



## Policy 102 - PERSONNEL

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## **Preamble**

This policy applies to all non-union employees of the Municipality of the County of Annapolis. Its purpose is to document approved, formal personnel practices and to ensure that there is a clear understanding of the terms, conditions and requirements governing employment with the municipality. Equitable work practices that embrace diversity and support inclusion will attract and retain a talented workforce. This is a cornerstone and catalyst for a strong community.

## **Definitions**

1. The requirements in this policy are intended to complement, supplement and be consistent with the requirements of the *Municipal Government Act* and applicable labour legislation.
2. In this policy, unless the context otherwise requires:
  - a. "Accommodation" - any adjustment in the terms and conditions of employment or the physical environment which may be required as a result of an employee's documented medical or physical disability, whether permanent or temporary. Accommodations shall be provided to the point of undue hardship to the employer.
  - b. "Barriers" - formal or informal policies or practices (written or unwritten) that disproportionately restrict or exclude individuals based on factors unrelated to the nature of work, merit, or safety.
  - c. "Career Track" - a plan developed jointly by the employer and employee setting out the employee's goals for possible future positions, responsibilities, training, education and certifications.
  - d. "CAO" - Chief Administrative Officer of the Municipality of the County of Annapolis;
  - e. "Council" - Municipal Council of the Municipality of the County of Annapolis;
  - f. "Diversity" - refers to a broad range of attributes. Some aspects of diversity can be seen while others may be invisible. Elements of diversity include race or ethnicity, religion, culture or newcomer status, geography, language, politics, gender, beliefs, sexual orientation, economic status, abilities, skills and interests. A diverse workplace is one that reflects our communities.
  - g. "Human Resources Administrator" - the employee designated by the Chief Administrator to carry out the responsibilities assigned in this policy;
  - h. "Management" - CAO, directors, and managers of the municipality;
  - i. "Municipality" means the Municipality of the County of Annapolis;
  - j. "Overtime" - hours worked in excess of normal work hours for which some employees (based on classification and job description) may be entitled to compensation in the form of pay or time off in lieu;
  - k. "Relative" – includes any person who is a spouse, child, grandchild, sibling, parent, grandparent, or fiancé(e) of an employee, and is not estranged. This definition shall also include a person with whom an employee resides.
  - l. "Supervisor" - the person (or persons) to whom the employee directly reports, as set out in the employee's job description and the organizational chart.

### **Management Rights and Responsibilities**

3. Management is responsible for the implementation, administration, and interpretation of this policy. Every effort shall be made to ensure that it is applied in a timely, consistent, fair and equitable manner.

### **Code of Conduct**

4. The following Code of Conduct does not acknowledge every potential ethical question or situation that may arise. It is designed to promote ethical and respectful decision-making and conduct. Should a situation arise where a staff member is unsure on how to appropriately act as a municipal representative, they should speak to their supervisor.
5. County of Annapolis employees are public servants with duties and responsibilities serving the needs of residents. As such, employees are entrusted with upholding and adhering to the County's bylaws and policies, as well as all applicable federal and provincial laws. They must observe a high standard of ethical behavior in the conduct of their official duties and faithfully fulfill the responsibilities of their offices, regardless of their personal or financial interests. A high level of professionalism in the workplace, in public, and online is required of all staff.
6. Municipal staff shall perform their duties with honesty and integrity in a manner that is helpful, respectful, and courteous. Employees will do their jobs to the best of their abilities, treating others with respect, courtesy, and dignity.
7. Employees shall faithfully and diligently endeavor to develop or enhance programs and services that address the needs of residents in an efficient and effective manner. Employees shall function at the level expected of those who work in the public's best interests.
8. Municipal time and assets are to be used only for the performance of municipal duties and as approved by the appropriate supervisory staff. Employees are required to care for municipal assets, including all property, equipment, software, information, and materials.
9. Employees shall not exceed their authority or knowingly / intentionally breach the law or ask others to do so. They shall work in full co-operation with other public officials and employees unless prohibited from doing so by law.
10. Municipal staff shall not provide or receive any gift, benefit, or favour in exchange for special considerations or influence, or in a manner that it may be perceived to be in exchange for special treatment.
11. Employees must remove themselves from any decision process that may result in actual or perceived personal gain, favouritism, or benefit. Awarding of municipal tenders, job opportunities, land sales, and disposal of surplus assets shall be carried out impartially – without any advantage or favouritism to themselves or others.
12. County of Annapolis employees shall use, collect, and disclose information only for the purposes of carrying out municipal duties and in accordance with Part XX of the *Municipal Government Act* (Freedom of Information and Protection of Privacy). Personal, business, or financial information shall be used only for the intended purposes for which it was provided.

13. In the course of carrying out their responsibilities, employees will gain knowledge and be entrusted with detailed confidential information concerning the business of the municipality and its employees, residents and businesses, the disclosure of which would be highly detrimental to their interests. Employees must treat confidentially all such information received during the course of their employment.
14. All employees have the right to take part in political activity, but only on their own time. Should a municipal employee decide to run for elected office in government, the employee must first seek an unpaid leave of absence for the time period between the day they announce their intention to seek public office and voting day. Should the employee win their seat, it will be understood that the employee will resign from employment with the municipality immediately before taking their elected seat.

### **Hiring Authority**

15. Council has the responsibility and authority to hire the Chief Administrative Officer (CAO) and to negotiate their terms of employment. Council may engage third parties to assist in this hiring process.
16. The CAO (or designate) shall be responsible for directing and managing all employees of the municipality including authority to:
  - a) establish and change employment procedures, programs, rules and guidelines as deemed necessary for the safe, efficient, economic and effective operation;
  - b) hire, appoint, suspend, remove, layoff, or terminate any employee;
  - c) set the terms of employment for all employees of the municipality;
  - d) establish departments of the municipal administration;
  - e) adopt a system of classification of positions of municipal officers and employees;
  - f) determine the salaries, wages and emoluments to be paid to municipal employees, including payment pursuant to a classification system and approved budgets.

### **Hiring Practices**

17. It shall be the practice of the municipality to recruit and select employees in accordance with all provisions of the *Nova Scotia Human Rights Act*.
18. Qualified and capable existing employees will be provided the opportunity for advancement as determined appropriate by the Chief Administrative Officer.
19. Vacancies not filled by existing employees shall be advertised and open to all qualified applicants. The selection of a successful applicant shall be based on education, training, experience, ability, competence, attitude and character.
20. Relatives and friends of council members or employees who apply for employment with the municipality will not be favoured or discriminated against.
21. Relatives may be employed only where they will not be working directly for or supervising a relative.

22. Employees shall not be transferred into a reporting relationship as described above.
23. Council members and existing employees shall not contact members of a selection committee or the Chief Administrative Officer regarding or on behalf of a particular applicant.
24. Staff with friends or relatives who are applicants for a position are not permitted to participate in the hiring process for this position.
25. If an applicant provides a councillor or existing employee as a reference, the applicant will be requested to provide an alternate reference.
26. Councillors and employees directly involved in any hiring process must be knowledgeable of and abide by the provisions of the *Municipal Conflict of Interest Act*.

### **Employment Equity and Diversity**

27. The municipality shall provide equitable employment opportunities to all by identifying and alleviating barriers including (but not limited to) discrimination based on:
  - a) age;
  - b) race;
  - c) colour;
  - d) religion;
  - e) creed;
  - f) sex;
  - g) sexual orientation;
  - h) gender identity;
  - i) gender expression;
  - j) physical / mental disability;
  - k) ethnicity;
  - l) family status;
  - m) marital status;
  - n) source of income;
  - o) political belief / affiliation / activity or association with those having these characteristics;
  - p) and any other described discrimination as contained in the *Nova Scotia Human Rights Act*.
28. The CAO shall ensure strategies are developed to promote equity and diversity in the workplace.
29. An applicant for employment with the County of Annapolis who believes they have received unfair treatment based on discrimination can register a written complaint with the Chief Administrative Officer.

### **Hours of Work**

30. Employees are expected to devote working hours to employment responsibilities.

31. Regular working hours are from 8:30 a.m. to 4:30 p.m., Monday to Friday (inclusive). These hours may be varied due to operational requirements or by express agreement between the employee and their supervisor.
32. The municipality recognizes the benefits to employees through flexible and remote work arrangements. The CAO or directors may determine that certain positions and their duties permit an alternate working arrangement that differs from a traditional work arrangement. Alternate work arrangements (periodic, temporary, or permanent basis) may consist of compressed work weeks, flexible hours or flex-time schedules, job sharing, or off-site work locations. In making this determination, the CAO or directors shall consider all relevant circumstances and the requirements of the municipality's business. Accordingly, the following considerations shall guide all flexible work arrangements and be used in evaluating the functionality of such arrangements:
  - Use of human and other resources (including information technology) to ensure efficiency;
  - Productivity of the employee;
  - Effect on service levels and public access to employees (positive and negative);
  - Impact on the work flows of other employees;
  - Alleviation of employment barriers;
  - Ability to meet work standards, particularly communication with colleagues and the public.
33. Alternate work arrangements will be 1) considered on a case-by-case basis; 2) approved in advance; 3) documented in writing; and 4) meet the following criteria:
  - a) Absence from the office shall have no or minimal impact on the workplace;
  - b) Clear, defined outcomes must be established to monitor performance;
  - c) If working from home, the employee must have the necessary equipment or software and proper security in place to work from home.
34. Working hours may also be varied based on family and medical reasons or as otherwise provided in the *Nova Scotia Labour Standards Code*.
35. Employees are entitled to all breaks as provided under the *Nova Scotia Labour Standards Code*.
36. Management has the authority to schedule lunch and breaks for individual employees as may be required to maintain service levels.

### **Managing Unsatisfactory Performance / Corrective Actions**

37. "Corrective Actions" are measures designed to address unsatisfactory conduct or performance. They are dependent on the specific circumstances and may range from counseling to verbal or written warnings, which are within the authority of Management; or suspension or dismissal, which are within the authority of the CAO.
38. *AM-2.4.2 Managing Unsatisfactory Performance Policy* applies to all employees of the Municipality.

### **Professional Development**

39. The municipality is committed to continuous employee performance management and professional development. This process is intended to:
  - a) enhance the effectiveness and efficiency of the organization and its employees;
  - b) focus resources on strategic priorities;
  - c) align organizational objectives within the organization;
  - d) provide a forum to discuss position responsibilities and training and career opportunities, and build strong, positive relationships between management, supervisors and staff.
40. Having competent, knowledgeable, and highly trained staff facilitates the municipality's mandates, priorities and objectives being met.
41. Supervisors will endeavor to place capable, competent, and motivated employees on specific career tracks. These career tracks will form part of a strategic succession plan for the municipality. Employees will be informed, and must accept, that career tracks and succession plans are subject to change by management due to internal and / or external factors.
42. Annual operating budgets will provide funding for training and professional development opportunities and programs targeted to increase the efficiency and effectiveness of employees.
43. Supervisors shall be mindful of providing both formal and informal mentoring and coaching opportunities for their employees.
44. As deemed appropriate by the CAO and supervisors, employees will be required or encouraged to be members of relevant professional development agencies or associations. The municipality will pay the costs of such memberships.
45. 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.

### **Employee Classification, Salary Scales, Wage Rates**

46. The municipality's employee classification system includes the approved organization chart, a listing and number of approved positions and salary scales.
47. The authority to approve changes to positions / job descriptions rests solely with the CAO. The Human Resources Administrator has the responsibility for drafting and maintaining revisions to the position descriptions.
48. A salary scale and responsibility review and comparison to other rural municipalities will be conducted every five (5) years commencing in the 2023 / 2024 fiscal year.
49. Salary scale increments for individual employees are based on performance evaluation, demonstrated commitment to the strategies and objectives of the municipality, and dedication to quality public service.



50. Council has the responsibility and authority to approve salary scale increments for the CAO position.
51. The CAO has the responsibility and authority to approve salary scale increments for all other employees of the municipality.
52. The CAO, in consultation with the Human Resources Administrator, 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:
  - a) the academic qualifications, training, and skill achievements of the new employee compared to those set out in the position description as being required or desirable; and
  - b) market conditions and market demands for candidates.
53. The CAO may consider making changes to the approved classification system or salary scales in consultation with directors and managers.
54. In some cases the CAO may agree in advance that attainment of specific career track goals or assumption of increased responsibilities will result in a specified salary scale change.
55. The municipality shall annually consider an increase to all non-union employee salary scales in consideration of cost of living changes.

### **Overtime**

#### **(For non-union employees other than Managers and Directors)**

56. The municipality shall endeavor to maintain appropriate staffing levels for the management, administration and operations of the municipality so as to minimize overtime requirements.
57. Management and employees should be mindful of the need to reduce and contain costs while striving to maintain and improve the quality and effectiveness of services. Accordingly, it is incumbent upon all staff to first question the necessity of overtime, while exercising critical judgement concerning the issues of productivity, cost and customer service.
58. Supervisors have the authority to approve all overtime and time off in lieu in accordance with the provisions of this policy and the county's standard operating procedures, subject to budget limitations.
59. Time off in lieu of overtime pay shall be used to the greatest extent possible.

#### **(For Managers and Directors)**

60. Managers and directors may be required to work a reasonable number of hours outside normal office hours without additional compensation as required to ensure the responsibilities of those positions are performed.
61. Directors and managers may be provided time off in lieu on a straight time basis for attending meetings outside of their normal work hours when the meeting exceeds two (2) hours in duration.
62. Directors and managers may be compensated on a straight time basis for other work activities outside regular hours, at the discretion of the CAO.

### **Paid Holidays**

63. The following are recognized as paid holidays:

- a) New Year's Day
- b) Nova Scotia Heritage Day
- c) Good Friday
- d) Easter Monday
- e) Victoria Day
- f) Canada Day
- g) Civic Holiday / Natal Day
- h) Labour Day
- i) National Day for Truth and Reconciliation
- j) Thanksgiving Day
- k) Remembrance Day
- l) Christmas Eve
- m) Christmas Day
- n) Boxing Day

and any other day declared or proclaimed as a holiday by the Employer.

64. When Christmas Day falls on a Wednesday, Thursday, Friday or Saturday, the municipality shall grant each employee one-half day holiday with pay on Christmas Eve. When Christmas Day falls on a Tuesday, the municipality shall grant each employee a full day holiday with pay on Christmas Eve.

65. An employee shall be paid for a holiday in accordance with the *Labour Standards Code*.

66. An employee shall be paid for a holiday if the employee has received or is entitled to receive pay for at least 15 days during the 30 calendar days immediately preceding the non-statutory holiday and the employee has worked on the employees' scheduled day immediately preceding and immediately following the non-statutory holiday(s).

67. Municipal Offices will be closed to the public from the last working day before Christmas Day to New Year's Day without the requirement for employees to take this time from banked overtime or vacation time (as approved in May 2010 in lieu of pay increase).

### **Paid Vacations**

68. All vacation entitlements shall be calculated based on the Municipality's fiscal year (April 1 to March 31), and shall be prorated in accordance with commencement, anniversary and end of employment dates.

69. Temporary or term employees shall receive vacation time or pay in lieu in accordance with the *Labour Standards Code* unless they have been provided additional benefits in an employment agreement with the Municipality.

70. Employees on leave of absence without pay do not accumulate vacation or sick leave entitlement.

71. Effective April 1, 2024, permanent full time employees and probationary employees hired after 1992 shall be entitled to vacation in accordance with the following schedule:
  - a) 1.25 days per month up to and including the fourth year of employment calculated from the employee's commencement date,
  - b) 1.67 days per month from the commencement of the fifth year of employment and up to and including the thirteenth year, and
  - c) 2.083 days per month from the commencement of the fourteenth year of employment up to and including the twentieth year, and
  - d) 2.5 days per month from the commencement of the twenty-first year and henceforth.
72. Employees hired in 1992 or before will continue to be entitled to one additional day per year of service to a maximum ten additional days.
73. Permanent part-time employees are eligible for vacation with pay on a pro-rata basis in accordance with the schedule above.
74. Paid holidays that occur during an employee's vacation leave are not deducted from an employee's vacation leave entitlement.
75. Any employee who leaves the employ 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.
76. Upon separation of employment for any reason, unused, earned vacation leave owing to an employee is to be paid at the regular rate of pay the employee received immediately prior to separation.
77. The Chief Administrative Officer, or someone designated or delegated to act on their behalf, has discretionary authority to recognize acceptable equivalent service in determining the accumulation of vacation leave entitlement of to be offered to new employees and such determination shall be explicitly stated in the employment agreement.

### **Pension and Group Insurance Plans**

78. Any employee who has obtained a permanent position is eligible to participate in the Municipality's registered pension plan, subject to the requirements of that plan.
79. Any employee who has obtained a permanent position is eligible to participate in the Municipality's extended 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, health and long term disability plans. If an employee's spouse has similar coverage, an employee may sign a waiver with respect to their participation in health and dental coverage.

## **Bereavement Leave**

80. 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:
  - a) In the event of a regular full-time or part-time employee's current spouse or partner, parent, brother, sister, grandchild, child (including those acquired through legal adoption) and the mother, father, brother, sister, grandchild or child of the employee's current spouse or partner, including current step relations, or any other person who at the time of their death resided with the Employee, the Employee shall be entitled to be absent from work for a period not to exceed five (5) consecutive working days.
  - b) In the event of a regular full-time or part-time Employee's grandparent, the grandparent of the Employee's spouse, aunt, uncle, the aunt or uncle of the Employee's spouse or partner, including current step relations, niece, nephew, the niece or nephew of the Employee's spouse or partner, the Employee shall be entitled to be absent from work for a period not to exceed two (2) consecutive working days.
81. All bereavement leave is subject to the approval of the supervisor to whom the employee reports.
82. When the funeral is held at considerable distance and the employee attends, a maximum of two additional days may be granted for travel at the discretion of the supervisor.
83. In the event additional time is necessary for compassionate purposes, an employee may request vacation, lieu time or additional days of unpaid leave and such days may be granted at the same time as the initial leave at the discretion of the Chief Administrative Officer.

## **Sick Leave**

84. The Municipality allows employees to earn and accumulate sick leave benefits ("sick leave") in order to provide some protection against loss of pay:
  - a) in the case of long term incapacity, during the period between cessation of work and commencement of other benefits, plans or insurance; and
  - b) in the case of short term inability to work due to illness, injury or the need to obtain medical treatment.
85. Normally all sick leave earned will not be used in short term situations and, 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.
86. Employees shall earn sick leave at the rate of one and one-half days per month worked. Unused sick leave can be accumulated to a maximum of one hundred twenty (120) days [short term sick leave bank].
87. Permanent part-time employees shall earn sick leave credits on a pro-rated basis of twelve (12) hours per 173 hours worked. The maximum accumulation will be one hundred twenty (120) days (hours pro-rated to 120 working days) [short term sick leave bank].
88. An employee may take no more than one hundred twenty (120) consecutive paid sick days.

89. An employee who has a specialist, dental or medical appointment and provides documentation to that effect shall be entitled to use sick days from their sick leave bank to attend such appointments provided the employee has banked those days.
90. In the case where an employee is considered to be using a habitual, unusual or excessive amount of sick time, the municipality reserves the right to require written reports from the employee and a physician / medical professional.
91. It is the responsibility of the employee to make arrangements for the needs during illness or injury of a person dependent on the employee for care. When no one other than the employee can provide these needs, an employee shall be allowed to use up to five (5) days leave with pay in any one fiscal year. Such leave shall be charged against and only available to the extent of available earned or accumulated sick leave. The employee also has the option to use vacation leave for such purposes.
92. Abuse of sick leave benefits is subject to corrective action up to and including dismissal.
93. No payment shall be made for accumulated sick leave upon retirement or if an employee separates for any reason.

### **Return to Work**

94. The County of Annapolis supports early intervention and gradual return to work practices (such as modified duties or hours) to allow employees to return to work while they recover from an injury or illness.
95. Human Resources Administrator shall support and facilitate the early and safe return to work of the employee by:
  - (a) contacting the employee as soon as possible after the injury / illness occurs and maintaining communication throughout the period of the worker's recovery;
  - (b) coordinating suitable return to work arrangements that are consistent with the worker's functional abilities and that, when possible, restores the employee's pre-injury earnings;
  - (c) keeping the CAO and the employee's supervisor informed of the employee's recovery; and
  - (d) doing such other things as may be prescribed by legislation.
96. The employee shall co-operate in their early and safe return to work by:
  - (a) contacting the Human Resources Administrator as soon as possible after the injury or illness occurs and maintaining communication in a timely manner throughout their period of recovery;
  - (b) cooperating to identify suitable return to work arrangements, tasks, hours and conditions consistent with the worker's functional abilities and that, when possible, restores their pre-injury earnings;
  - (c) arranging for and providing such reports from their medical professional as are requested in a timely manner; and
  - (e) doing such other things as may be prescribed under this policy or other relevant legislation.

97. The Administrator may contact the employee to obtain an update on the progress of their recovery and to offer assistance to enable the employee's return to work.
98. The Administrator may contact the employee's medical professional to obtain an update on the progress of the employee's recovery and to offer assistance to enable the employee's return to work. Any associated cost shall be borne by the municipality.
99. The County shall accommodate the tasks, hours or the workplace location for the employee to the extent that the accommodation does not cause undue hardship.

#### **Maternity / Parental Leave**

100. The Municipality shall grant such maternity and paternity leave as is prescribed by federal and provincial regulations.
101. The municipality shall continue to cost-share on benefits for any employee that is on maternity or paternity leave provided that the employee on leave contributes the employee share of the required premiums. Such premiums may be deducted in advance of the leave or paid during the leave by pre-authorized payment. Payment arrangements must be made in advance through Finance and Payroll Clerk to ensure there is no interruption to employee benefits coverage.
102. Employees on Parental Leave will receive a top-up payment of their Parental Leave EI benefits for a period of up to sixteen (16) weeks to 70% of their weekly rate of pay. Top-up payments will be reduced by applicable deductions and any other earnings received by the Employee during the benefit period.

#### **Leave Without Pay**

103. 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 CAO.
104. The maximum cumulative amount of leave without pay that may be granted to an employee is six (6) months after an employee has been employed over three (3) years.

#### **Compassionate / Critical Care Leave**

105. The *Labour Standards Code* requires an employer to provide unpaid leave for employees providing care and support to injured or critically ill family members under certain circumstances.
106. Employees must give their employer as much notice as possible before taking such leave.
107. Depending on the employee's job description and length of leave, a temporary employee may be hired to cover their tasks or another employee designated to temporarily cover their duties.

#### **Emergency Service Volunteers Leave**

108. The Municipality supports local volunteer emergency service providers and recognizes the contributions these organizations and their members make to the health, safety, and wellbeing of the public.

109. Volunteer Fire Departments, Ground Search and Rescue, Canadian Red Cross, St. John's Ambulance, Medical First Responders, EMO Responders, (including radio operators) and any other volunteer emergency response organizations approved in writing by the CAO are approved organizations for the purpose of Emergency Service Provider Leave.
110. Employees wishing to be eligible for Emergency Service Provider Leave must inform the Municipality in writing of their membership in an organization, and in advance of any such leave being taken pursuant to this policy.
111. 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.
112. The Municipality reserves the right to require that an employee return to regular duties, notwithstanding that the emergency response may be ongoing.
113. Use of County-owned vehicles should be only for the purpose for which they are issued and they should not be deployed as emergency service vehicles.
114. The Municipality will grant up to ½ day leave from 8:30 a.m. to 12:00 p.m. with pay to an employee who is a volunteer emergency responder and who has been out on a call for more than two (2) hours between the hours of 12:00 a.m. and 6:00 a.m. the night before. Leave must be approved by the Department Manager.

#### **Paid Volunteer Work Day**

115. 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 County of Annapolis.
116. The County will provide one (1) full day per fiscal year with pay for its employees to participate in such activities.
117. An employee's supervisor has the authority to approve this paid volunteer work day.
118. Employees must give their supervisor as much notice as possible before taking the leave.

#### **Building or Facility Closures / Delayed Openings**

##### ***Definitions***

119. Designated Services – Services determined by the Chief Administrative Officer to be essential or necessary in their nature (e.g., snow removal; operation of water / wastewater treatment facilities; emergency management operations during periods of activation or declared emergency).

##### ***General***

120. Employees are expected to make every effort to report for work and continue to work during their scheduled working hours. With the exception of those employees who provide designated services as defined in this policy, employees should assess their own ability to get to and from work safely and consult with their supervisor / manager. Employees may make alternate arrangements with the approval of their immediate supervisor / manager including approval to take paid time off (lieu time or vacation).

121. In the event that offices or worksites are closed due to extreme storm or hazardous conditions, employees who provide designated services are required to report to or remain at work, or be able to work from home or another safe location.
122. The decision to close municipal buildings or facilities will be the responsibility of the CAO (or designate). In recognition that weather and other conditions will differ from one location to another, it may be appropriate for worksites or facilities in one or more locations to close while others remain open. Factors that may contribute to the closure include: weather conditions or forecasts, pandemics, school or government office closures, road conditions, declared state of emergency and issuance of police / public health warnings.
123. In the event a building or facility is closed pursuant to the preceding section there will be no loss of pay or other benefits.
124. All employees shall be paid for their regularly scheduled hours of work during periods of office closures.
125. Those employees that choose to remain at work during such building closures or that may be required to work at home are not eligible to receive incremental pay or accumulate overtime during regular work hours.

#### **Expense Reimbursement / Travel Allowances**

126. The Municipality shall reimburse employees for allowable expenses incurred that are associated with employees carrying out the responsibilities of their positions.
127. All requests for reimbursement of expenses and travel allowances will be in accordance with *AM-1.8.1 Travel and Expenses Policy*.

#### **Use of Personal Vehicle for Work Travel**

128. Whenever possible and practical, employees shall use county vehicles for travel.
129. Travel reimbursement rates are as set out in *AM-1.8.1 Travel and Expenses Policy* and may be adjusted from time to time.
130. Employees who are working from an external location (i.e., flexible work arrangement / work from home) shall not be entitled to reimbursement for travel between the external site and their designated employer worksite.
131. Employees shall only be authorized to use their personal vehicle for carrying out county business if they meet (and continue to meet) the following conditions:
  - Possess a valid driver's license in good standing and valid for the type of motor vehicle being used;
  - Vehicle is legally registered;
  - Vehicle passes safety inspection and maintained as such;
  - Current minimum automobile insurance is in place and maintained;
132. The municipality does not accept any liability under any circumstances for claims arising from the use of privately owned automobiles. Person(s) using privately owned automobile(s) for municipal business travel are responsible for ensuring: the automobile(s) is properly insured for such use; compliance with all relevant statutory requirements; and payment of insurance premiums.



133. Employees travelling for municipal business are considered to be at work. Regardless of the time the employee chooses to leave, they shall be considered as having left at the appropriate time. (For example: for a meeting in Halifax the following morning, an employee would be expected to leave after lunch. If an employee chooses to leave earlier, they will be expected to use vacation leave. If an employee chooses to leave after work, they will not accumulate overtime.) Travel on a Sunday for a Monday morning meeting will be compensated at straight time with time in lieu. Travel times will be subject to weather conditions at the discretion of the CAO.

#### **Use of Municipally-Owned Vehicles / GPS**

134. Any employee who has their driver's license revoked or suspended shall notify their supervisor immediately. In this circumstance, the employee shall immediately cease any use of personal vehicles for work travel.
135. Driver's abstracts must be obtained and provided to the county upon request.
136. All employees are required to comply with all laws and regulations related to the operation of motor vehicles, as well as county policies.
137. The employer shall not be responsible for any fines or charges resulting from negligent or illegal operation of municipal vehicles by an employee.
138. Personal use of county vehicles is not permitted.
139. The County's commitment to highway safety and employee welfare, in addition to the wellbeing of the general public, are the primary reasons for utilization of GPS tracking on all municipally-owned vehicles.
140. GPS units in County vehicles will monitor:
- Speed of travel
  - Time vehicle is spent idling
  - Location of the vehicle at stops
  - Seat Belt Use
  - Vehicle Mileage
  - Acceleration and Deceleration
  - Rapid starts or hard braking
  - Erratic driving
  - Engine and battery health
141. GPS tracking devices will enable the County to monitor employee compliance.
142. Employee driving habits, patterns, and usage shall be reviewed regularly.
143. IT personnel are responsible for installing GPS Tracking units in county vehicles. Any tampering, or attempts to remove or disable the GPS equipment is prohibited and such actions will be subject to disciplinary action up to and including termination.

## **Problem Resolution and Complaint Process**

144. *AM-2.8.9 Respectful Workplace Policy* applies to all employees of the Municipality. Any employee who believes they have been subjected to harassment or abuse in the workplace is encouraged to use the procedure set out herein to resolve such problem and can do so without fear of recrimination.
145. *AM- 2.4.3 Whistleblower Policy* applies to all employees of the Municipality. Any employee who believes any situation affecting them in the workplace is unjust or inequitable is encouraged to use the procedure set out herein to resolve such problem and can do so without fear of recrimination.

## **Performance Review**

146. The Municipality is committed to supporting employees to perform and grow in their current and future roles through effective performance management. A key element of performance management is the alignment of individual and team goals with department business planning to support government priorities.
147. Employee performance must be formally reviewed in relation to the employee's goals and expected results.
148. Each employee will have a performance planning and development review conducted annually, or on a change of position or appointment, or more frequently as required.
149. A performance planning and development review must be documented using the Performance Planning and Development Form developed by Human Resources. This form establishes goals jointly by the supervisor and employee to provide a clear understanding of goals and expected results.
150. Individual employee goals must be based on SMART objectives (specific, measurable, attainable, relevant, time-based) and linked to the County's strategic priorities.
151. Employees must be given the opportunity in the formal review to discuss, comment, and sign the form according to this policy and applicable collective agreements.
152. Once the Performance Planning and Development Form is finalized, employees will be provided with a signed copy of the form. Managers / supervisors must file the original signed Performance Planning and Development Forms in the employee personnel record at the end of the performance cycle.

## **Repeal of Previous Policies**

153. This policy repeals and replaces the following municipal policies:
  - *AM-2.1.1 Daily Work Schedule Policy*
  - *AM-2.1.2 Bereavement Leave Policy*
  - *AM-2.1.3 Statutory Holidays and Paid Holidays Policy*
  - *AM-2.1.4 Vacation Leave Policy*
  - *AM-2.1.5 Sick Leave Policy*
  - *AM-2.1.22 Inclement Weather / Unsafe Travel Conditions Policy*
  - *AM-2.1.23 Office Worksite Closures Policy*

- AM-2.2.3 Overtime Policy
- AM-2 5 2 Employee Training and Development Policy
- AM-3.2.1 Hiring Policy

**Effective Date**

154. This policy is effective upon adoption.

Municipal Clerk’s Annotation for Official Policy Book	
I certify that this policy was approved by Municipal Council as indicated below:	
Seven (7) Day Notice .....	<b>September 12, 2023</b>
Council Approval .....	<b>September 19, 2023</b>
 <i><u>Carolyn Young</u></i> Municipal Clerk	 <b><u>September 20, 2023</u></b> Date
At <b><u>Annapolis Royal</u></b> Nova Scotia	