match up to 2.5% of the amount of the employee's salary. The employee may contribute more than 2.5% should the employee request a higher contribution amount.

It is the responsibility of the employee to provide all relevant details required to set up savings deductions, including the authorization and amount to be deducted, the payee institution and the account details.

Employees will be required to commit to payroll savings deductions for a minimum 12 month period, such period to coincide with the fiscal year.

Any employee who has successfully completed the probationary period and has obtained a permanent position is eligible to participate in the municipality's health, dental, life insurance, accidental death and dismemberment and long term disability plans; subject to the requirements of those plans. Eligible employees are required to participate in the life insurance, accidental death and dismemberment and long term disability plans, unless at the time of the adoption of this Personnel Policy Handbook the employee was not participating in those plans and they agree to sign a waiver with respect to their participation

Part VIII

Bereavement Leave

Employees bereaved by the death of a family member will be granted time off from work, without loss of pay, in accordance with the following schedule and conditions:

(1) on the death of a parent, spouse, partner or child, for a period not to exceed five working days, one of which shall be the day of the funeral;

(2) on the death of a Brother, Sister, Grandchild, Grandparent, Mother In-Law, Father In-Law, Son or Daughter In-Law, for a period not to exceed three working days, one of which shall be the day of the funeral;

(3) on the death of a direct related Aunt, Uncle, Brother or Sister In-Law, one day for the purpose of attending the funeral;

(4) in regard to subsections (1) to (3) above, where the funeral is held at considerable distance a maximum of two additional days may be granted for travel;

(5) on the death of any other relative, fellow employee, former employee, close friend or former Councillor, employees may be granted sufficient time, to a maximum of one-half day, to attend the funeral;

(6) step relations are treated in the same manner as set out above; and

(7) all bereavement leave, as permitted under this section, is subject to the approval of the CAO.

In the event additional time is necessary for compassionate purposes an employee may request additional days of unpaid leave and such days may be granted at the discretion of the CAO.

Sick Leave

The municipality allows employees to earn and accumulate sick leave benefits ("sick leave") in order to provide some protection against loss of pay and it shall be prorated:

(1) In the case of long term incapacity, during the period between cessation of work and commencement of other benefits, plans or insurance; and

(2) In the case of short term inability to work due to illness, injury or the need to obtain medical treatment.

It is expected that not all sick leave earned will be used in short term situations, and that with the passage of time employees will accumulate the maximum allowable in order to give them protection in the event of serious and extended health problems.

Permanent full time employees, probationary employees and, term employees shall earn sick leave at the rate of 1 day per month . Unused sick leave can be accumulated to a maximum of one hundred fifty (150) days.

If requested by the CAO, an employee claiming an entitlement to sick leave in excess of three consecutive working days must provide a medical certificate from a qualified medical practitioner. Failure to provide the certificate will be grounds for denial of the claim.

Employees on long-term disability, maternity or parental leave, leave of absence, or suspension without pay do not earn sick leave.

Employees with children are permitted to use a maximum of ten days of accumulated sick leave per year to care for those children in the event of serious illness or need for medical treatment.

In the event of a serious illness or need for medical treatment of a spouse or partner, or parent of an employee, up to five days accumulated sick leave per year may be used to provide care, or when necessary, obtain treatment.

An employee falsely claiming sick leave is subject to corrective action up to, and including, dismissal.

Emergency Leave

Employees may request emergency leave with pay to enable the employee to deal with a sudden or unexpected extraordinary happening or situation demanding prompt personal action. Generally, emergency leave is not granted in periods of greater than one day. The granting of emergency leave is at the discretion of the CAO. Emergency leave will not be approved for other permitted leaves as set out in this Personnel Policy Handbook. An employee granted emergency leave with pay shall have an equal amount of time deducted from their accumulated sick leave.

Leave Without Pay

Requests for leave without pay will be considered on a case-by-case basis and may be granted or refused at the sole discretion of the municipality. The maximum cumulative amount of leave without pay that may be granted to an employee is one year.

Prepaid Personal Leave Days

In recognition that the municipality cannot provide paid leave for all circumstances where it would be beneficial to an employee, the municipality allows a limited number of prepaid leave days to be accumulated.

Employees can accumulate prepaid leave by requesting that their pay be reduced by an amount equal to one regular day's pay spread evenly over sixteen (16) weeks (8 pay periods). The maximum amount of prepaid leave that can be accumulated is three days.

Requests to accumulate prepaid days must be submitted in writing to the employee's supervisor. Such requests must be approved by the CAO before being implemented.

The forgoing provisions allowing the accumulation of prepaid leave days cannot be used to repay any leave which has been taken or other time which has been missed from work.

Emergency Service Provider Leave

The municipality supports local volunteer emergency service providers and recognizes the contributions these organizations and their members make to the health, safety, and well being of the public.

Volunteer Fire Departments, Ground Search and Rescue, Canadian Red Cross, Medical First Responders, EMO Responders, and any other volunteer emergency response organizations approved in writing by the CAO are approved organizations for the purpose of Emergency Service Provider Leave.

Employees who are members of approved organizations and who do not receive any remuneration relative to emergency response activities will be permitted to respond to emergency situations as a member of the organization without loss of regular pay and benefits. The municipality reserves the right to require that an employee return to regular duties, notwithstanding that the emergency response may be ongoing.

Part IX

Employee Responsibility to Ensure Accountability

Employees have the right to bring forward a complaint about any activity or practice that the employees reasonably believe is in violation of a legislation, policy, bylaw or rule without fear of retaliation or reprisal. This right shall be communicated to all employees and employees will be instructed as to the procedure for bringing forward a complaint. All complaints will be taken seriously and promptly investigated.

The municipality, Council, or staff member shall not take any retaliatory action or tolerate any reprisal against an employee for any of the following:

- (1) Disclosing or threatening to disclose to a supervisor or CAO, other official or to Municipal Affairs an activity, policy or practice that the employee reasonably believes is in violation of legislation, policy, bylaw or rule;
- (2) Providing information to, or testifying before any public body conducting an investigation, or hearing, an inquiry into any violation; or
- (3) Objecting to, or refusing to participate in any activity or practice that the employee reasonably believes is a violation of any legislation, policy, bylaw or rule; or is incompatible with a clear public policy mandate concerning the public health, safety, or welfare.

The employee must bring the violation to the attention of the CAO. However, disclosure is not required where:

- (1) The employee is reasonably certain that the violation is known to one or more supervisors, the CAO or elected officials;
- (2) Where the employee reasonably fears physical harm; or
- (3) The situation is an emergency in nature.

Employees are encouraged to complain in writing.

Problem Resolution and Complaint Process

Any employee who believes they have been subjected to harassment in the workplace, or who believes any situation affecting them in the workplace is unjust or inequitable, or is a hindrance to effective operation, is encouraged to use the procedure set out herein to resolve such problems and can do so without fear of recrimination. If the employee wants the municipality to participate in the resolution of a problem, the process set out in this part must be followed.

Whenever reasonable under the circumstances, an employee to whom the preceding section applies should attempt an informal resolution in a fair and respectful manner, without having to resort to the formal complaint process. When appropriate, informal mediation may minimize the extent of the problem and its effects on all those involved; it may prevent the situation from escalating to the point where filing a complaint is necessary. Informal mediation should be attempted as soon as possible, preferably within 24 hours of the event or the employee becoming aware of the problem.

Attempts at an informal mediation should generally be made as follows:

- (1) In the case of harassment, the employee who feels offended should make it known to the other person, if they are comfortable doing so;
- (2) If (a) above does not result in the resolution of the problem, or (b) the employee offended does not wish to speak directly with the other person, the employee affected should meet with their supervisor or the CAO if not involved in the problem. The supervisor or CAO should make every effort to resolve the problem by ensuring the parties understand the existence and nature of the problem, and making sure the policies of the municipality are understood and applied.
- (3) In all attempts at an informal mediation, no records will be made unless a breach of applicable laws or municipal policies is found that results in a corrective action or other legal consequences.

Where informal resolution is inappropriate or does not resolve the problem, an employee shall have recourse to the formal complaint process, the main steps of which are as follows:

First Step: The employee shall submit the complaint, in writing, to their immediate supervisor, preferably within four working days of the event or one day after an attempt at informal resolution is concluded. Although it is expected this time frame will normally be respected, it is understood that the circumstances leading to a complaint can vary widely, and there may be reasons why the enforcement of a strict deadline would be unfair. An employee who submits a complaint outside the time frame must explain the delay. When deciding whether to process a delayed complaint, the supervisor shall consider the reasons for the delay and the effect the delay would have on the investigation and the ability of the other person to respond. The employee submitting the complaint may choose to have a fellow employee appear with him or her. The supervisor shall respond within four working days, verbally and in writing.

Second Step: If the first step does not result in an acceptable solution, the employee may submit the complaint in writing to the CAO within four working days of the supervisor's response. The CAO will

conduct an investigation into the matter, meet the parties involved, make a final decision and advise the employee, in writing, within ten working days of the receipt of the complaint.

The following provisions apply to the complaint process:

(1) If a problem arises which an employee feels cannot be presented to their supervisor because the supervisor is involved in the problem, that particular step in the complaint procedure may be by-passed.

(2) If the employee believes the CAO is part of the problem, the complaint may be submitted, but the CAO shall select an unbiased third-party to conduct an assessment to ensure objectivity. The unbiased third party will then make a final decision and advise the employee, in writing, within ten working days.

(3) All replies, recommendations and decisions should, where applicable, include an implementation schedule.

(4) Subsequent to the implementation of any response or decision, no record of the processing of any complaint shall be retained in an employee's personnel file except for any legal or corrective action taken and the reasons therefore. Notwithstanding the foregoing, the CAO may retain such records of complaints and related matters as he or she sees fit for the purposes of ensuring consistency or in case the subject matter of the complaint is raised again or pursued further.

The CAO is, other than the courts or other legal process, the final arbiter in the complaint process. It is therefore the responsibility of the CAO to ensure the treatment of all employees throughout the process is without bias and is fair.

Part X

Expense Reimbursement and Allowances

It is the objective of the municipality to reimburse employees for any out of pocket expenses incurred that are associated with employees carrying out the responsibilities of their positions. All requests for reimbursement of expenses must be submitted on the prescribed form.

Employees will be reimbursed for the cost of ferry crossings, highway tolls, bridge tolls, airport parking fees, airport security fees, taxi fares, and public transportation fares while attending approved meetings, conferences, workshops, professional development sessions, or performing other required work activities. Receipts must be provided.

The municipality will directly pay the costs of overnight accommodations for employees attending approved meetings, conferences, workshops, and other professional development sessions when the timing of these sessions requires overnight accommodations.

The CAO is responsible for arranging overnight accommodations for staff where accommodations are required; the CAO may appoint an individual responsible for arranging accommodations.

In those circumstances where professional associations to which the staff hold membership on behalf of the municipality, and the professional association has arranged accommodation discounts or conference rates, it is the expectation of the municipality that employees will take advantage of those discounts or rates.

The municipality will pay a “mileage” rate (per kilometre) to employees that use their personal vehicles in carrying out their responsibilities.

The rate paid pursuant to the preceding section will be at the same expense levels paid to provincial employees by the Province of Prince Edward Island.

The amount paid pursuant to the two preceding sections is intended to reimburse employees for all costs associated with the use of their vehicle for municipal purposes, except additional insurance costs.

The municipality will include a non-owned automobile endorsement as part of its insurance program in an effort to limit insurance costs for personal motor vehicles, and will indemnify employees against all costs associated with third party claims arising from the legitimate use of their vehicle in carrying out their employment responsibilities.

Employees that use personal vehicles in carrying out their employment responsibilities must hold a valid driver’s license and maintain third party liability insurance in the amount of \$1,000,000 at all times.

In those circumstances where more than one employee of the municipality is attending the same function or event, car-pooling will be required. The standard to be met is three individuals per vehicle.

Employees that decide, when car pooling is available, not to car pool for personal reasons will have the travel-related portions of their expense claim reduced by 50%.

Where employees cannot agree on which personal vehicle to use for travel to a destination, the CAO shall make that decision.

If a councillor or an employee opts to travel back and forth to an event on successive days instead of using accommodations which would have been paid for by the municipality, their claim for travel expenses shall not exceed what the overnight accommodations would have cost.

Employees that have been assigned the use of a particular municipal vehicle will be required to travel in that vehicle to meetings, conferences and training sessions, unless it is required for other municipal purposes.

The municipality will provide a meal allowance for meals purchased outside of the Town of Alberton by employees while carrying out their responsibilities.

If meals are provided either as part of accommodation services or as part of the event those meals must not be claimed. Details of accommodation services and the event program must be submitted with the request to attend form.

Meal allowances will not be provided in those instances where it would be reasonable for an employee to have breakfast at home prior to leaving or where an employee can arrive home at a reasonable time for dinner. For purposes of this section, the municipality will not pay breakfast allowance to an employee leaving home after 6:00 am or dinner allowance to an employee arriving home before 6:00 pm.

Employees claiming the breakfast and dinner meal allowances will not be permitted to submit overtime for the meal periods. The amount of time allotted for these meal times will be one hour each.

Part XI

Cell Phones

The municipality will provide cell phones to employees when required.

Cell phones are required in the following circumstances:

- (1) if the employee frequently works out of the office on municipal business and needs to communicate with the office or be contacted by the office;
- (2) if the employee regularly works alone outside of the office; or
- (3) if the responsibilities of the employee are such that they may be contacted on a regular basis outside of normal working hours.

Employees must reimburse the municipality for all charges for personal calls on municipal phones.

The CAO is responsible for the initial decision to issue a cell phone and to review the need for cell phones on an annual basis.

In some cases reimbursement for use of personal cell phones, is permitted e.g. CAO and Recreation Director. In such cases, \$30.00 per month, is allowed.

Personal Use of Municipal Assets

Personal use of Municipal property, including, but not limited to vehicles, tools, equipment and supplies, is prohibited, except where reimbursement provisions have been approved. The municipality has an obligation to be a good steward of the public's resources and to ensure the safety of its employees.

Laptop computers and projectors shall not be taken home except when overtime work to be done at home has been approved.

The postage machine shall not be used to post personal mail.

Personal use of photocopiers will be permitted at a cost per copy to be determined annually by the CAO. The cost per copy shall reflect the actual total cost per copy to the municipality.

Taxable Benefits

The Income Tax Act requires that an imputed income or taxable benefit be included in an employee's income and that income taxes be calculated, deducted from an employee's pay, and remitted.

Taxable benefits are calculated based on the relevant cost of the service or item of equipment and are attributed to an individual employee on availability for personal use and not actual personal use.

Taxable benefits will be calculated and attributed to the applicable employees for employer paid life insurance premiums in excess of a threshold amount of proceeds, provision of cell phones, laptop computers, and other appropriate items.

Conflict of Interest

Employees including elected officials must conduct business according to the highest ethical standards of public service. Employees are expected to devote their best efforts to the interests of the Town of Alberton. Violations will result in appropriate discipline including suspension of duties or termination.

The municipality recognizes the right of employees to engage in outside activities that are private and unrelated to municipal business. However, business dealings that appear to create a conflict between the employee and the municipality's interests are prohibited.

A potential or actual conflict of interest occurs whenever an employee including an elected official is in a position to influence a municipal decision that may result in a personal gain for the employee or an immediate relative including a spouse or significant other, child, parent, stepchild, sibling, grandparents, daughter-in-law, son-in-law, grandchildren, niece, nephew, uncle, aunt, or any person related by blood or marriage residing in an employee's household. Employees are required to disclose possible conflicts so that the municipality may assess and prevent potential conflicts. If there are any questions whether an action or proposed course of conduct would create a conflict of interest, immediately contact the CAO to obtain clarification.

Employees are allowed to hold outside employment as long as it does not interfere with their municipal responsibilities. Employees are prohibited from engaging in outside employment activities while on the job or using the Town of Alberton's time, supplies or equipment in the outside employment activities. The CAO may request employees to restrict outside employment if the quality of work diminishes. Any employee who holds an interest in, or is employed by, any business doing business with the municipality must submit a written notice of these outside interests to the CAO.

Employees may not accept donations, gratuities, contributions or gifts that could be interpreted to affect their working duties. Under no circumstances can employees accept donations, gratuities, contributions or gifts from a vendor doing business with or seeking to do business with the municipality or any person or firm seeking to influence a decision(s). Meals and other entertainment valued in excess of the pre-determined meal rate are also prohibited. Employees are required to report to the CAO any offer of a donation, gratuity, contribution or gift including meals and entertainment that is in violation of this policy.