

The Corporation of the District of Summerland

Personnel Policy

PERSONNEL POLICY INDEX

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DEFINITIONS & APPLICATIONS – Personnel Policies

1200.1

Definitions are necessary to establish the types of positions and staff required by the District. Application principles are established to ensure consistency and the proper application of the policies.

Definitions

C.A.O. - is the Chief Administrative Officer of the District.

Officers - are personnel designated by bylaw who carry out the responsibilities defined by the Community Charter. These officers are the C.A.O., the Director of Finance and Corporate Officer.

Management Staff - are personnel referred to as Directors and Managers.

Temporary Staff - are personnel hired for a limited time for a specific function that are remunerated as a regular employee.

Exempt Staff - All positions that are not covered by a collective agreement .

Union Staff - Positions covered by a collective agreement of a union recognized by the District.

Human Resources Officer - Manager appointed to manage recruitment, keep personnel records, supervise payroll and provide advice on human resources issues.

Application

The Personnel Policy applies to all staff employed by the District except where a Collective Agreement, a contract or the Exempt Staff Personnel Policy specifically outlines a contrary guideline.

RECRUITMENT**1200.2**

The District will recruit the most qualified people in terms of skills, education, experience, attitude and ability to meet position requirements.

All recruitment shall be according to the following:

1. Council final approval is required for the recruitment of all exempt positions.
2. C.A.O. final approval is required for the recruitment of existing permanent positions that are part of the collective agreements already approved in the budget.
3. Department Manager approval is required for the recruitment of all temporary/casual positions, subject to the approved budget.
4. Recruitment of all approved positions will be centralized through the Human Resources Officer. The C.A.O. approval is required to commence the process.
5. Where an exempt position becomes vacant; the recruitment will be authorized by Council after the position has been reviewed. The recruitment process shall consider promotion from within the organization.
6. Permanent union positions and temporary positions of three months or longer will be posted internally for five days. A posting labeled "Internal Posting Only" is open to current staff only. A posting labeled "Employment Opportunity" is open to staff and outside applicants. The decision to advertise beyond posting (i.e. Newspapers) will be made by the Manager responsible for the position and the Human Resources Officer.
7. Employment applications shall be forwarded to the Human Resources Officer.
8. The C.A.O. in consultation with the Human Resources Officer and the Department Manager may approve the hiring of a family member of a staff person already employed by the District provided the C.A.O. is satisfied that:
 - a) The recruitment process has not been influenced.
 - b) No opportunity for favoritism exists or will exist in the future.
 - c) That no staff member directly supervises another family member.
9. The official offer of employment will be generated from the Human Resources Officer and an official personnel file will be created.
10. All exempt staff will serve a probationary period of six months.
11. The official personnel file will be held at Municipal Hall. The managers are responsible to ensure employee-related documents are forwarded to Municipal Hall.

HOURS OF WORK / OVERTIME/ BANKED TIME

1200.3

Hours of work will vary to accommodate the diverse service commitments of the District. Hours of work set the normal work times and establish the guidelines for overtime.

1. The full-time hours of work for office positions is seven (7) hours per day, thirty-five (35) hours per week, generally between 8:00 a.m. to 4:00 p.m., Monday through Friday which includes a one (1) hour unpaid lunch break. Generally, non-office positions full-time hours of work are eight (8) hours per day, forty hours (40) per week, generally between 8:00 a.m. to 4:30 p.m. with a 1/2 hour unpaid lunch.
2. Managers and Supervisors will generally work similar hours of work as the staff they supervise.
3. A fifteen (15) minute rest period is provided for each one-half (1/2) day worked.

Exempt Staff

4. The C.A.O. may grant equivalent time off for excess overtime worked by exempt staff, subject to documentation and reasons being provided by the employee. Time off in lieu of overtime granted to the C.A.O. shall be approved by the Mayor

Union Staff

5. Overtime is all hours worked which exceed the regular daily hours of work. All overtime must be authorized by the Supervisor prior to working overtime.
6. Overtime worked may be "banked" if mutually agreed upon between the employee and the Supervisor.
7. Time-off for time in lieu, banked time and carry over vacation days shall be taken as per regulations and by approval of the Supervisor.
8. An employee cannot accumulate more than 80 hours of banked time. Once that maximum is reached the overtime will be paid out as it occurs.
9. Banked lieu time cannot be carried forward from one year to another and is paid out at the end of each calendar year.
10. Vacation time must be used before banked time.
11. No requests for leave without pay will be considered until all banked time and vacation time have been taken.

STATUTORY HOLIDAYS

1200.4

- I. Unless covered in a collective agreement the following days are recognized as Statutory Holidays:

New Years' Day
Good Friday
Easter Monday
Victoria Day
Canada Day
BC Day

Labour Day
Thanksgiving Day
Remembrance Day
Christmas Day
Boxing Day

2. If the statutory holiday falls on a workday, that day will be observed as the holiday. Should a statutory holiday fall on a day where the offices are normally closed, the offices will be closed on an alternate day. The Corporate Officer shall distribute a list to all Departments in November, outlining statutory days and days offices will be closed for the next calendar year.
3. Any general holiday proclaimed by District Council shall be observed as a Statutory Holiday as outlined in the proclamation.
4. Eligible staff shall receive at least their normal wages for any statutory holiday. The Employment Standards Act and its respective regulations determine eligibility.

VACATIONS

1200.5

Vacations are provided to ensure staff productivity and health is maintained at a maximum.

1. Employees may carry over a maximum of five vacation days to the following calendar year, but only when requested in writing and approved by the Supervisor. Vacation days carried forward must be taken in the following calendar year. (Exempt staff should refer to policy 1210.4)

2. Unless approved by their supervisor, all employees are limited for the number of consecutive weeks of vacations they can schedule at one time. The limit of weeks is established as follow:

Entitlement (Weeks)	Number of weeks scheduled consecutively
3	2
4	3
5	3
More than 5	4

3. A vacation schedule will be circulated in every department in February of each year, based on seniority, employees will be allowed to schedule up to three weeks. Once the first round is completed, the schedule will be re-circulated again based on seniority to offer an opportunity to schedule the residual weeks at the employee’s discretion. Employees do not have to schedule all of their vacation entitlement at that time.

4. All employees are required to submit a vacation request form to their direct supervisor at least five working days before the requested holiday is to commence. The approval of vacation time is at the discretion of the supervisor.

5. No requests for time off without pay will be given until vacation time has been taken.

6. There will be no pay-out for vacation unless termination or resignation has occurred.

7. Vacation time must be taken before banked time.

OCCUPATIONAL HEALTH AND SAFETY POLICY

1200.6

The Corporation of the District of Summerland is committed to the implementation and support of a safety program that protects its staff, its property, and all other persons present on the work site from injury, occupational disease, and property damage.

Employees at every level including Council, management, supervisors, and workers are responsible and accountable for the overall safety initiatives. Complete and active participation by everyone, every day, in every job is necessary to achieve the safety excellence expected.

Employees at every level are responsible for assisting in the development of the safety standards to ensure that proper equipment, training, safe work practices, safe work procedures, and safety rules are in place. Employees at every level must comply with the safety standards as far as reasonable and practicable to ensure the safety of themselves and others present on the work site.

The information contained in District policies and safety programs is designed to support compliance to the Occupational Health & Safety Legislation. The information does not take precedence over the OH&S regulations and all employees should be aware of and comply with the regulations that apply to them.

An injury, occupational disease, and property damage-free workplace is the objective of The Corporation of the District of Summerland, and we believe that through continuous safe practices and loss control efforts we can accomplish this.

Policy Objective

The Municipality is committed to providing employees with a work environment that is free of sexual and personal harassment. This policy establishes the right of all employees to be free from harassment. Employees are deserving of respect, equality and dignity in the workplace. Harassment of an employee in the workplace is a serious offence and violations of this policy involve discipline up to and including dismissal.

Definitions

Sexual Harassment

1. Sexual harassment shall be defined as any sexually oriented practice which undermines an employee's health or job performance, or endangers an employee's employment status or potential.

Personal Harassment

2. Personal harassment shall be defined as any interpersonal behaviour consisting of offensive comments or actions which demean, belittle, intimidate or cause personal humiliation to an employee, or which undermines an employee's health or job performance, or which endangers an employee's employment status or potential.

Examples of harassment include:

- Unwanted remarks, jokes, innuendo or taunting
- Displaying offensive or derogatory pictures
- Practical jokes which cause awkwardness or embarrassment
- Unwelcome invitations or requests
- Leering or other gestures
- Condescension or paternalism which undermines self respect
- Unwelcome physical, visual or verbal conduct
- Blatant misuse of power including intimidation, threats, blackmail, and coercion in the distribution of work assignments, training opportunities, or favouritism of one employee to the disadvantage of another.
- Use of electronic bulletin board, e-mail or website to publish and propagate harassing material.

Procedure

3. An employee who believes he/she is being subjected to harassing behaviour has several alternatives to consider in the handling of his/her complaint. In all cases employees are encouraged to bring the situation to the attention of their supervisor, the Human Resource Officer or a union representative by verbal or written complaint.
4. The following alternatives are listed in an order that represents increasingly more serious interventions. The choice of which of the interventions is followed depends on the complainant and the seriousness of the incident.
5. Addressing the Alleged Harasser - The complainant may on his/her own convey to the harasser that the behaviour is unwelcome and inappropriate. Counselling to allow the complainant to address the issue with the accused is available from the Human Resource Officer.

6. Informal Mediation - An employee may seek the assistance of his/her supervisor or the Human Resource Officer to bring the matter to the attention of the other party and discuss the implications of the harassment. A confidential record of the complaint would be kept, but no formal action taken. The supervisor would exercise the same degree of consideration he/she would in dealing with any personal matter within his/her jurisdiction. It is expected both parties will make every effort to resolve the problem by means of informal discussion before bringing forward an official complaint.
7. Formal Investigation and Action - If the complainant wishes to lodge a formal complaint, he/she may do so by bringing the situation to the attention of a senior manager, the Human Resource Officer or a union representative, either verbally or in writing. The Human Resource Officer will discuss the situation with the complainant, and will investigate the complaint with due concern for confidentiality, regardless of the complainant's will to pursue the matter, proceeding as follows:
 - a) Separately interview the complainant, the alleged harasser and any witnesses.
 - b) Document all information.
 - c) Prepare a written report outlining the facts, including a recommendation for action, if any. This report will be forwarded to C.A.O. within three weeks of the receipt of the complaint.
 - d) The report will be made available to the parties involved consistent under the provisions of the Freedom of Information and Privacy Act.

The C.A.O. will render a decision within two weeks of receiving the written report, and will advise the Human Resource Officer, the complainant and the accused offender in writing.

8. Should the C.A.O. determine that the alleged harasser is guilty of the complaint, he will administer appropriate discipline up to and including dismissal. No retaliation will be taken at any time by any party toward any other party involved in the case.
9. Where complaints have been found to be fabricated or frivolous the complainant will be subject to discipline.
10. If either the complainant or the alleged harasser is dissatisfied with the C.A.O.'s decision, he/she is entitled to appeal via the grievance procedure or through the office of the Human Rights Council of B.C. In cases of sexual harassment, an Arbitration Board shall have the power to transfer or discipline any person found guilty of sexually harassing an employee.
11. All written file material will be kept in confidence by the Human Resource Officer.

SUBSTANCE ABUSE/MISUSE**1200.8**

The District does not condone any substance abuse or misuse that affects the performance of duties, the safety of any operation or adversely affects the image of the District.

1. A substance is defined as any drug which when taken changes the way the user's body or mind functions. Substance abuse is defined as the over use or improper use of a substance. Substance misuse is defined as the use of a substance at an inappropriate time or place. Possession of an illegal substance, whether used or not, is defined as misuse.
2. A staff member who feels they have a substance abuse/misuse problem should discuss the problem with a management staff member and the Human Resources Officer with the intent of seeking help without fear of reprisal. Management will listen objectively to the problem, discuss options and ensure there is follow-up to the meeting and a course of treatment. Sick leave credits or Weekly Indemnity may be utilized for the prescribed course of treatment. All discussions will be held in strictest confidence.
3. Any suspected substance abuse/misuse will be reported without fear of reprisal to any management staff and the Human Resources Officer who will investigate and either confirm or dismiss the report. All actions will be in strictest confidence. If confirmed, the Manager and the Human Resources Officer will meet with the staff member, discuss options and ensure there is follow-up.
4. It is the responsibility of staff to ensure that prescribed medication side effects do not interfere with their assigned duties. They are responsible to notify their Supervisor of any side effects of prescribed medication.
5. Any staff member whose performance, safe work practices or interaction with the public is adversely affected by being under the influence of alcohol or drugs will be taken home for the day. The circumstances will be reviewed the following working day with the appropriate Manager and the Human Resources Officer.
6. All attempts will be made to take action to assist staff in correcting any abuse/misuse problem. However, failure by the staff member to respond to assistance will result in discipline.

GAMBLING and CONSUMPTION OF ALCOHOL ON MUNICIPAL PREMISES**1200.9****GAMBLING**

1. The District does not permit gambling, in any form, by employees during work time or on District property. For the purpose of this policy, work time includes District-paid work time, lunch periods, and other breaks. Any employee who engages in gambling will be subject to discipline as per appendix A.

CONSUMPTION OF ALCOHOL

2. The District of Summerland has adopted an occupational health and safety program and wishes to ensure that the workplace is a safe environment for all employees, visitors and the public. The consumption of alcohol during working hours (including while being on call) is contrary to our health and safety program and a safe workplace and is strictly forbidden.
3. The District discourages abuse and encourages responsibility on the part of those who wish to drink. The District is committed to promoting the health and well-being of the District's employees and residents. All employees have an obligation to make responsible decisions concerning alcohol. The District does not condone any social function that has as a purpose or focus the over consumption of alcohol.
4. This policy applies to all employees of the District participating in any way in the serving or consumption of alcohol. Employees of the District include full-time staff, part-time staff and paid on-call firefighters. Each employee of the District is responsible for his/her own conduct. Nothing in this policy or its procedures is to be taken as creating or imposing any liability at law or in equity upon the District for violation of this policy by any employee of the District.
5. Those who serve and those who consume alcohol on District premises and at Municipal functions must act in a responsible manner, with due regard to the safety of all concerned, and the maintenance of healthy lifestyles. The person organizing the function should be aware that based upon recent court decisions, he/she as well as the District could be held vicariously liable for injury or death caused by over-consumption of alcohol at such a function. The organizer must minimize the risk of such liability by understanding and following this policy and by exercising due diligence. In addition, those who serve and those who consume alcohol on District premises and at Municipal functions must comply with all legal requirements, all requirements of this policy, and any requirements established by the administrative head of unit having authority over the space within which the function is to be held. The District encourages all employees of the District to inform themselves with respect to the foregoing. Information on the *Serving It Right* program, a joint initiative of the provincial government and the hospitality industry, is available by calling 1-800-665-8883. Information on the *Designated Driver* program is available from the Insurance Corporation of British Columbia (Regional Loss Prevention Coordinator) at 871-2437. A pamphlet entitled *Special Occasion Licences – Serving it Right* is available from Liquor Control Board Outlets.

This policy contemplates two general sets of circumstances relevant to the District in which alcohol may be served. First, the District provides the volunteer firefighters with a recreation room to promote social activity and camaraderie who may wish to consume alcohol responsibly as part of their activities. Second, Council or employees of the District may wish to organize a staff function or hold a special occasion on District premises at which alcohol may be served or consumed.

6. In the first category, the District does not object to the volunteer firefighters and their guests including responsible consumption of alcohol during their social activities, for example, after fire practices, but will not be allowed alcohol to be consumed during normal working hours, 7:30 am to 4:00 pm, Monday to Friday. At all times, volunteers and their guests are expected to assume responsibility for their actions and to limit their consumption of alcohol. Anyone who becomes intoxicated on Fire Hall premises will be responsible for the consequences. In order to promote the responsible consumption of alcohol during these social activities, the ranking volunteer officer, or in the absence of a volunteer officer, the senior volunteer firefighter will be responsible for the conduct of the volunteers taking part in the social activity. Should a situation arise where a volunteer or a guest has consumed sufficient alcohol to be classified as impaired under the Motor Vehicle Act, then the responsible firefighter will take reasonable measures to see that the impaired individual consumes no more alcohol and does not drive a vehicle. Any person who violates this policy may be barred from the recreation room, disciplined, or in a severe case, dismissed from service.
7. In the second category, Council or the employee of the District who wishes to organize a function at which alcohol may be served or consumed on District premises (other than at one of the aforementioned recreation or staff rooms) must obtain a *Special Occasion Licence* in accordance with the *Liquor Control and Licensing Act*. That person shall be named as the licensee and shall be personally responsible for compliance with the terms of the *Special Occasion Licence* and all other alcohol-related matters related to the function, including the conduct of visitors and guests. The District's involvement shall be limited to the granting of permission to hold a licensed function on its premises. The serving or consumption of alcohol at unlicensed functions on District premises is illegal, and can lead to serious consequences.
8. Employees are not permitted, under any circumstances, to operate a District of Summerland vehicle, or a personal vehicle for District of Summerland business, when any physical or mental impairment causes the employee to be unable to drive safely. Additionally, employees shall not operate any District of Summerland vehicle at any time or operate any personal vehicle while on District of Summerland business after consuming alcohol that may affect their ability to drive. These prohibitions include circumstances in which the employee is temporarily unable to operate a vehicle safely or legally because of impairment or intoxication.

BUSINESS TRANSPORTATION AND SUBSISTENCE**1200.10**

District business requiring the use of transportation, subsistence, or a District vehicle should be undertaken in a fiscally responsible manner.

1. District-owned vehicles are to be used for District approved business only. Staff whose duties necessitate use of a District-owned vehicle may stop for minor convenience purposes. Where a District-owned vehicle is taken home for stand-by purposes, contact by radio or telephone must be maintained.
2. A spouse or child of a staff member may be a passenger in a District owned vehicle while the staff member is going to or coming from work or on call, provided they are dropped off as soon as possible. The Manager of Corporate Services must be notified of non-routine circumstances for insurance purposes (i.e. spouse accompanies staff member to conference in District vehicle).
3. Staff using their personal vehicle for District business shall be compensated at the same rate established for Council members by bylaw. Minor mileage claims can be accumulated. Travel expenses will be paid upon submission of an Employee Expense Claim.
4. Permanent full-time staff members who are required to use their personal vehicle for District use will be compensated for additional business insurance.
5. Other means of transportation and related expenses such as parking, taxis, or rental vehicles and business travel via air, rail or bus will be paid on submission of receipts, statements or purchase orders. All out of province travel must be approved by the C.A.O. and out of Canada travel by Council. Out of province travel by the C.A.O must be approved by the Mayor. Generally, whenever travel arrangements are being made, the most economic mode of transportation and accommodations shall be sought.
6. Accommodation and meal expenses will be paid as per provincial guidelines upon production of receipts or statements. Should the meal receipt not be provided the rate paid should be the same as the one set by bylaw for Council Members.
7. The Employee Expense Claim Form must be completed and approved prior to reimbursement.

MEMBERSHIP & PROFESSIONAL FEES

1200.11

The District promotes the membership of staff in work-related organizations that provide staff with a means to enhance their knowledge and professionalism or may be required to carry out their responsibilities within the District.

1. Memberships in work-related organizations that provide a benefit to the District may be approved by the applicant's Manager. The membership fee of an approved application will be paid by the District within budgetary limits.
2. The fees to hold a professional membership that is required by legislation or required to maintain a position will be paid by the District.

RECOGNITION OF EMPLOYEES

1200.12

Long Term Service

The District wishes to recognize the long services of its employees. This policy applies to part-time, full-time employees and Paid on Call Firefighters (PCF).

1. Employees shall be presented with long service recognition gifts with the approximate values noted at after completing 10 years of service, and at each succeeding 5 years:

		Full time	Part-time/PCF
10 years of service	Gift Value	\$100	\$50
15 years of service	Gift Value	\$150	\$100
20 years of service	Gift Value	\$250	\$150
25 years of service	Gift Value	\$300	\$200
30 years of service	Gift Value	\$400	\$250
35 years of service	Gift Value	\$500	\$300

2. Recognition shall be at a banquet to be held every year in the fall, providing there are recognitions to be awarded. The banquet shall be self-supporting with the municipality paying the cost for the employee and spouse.

Recognition of Retiring Employees

3. Retiring employees shall be presented with a gift valued up to \$10.00 per year of service. This gift shall be presented by the Mayor at an event scheduled to recognize the employee's retirement.
4. Retiring employees and spouses shall be invited to the recognition banquet following their retirement, with the District paying the cost of the retiree and spouse.

Recognition of Employees Leaving the District of Summerland after two years of service

5. Employees with more than two years of service with the District of Summerland shall receive a gift valued up to \$10 per year of service.

Adopted: October 2008

STAFF DRESS AND CLOTHING ISSUANCE

1200.13

The District believes dress, behaviour and personal hygiene must reflect a positive professional image and be suitable for the conditions in the work place and the type of work performed. Some positions may require clothing to be supplied in order to carry out the duties of the position.

1. Staff will dress in accordance with the position they hold and at all times be presentable to the public. Office staff will assume that they may have contact with the public when considering appropriate dress.
2. The C.A.O. may use discretion in relaxing the dress exceptions where conditions support a relaxation and the General Statement is not compromised.
3. Staff who feel inappropriate dress, behaviour and personal hygiene is present in their work place should address their concern with their immediate Supervisor.

TRAINING

1200.14

It is recognized that the needs of our residents and the changing demands of the workplace must be met by continuous training and ongoing staff development. The District is committed to developing existing permanent staff within reasonable financial restrictions for current and future organizational needs.

1. All training must be approved by a Manager prior to registration taking place. The costs of training includes fees, text books and other incidentals required for the program.
2. Training approved must be relevant to the position occupied or to the District as a whole.
3. The "Employee Expense Claim Form" must be completed and approved prior to reimbursement.
4. Descriptions of the approved training and copies of certificates and/or completion must be forwarded for filing in the official personnel file.
5. In the event a staff member does not complete the training paid for by the District the staff member must reimburse the District for all costs incurred. The staff member may apply to the C.A.O. to forgive the repayment in extenuating circumstances.
6. Failure to take training that is directed by a Manager is a disciplinary offence unless the C.A.O. is satisfied extenuating circumstances exist.

COMPUTER USAGE AND ELECTRONIC COMMUNICATION**1200.15**

1. All employees are responsible for seeing that the District's computing resources are used in an effective, efficient, ethical, and lawful manner. Accordingly, employees must obey all copyright laws and software licensing agreements, including those for shareware software. Software piracy is illegal and is not permitted in any form.
2. Users must respect the interest of other users, respect the integrity of the systems and related physical resources, and observe all relevant laws, regulations, and contractual/licensee obligations, and all applicable District policies.
3. District employees are allowed to use computers, computer equipment, E-mail access, and the Internet to primarily accomplish their job-related tasks. The use of District computers, computer equipment, email access, and the Internet for personal use may be allowed on limited basis.

Examples of other misuses include, but are not limited to, the following:

- Using an employee's computer and/or E-mail account or password assigned without the express permission of that user.
- Using the District network to gain unauthorized access to any data or computer or network system or allowing persons without proper authorization access to a District account or District files or data.
- Intentionally seeking out information on, obtaining copies of, or modifying files or other data that are confidential under federal, Provincial, or local law, unless specifically authorized to do so once the legal conditions for release are satisfied.
- Performing an act that will interfere with the normal operation of computers, terminals, peripherals, or networks, including knowingly running or installing on any computer system or network, or giving to another user, a program intended to damage or to place excessive load on a computer system or network. This includes but is not limited to programs known as computer viruses, Trojan horses, and worms.
- Attempting to circumvent data-protections schemes or uncover security loopholes, including attempts to mask the identity of an account or machine.
- Attempting to monitor or tamper with another user's electronic communications, or reading, copying, changing, distributing, or deleting another user's files or software without the explicit consent of the owner.
- Accessing and/or communicating material that harasses, threatens, intimidates, or propagates discrimination on the basis of gender, age, race, national origin, or religion is strictly forbidden.
- Accessing, viewing, displaying, transmitting, or storing pornographic media, or media that may be considered offensive.
- Using District computers, Internet access, E-mail, and/or voice mail for any purpose that violates Federal, Provincial, or local bylaw, or that intends to lead to a violation of the same.

E-Mail Usage

4. Communications via E-mail and/or the Internet should be made at the same level of language used when sending paper memorandums and business style letters or in conversation with a Department Director. As such, all messages must be written in an appropriate tone with correct spelling and grammar; the use of vulgar, obscene, or suggestive language must be avoided at all times.
5. The following restrictions must be observed when using E-mail accounts provided by the District of Summerland or accessed during business hours of the District. If a Department Director allows his/her employees to use email for personal uses, such personal uses must be kept to a reasonable minimum, as with personal telephone calls.

Inappropriate uses of District Account E-Mail includes

- Use of E-mail to send chain letters, hoax messages (e.g. bomb threats), announcements of commercial events or non-District job openings, requests for charitable contributions, or messages of any nature relating to religious, social, or political causes.
- Forging E-mail.
- Sending an E-mail to the editor of a newspaper, magazine, journal, or newsletter with respect to a matter unrelated to the employee's current job with the District of Summerland or in response to an unfavorable article about the District of Summerland printed in said publication.
- Receiving, viewing, transmitting to any person, printing, or storing on any media (including personal disks) pornographic pictures or pictures with some nudity.
- Sending or forwarding adult-oriented jokes or web-site links to coworkers or any person.
- Endorsing or campaigning against any candidate for a political office on any level via District E-mail. Announcing to or inviting employees to attend political events or to campaign for or against a candidate is also prohibited.

Personal Internet Use

6. Personal Internet Use is allowed outside District paid work-time.(after-hours, lunch break)
7. The District of Summerland is not responsible for the content of the Internet and advises all employees who are allowed to access it for personal uses to use extreme caution when revealing personal information (name, address, phone numbers, financial information, etc.) on web-sites.
8. The following restrictions must be observed when using the District Internet connection for personal use:
 - Prohibited Actions
 - Gambling on-line
 - Accessing pornographic, hate related, or illicit groups websites.

Actions Allowed in Moderation

- Shopping, making personal travel reservations, or doing personal banking, investing, or filing income taxes on-line.
- Viewing web-sites related to personal interests, including humor, religious/inspirational, and hobby sites.

Voice Mail

9. The District of Summerland provides most office employees with voice mail to ease and expedite communications so that employees may perform at their highest possible level of achievement.

Proper Usage

- Outgoing messages must clearly state the employee's name, position, normal office/availability hours, and the main number for the office should the message be urgent.
- Outgoing messages must be updated to reflect changes in office hours or availability, especially when the employee is on a several-day trip for the District or taking vacation leave, extended sick leave, or family medical leave.

Improper Usage

- Employees shall not allow voice mail to serve as a method to screen callers. If an employee is at his/her desk, he/she should answer all calls.
- Saving messages beyond a reasonable amount of time. Keeping messages saved for extended amounts of time reduces the effectiveness and speed of the voice mail system.

Security of Accounts and Data

10. Although the Manager of Corporate Services is charged with preserving the integrity and security of computing resources, security sometimes can be breached through actions beyond its control, whether internally from District employees or from without. Appropriate measures must be taken by all employees to safeguard their account names, passwords, and all other information needed to access computing resources and data.
11. To prevent District computers and data media from being infected with computer viruses, all computers should have virus-checking software installed and running on them. Furthermore, downloading files from sites with an unknown or questionable reputation or security level is prohibited.

APPEAL PROCESS

1200.16

The District encourages resolutions to issues or circumstances in an expeditious and fair manner.

1. Any staff member, who feels he/she is being treated unfairly, may address the issue or circumstances through the Appeal procedure.
2. The appeal process is a "two up system" comprised of two steps.

Step 1

- a) The staff member discusses and documents the issue with their immediate supervisor within seven (7) days of the incident(s) giving rise to the appeal. Copies of the document will be forwarded to the next level of management and the Human Resources Officer.
- b) The supervisor may address the issue immediately or take up to three (3) working days to research and respond. The reply will be discussed with the staff member and documented. Copies of the response will be forwarded to the next level of management and the Human Resources Officer.

Step 2

- c) Should the staff member feel the situation has not been adequately addressed they may, within three (3) working days of receipt of the written decision, request the issue be taken to the next level of management.
- d) The next level of management will review all the necessary documents and render a decision within four (4) working days of their receipt of the appeal. Consultation with the Human Resources Officer is required for clarification and consistency of policy. The decision at this level will be final. In the event this level of management is District Council, the appeal will be on the next Council agenda.
- e) The time limits may be extended by a maximum of seven (7) working days upon consultation or longer should one of the parties be incapacitated.
- f) All appeals and their responses will be reviewed by the C.A.O.

A staff member who has filed a grievance through a collective agreement may not file an appeal through this policy if the grievance has been processed and not resolved to their satisfaction.

Smoke Free Workplace

1200.17

General Policy:

The Workers' Compensation Board (WCB) "Environmental Tobacco Smoke" Regulation prohibits smoking in the workplace.

This policy applies twenty-four hours a day, seven days a week.

Violation of the WCB Regulation or this policy may result in disciplinary action.

Smoking Prohibited:

Smoking is prohibited in all District of Summerland indoor work areas. Smoking will only be permitted in designated areas where other employees or the general public are not subject to second hand smoke.

Smoking is prohibited in all District of Summerland vehicles.

Adopted: November 26, 2007

AQUATIC DEPARTMENT- RECERTIFICATION FEES

1200.18

In order to keep its staff at the highest level of competency; The District will provide recertification costs for all permanent part-time and full-time aquatic staff.

1. Aquatic Department employees are eligible for paid recertifications after completing 12 consecutive months of part-time or full time work at the Summerland Aquatic & Fitness Centre.
2. Recertification course fees will be paid by the Corporation of the District of Summerland for base awards including National Lifeguard Service, Water Safety Instructor, Cardio Pulmonary Resuscitation Level "C" and Lifesaving Instructor. The course costs will be paid for when the District of Summerland has an Instructor Trainer available to offer these courses.
3. The District of Summerland will offer course recertifications once per year. If an employee is unable to attend the specified staff recertification, they will be required to complete recertification at their own cost.
4. Aquatic employees who have not completed the 12 month eligibility period may choose to attend staff recertification and pay a reduced rate.
5. British Columbia Recreation and Parks Association's renewal fees will be paid by the District of Summerland for Aquatic Fitness Instructors that have held the award successfully for 12 months. Obtaining and paying for required credits is the responsibility of the employee.

Continuing Education Program

1200.19

The District is committed to the development of a skilled and motivated workforce. Staff development is seen as a vital aspect of the growth and effectiveness of both the individual employee and the District as a whole and is designed to assist staff to meet new workplace demands.

Eligibility

1. This policy is addressed to the following C.U.P.E. positions: Inside Employees Classification 2,5,7,9,10,11,

Recognized courses of study

2. Recognized courses of study are those courses that lead to a recognized qualification, such as Local Government Administration Certificate, Business Administration Certificate, Professional Accounting body (CGA, CMA) study program from a recognized institution such as Canadian Colleges and Universities taken by face to face instruction, distance learning or web-based learning.

Application for approval

3. Eligible staff members wishing to participate in the Staff Education Scheme should apply in writing at least one month before the course commences. The head of Department and the Human Resources officer must approve the request.

Awarding Salary Increment

4. An increment should be awarded if a staff member has completed the educational requirement and possesses the experience of a certain eligible classification and has been assessed as satisfactory. The increment will take the form of change of classification as detailed in schedule B.

New Employee

5. All newly hired employees will be awarded the increment after one year if they already possess the educational requirement for the next eligible position and performance has been assessed as satisfactory and they possess other relevant work experience

Schedule Educational Requirement

Accounting Staff			
Class Specification	Experience	Qualifications/Education	Pay Grade
Intermediate Accountant	Minimum of four years of progressively responsible accounting experience with a minimum of one year at a junior accountant level	Achievement of CGA level 3 or equivalent	11
Junior Accountant	Minimum of three years of progressively responsible accounting experience with a minimum of two year at an assistant accountant level.	Level 2 of CGA plus financial accounting 3 or equivalent program	9
Irrespective of qualifications, a position must be open in one of the accountant categories for employees to be remunerated at the pay grades indicated. Or			
Accounting Assistant I	Minimum of one year or greater of relevant accounting experience	Level 1 of CGA plus financial accounting 2 & Management Accounting 1 or equivalent program	7
Accounting Clerk II	Minimum of one year or greater of relevant accounting experience	Level 1 of CGA or equivalent program	5
Accounting Clerk		Grade 12 plus financial accounting 1 of CGA or equivalent	3
Within the Accounting Clerk/Assistant classification, employees will be remunerated for their educational training qualifications, subject to possession of required experience.			

Administrative Staff –All Department			
Class Specification	Experience	Qualifications/Education	Pay Grade
Administrative Coordinator	3 years relevant experience	Office administration certificate or local government administration certificate plus 4 office administration courses.	7
Secretary I	1 year relevant experience	Clerk typist requirement + Business Communication 1, Records Management Information Technology or equivalent, such as 4 courses under the local government administration program	5
Clerk Typist		Grade 12 , Keyboarding Word Processing 1 and II	3
Within Clerk/Secretary/Administrative Coordinator classification, employees will be remunerated for their educational training qualifications, subject to possession of required experience.			

Development Services –			
Class Specification	Experience	Qualifications/Education	Pay Grade
Administrative Coordinator Development Clerk		Office administration certificate or local government administration certificate plus 4 office administration courses. Or BCIT Building Code Housing course (Part 9 BC Building Code Exam Completion plus six months plan checking experience)	7

**Schedule
Educational Requirement (continue)**

Development Services (Continue)			
Class Specification	Experience	Qualifications/Education	Pay Grade
Secretary I		Clerk typist requirement + Business Communication 1, Records Management Information Technology or equivalent, such as 4 courses under the local government administration program	5
Clerk Typist		Grade 12 , Keyboarding Word Processing 1 and II	3
Within Clerk/Secretary/Administrative Coordinator classification, employees will be remunerated for their educational training qualifications, subject to possession of required experience.			

Safety Protective Footwear Allowance

1200.20

The District is committed to the safety of its worker and wants to ensure that employees have access to good quality protective footwear.

1. This policy applies to all employees whose work requires wearing protective footwear by Occupational Health and Safety regulations.
2. Employees whose position requires safety footwear will be entitled to a \$75.00 reimbursement per twelve month period towards the purchase of protective footwear.
3. For reimbursement, employees must submit the original receipt as proof of purchase.
4. Reimbursement criteria:
 - a) The cost of the safety footwear must be \$75.00 or greater.
 - b) Safety footwear must be CSA approved and display the green CSA triangle.
 - c) Safety footwear must cover the ankle.
 - d) Safety footwear purchased must meet all criteria to be reimbursed.

Employee Computer Purchase Plan

1200.21

The District wishes to encourage the proficiency of its employees in the use of personal computers by offering an interest-free loan program to employees for the purchase of a personal computer, software, and peripherals. It will be a benefit to the District to have employees that are proficient in the use of personal computers,

Eligibility

1. Full-time employees and regularly scheduled part-time employees who work a minimum of 900 hours per year and have at least one full year of service are eligible. An employee may have only one outstanding loan through this policy at a time.

Loan details and Payment Plan

2. Loan details and payment plan are as follow:
 - a) The loan amount is up to 75% of the full purchase price of a computer including software and peripherals to a maximum loan of \$2,000.00.
 - b) The amortization period will be for a maximum of two years.
 - c) Payment is made through automatic by-weekly equal payroll deduction for a maximum of 52 pay period.
 - d) The employee must sign The Employee Computer Purchase Plan form. (Schedule B)
 - e) The balance of the loan is due upon termination of employment with the District.
 - f) The District retains ownership of the equipment until the loan is paid in full.

Unpaid absence from work

3. In the event of an unpaid leave of absence, extended sick leave, or temporary lay off, the employee must make arrangements with the Finance Department for regular payments by way of post-dated cheques prior to commencement of such event otherwise payment of the balance is due in full.

Adopted:

1200.22

VEHICLE USE

The District of Summerland recognizes that the cost to operate District vehicles and equipment (District vehicles), and the liability associated with their use, are borne directly by the District taxpayers who expect to see them used appropriately, and in a legal and safe manner.

REGULATIONS

Driver Responsibilities:

1. District vehicles may only be driven by employees of the District unless otherwise approved by the Department Head.
2. Drivers must have an appropriate and valid driver's license for the type of vehicle being driven.
3. Drivers must notify their Department Head of any medical or other reasons that may limit their ability to drive or if their driver's license ceases to be valid.
4. Operation of a District owned vehicle is prohibited where the person in care and control of the vehicle has used any substance that may impair the operator or may have an effect on the safe operation of the vehicle.
5. Drivers must operate the vehicles in accordance with the Motor Vehicle Act, WorkSafeBC, and District policies.
6. Parking tickets, traffic violations, and related assessments shall be the responsibility of the Driver involved.
7. All accidents involving District vehicles must be immediately reported to the Department Head. An accident report shall be promptly submitted to the Chief Administration Officer with copies to the Department Head and the Director of Finance.
8. Drivers must ensure that District vehicles left unattended are parked legally, locked, and not left with the motor running.
9. Vehicles are to be washed when required and the inside kept neat and clean.

Vehicle Use:

10. District vehicles are to be used for District approved business only.
11. Department Heads may approve use of District vehicles, outside of regular hours of operation, in instances where the Department Head deems it is necessary for operational efficiencies or business requirements.
12. Non-routine use of a District vehicle, such as a spouse accompanying a staff member to a conference, must be pre-approved by the Department Head and the Manager of Corporate Services must be notified to ensure proper insurance coverage is in place.
13. Smoking is prohibited in all District vehicles.
14. Staff whose duties necessitate use of a District vehicle may stop for minor convenience purposes.
15. A spouse or child may be a passenger in a District vehicle while the staff member is going to or coming from work, provided they are dropped off as soon as possible.
16. Staff may not use their personal vehicle for District business if there is a District vehicle available, unless approved by the Department Head.

1200.23

CHRISTMAS CLOSURE POLICY

POLICY STATEMENT:

The District of Summerland offices will be closed during the Christmas season.

REGULATIONS:

1. The District of Summerland Municipal Hall, Recreation and Public Works offices will remain closed to the public between Christmas and New Years' Day. Employees may take vacation, accumulated time off, banked time or leave without pay during this closure.
2. Recreation facilities will continue operation, as scheduled.
3. Outside crews will be required to provide essential services during this time. If crew members are required during regular working hours, sufficient employees will be called back to work at regular pay.
4. Tax and utility bill payments received on the first working day following the Christmas closure will be credited as December 31, for the purpose of calculating interest or penalties.
5. Notice of the office closure shall be placed in the local paper one week prior and posted on the District's website and notice board.

Adopted: March 22, 2010

EMPLOYEE SAFETY INCENTIVE POLICY

Number 1200.24

POLICY STATEMENT:

The objective of this policy is to recognize and reward employees who perform their jobs in a safe manner and/or submit safety related suggestions, safety slogans or identify safety hazards.

APPLICATION:

This policy applies to all full time municipal employees.

REGULATIONS:

1. Departments are encouraged to nominate an employee that has demonstrated exemplary safety measures. A letter with the employees name and the reason why they are being nominated will be submitted to the Joint Occupational Health & Safety Committee, including employees who submit safety related suggestions, original safety slogans or identify safety hazards.
2. The committee will then select a winner on a quarterly basis and that employee will receive a gift certificate and a letter of recognition from the department manager. The District of Summerland will provide a \$50.00 contribution on a quarterly basis to cover the cost of the gift certificate.
3. There shall be no exceptions or changes to this policy without the written authorization of the C.A.O.

Adopted: February 13th, 2012

THE CORPORATION OF THE DISTRICT OF SUMMERLAND
EMPLOYEE COMPUTER PURCHASE PLAN
Schedule B

Payroll Deduction Direction and Authorization

The undersigned employee has contracted with The Corporation of the District of Summerland to purchase certain computer equipment and wishes to pay for said equipment pursuant to payroll deduction plan offered by The Corporation of the District of Summerland.

This letter is your irrevocable direction and authorization to deduct the sum of \$_____ per pay period for a total of ____ (52 Max) pay periods or until the sum of \$_____ (\$2,000 maximum) is paid in full.

The undersigned employee understands and agrees that the following terms and conditions shall apply to the payroll deduction plan:

- (a) The payroll deduction is available to full-time and regularly scheduled part-time employees.
- (b) Payment through the payroll deduction plan is available to 75% of the full purchase price or any lesser balance thereof after cash payment with the balance being amortized over two years.
- (c) In the event of an unpaid leave of absence, extended sick leave, or temporary layoff, the employee may make arrangements with Financial Services Department for regular payments by way of post dated cheques prior to commencement of such event otherwise payment of the balance is due in full. In the event of termination of employment, payment in full of the balance outstanding shall become due and be paid prior to termination.

THE EMPLOYEE HEREBY IRREVOCABLY ASSIGNS OWNERSHIP OF THE EQUIPMENT FINANCED HEREIN TO THE CORPORATION OF THE DISTRICT OF SUMMERLAND UNTIL SAID EQUIPMENT HAS BEEN PAID IN FULL.

_____ Employee Name (print)	_____ Employee's Signature	_____ Date
_____ Approved		_____ Date
Total Value _____	Payroll Deduction _____	
Loan _____	Deposit _____	

Appendix A

	Work Related Offense	First Offence	Second Offence	Third Offence
1.	Absent without authorization (less than 3 working days)	Written Warning	3 Day Suspension	Discharge
2.	Absent without authorization (3 working days or more)	3 Day Suspension	Discharge	
3.	Leaving work early without authorization	Written Warning	1-3 Day Suspension	Discharge
4.	Leaving work area without authorization or just cause	Written Warning	1-3 Day Suspension	Discharge
5.	Reporting to work late without authorization or just cause	Written Warning	1-3 Day Suspension	Discharge
6.	Refusing to cooperate with others which could result in discontent or interferes with operating and safety procedures	Written Warning	3 Day Suspension	Discharge
7.	Deliberate failure to complete assigned work without just cause	1 Day Suspension	3 Day Suspension	Discharge
8.	Insubordination (notes), including refusal to carry out legitimate	3 Day Suspension	Discharge	
9.	Failure to achieve and/or maintain a reasonable level of work	Written Warning	1-3 Day suspension	Discharge
10.	Willfully defacing, damaging, abusing or interfering with employer property, or operations	3 Day Suspension	Discharge	
11.	Negligent or careless behavior resulting in:			
	A. No damage or injury	Written Warning	3 Day Suspension	Discharge
	B. Minor damage	Written Warning	3 Day Suspension	Discharge
	C. Major damage	3 Day Suspension	Discharge	
	D. Injury	3 Day Suspension	Discharge	
12.	Sleeping when expected to be performing duties	Written Warning	3 Day Suspension	Discharge

	District Policy Violations	First Offense	Second Offense	Third Offense
1.	Unacceptable behavior, i.e. indecent conduct, threatening bodily harm, harassing another employee etc.	Written Warning	3 Day Suspension	Discharge
2.	Fighting;			
	Involving another employee	3 Day Suspension	Discharge	
	Involving a Foreman or person of higher ranking personnel	3 Day Suspension	Discharge	
	Involving Non-District personnel	3 Day Suspension	Discharge	
3.	Gambling involving the use of money	Written Warning	1-3 Day Suspension	Discharge
4.	Suspected of being under the influence of alcohol or a prohibited substance when reporting or while at work	1 Day Suspension	3 Day Suspension	Discharge
5.	Consuming alcohol anywhere on District property except when permitted	3 Day Suspension	Discharge	

Appendix A(continue)

Safety Rule Violations		First Offense	Second Offence	Third Offense
1.	Failure to observe safety rules	Written Warning	1-3 Day Suspension	Discharge
2.	Failure to report injuries or accidents as soon as reasonably possible	Written Warning	1-3 Day Suspension	Discharge
3.	Failure to provide evidence or knowingly giving false evidence when where accidents are being investigated	3 Day Suspension	Discharge	
4.	Unauthorized starting, running or stopping of equipment except in an obvious emergency	Written Warning	1-3 Day Suspension	Discharge
5.	Creating or contributing to unsafe or unsanitary conditions on Municipal premises	Written Warning	1-3 Day suspension	Discharge

Illegal Offenses		First Offense	Second Offense	Third Offense
1.	Bringing into the workplace, or found in possession of while in the Workplace, alcohol or a prohibited substance	1 Day Suspension Where quantity and/or purpose warrant, discharge may occur on first offense	3 Day Suspension	Discharge
2.	Encouraging, inciting, actively participating in, or agitating others to participate in illegal acts such as work stoppages walkouts, slowdowns, strikes or other acts prohibited by law	3 Day Suspension	Discharge	
3.	Altering, forging or falsifying Company, Medical or W.C.B. forms	3 Day Suspension	Discharge	
4.	Theft , or the unauthorized taking of Company property or items belonging to other persons	Written Warning	1-3 Day Suspension	Discharge

Suspension Whenever an employee receives a 1 Day Suspension or greater, his/her Departmental Supervisor will meet with the employee and advise of the unacceptable record and of the consequences of continued unacceptable acts. The conversation is to be confirmed by letter.

Discipline Record Whenever a 12 month period occurs between two instances of applied discipline, then the employee's disciplinary record will begin anew. The exception to this shall occur when the offence is of a serious nature i.e., insubordination, major negligence, fighting, and offences in group D.

Culminating Incidents Whenever 4 instances of discipline occur within a 6 month period the employee may be discharged provided each instance including the final one warrants discipline by itself.

Appendix A (continue)

Discipline	The discipline imposed must be appropriate to the offence, discipline is to be used as a tool for developing good employees. Discipline that does not match the offence can destroy its intended purpose.
Guide	The recommended disciplines that appear in the schedule are to be used as a guide only and should be considered a <u>minimum</u> rather than a maximum. Suspensions of greater than 3 days prior to discharge may be warranted. The guide is not to be assumed to be the total list. Discipline may be imposed for offences not included.
Progression	An employee's previous discipline record must always be considered when dealing with a current record. Discipline applied for offences in the past in any one group (A, B, C, or D) must always be equal to or greater than the discipline applied for the most recent offence in the same group except in extenuating circumstances. Discipline applied may also be increased by previous discipline applied for offences in a different group.
Insubordination	Insubordination occurs when an employee willfully disobeys or disregards a superior's legitimate directive. Abusive language by employees toward supervisors and others may also be considered insubordination.

Exempt Staff Personnel Policy Index

<u>POLICY NUMBER</u>	<u>TITLE</u>
1210.1	Job Descriptions
1210.2	Salary Administration
1210.3	Vacations
1210.4	Benefits
1210.5	Sick Leave
1210.6	Leaves
1210.7	Performance Evaluation
1210.8	Discipline & Termination
1210.9	Cost of Living Increase

JOB DESCRIPTIONS

1210.1

A job description is required for each exempt staff position. Each job description shall be reviewed on an annual basis to ensure it is current and meets the objectives of the District.

1. The Chief Administrative Officer is responsible to ensure job descriptions are current for each exempt staff. Where staff are not supervised directly by the C.A.O., the C.A.O. is required to delegate that responsibility to respective senior managers.
2. The Chief Administrative Officer is responsible to ensure job descriptions are reviewed on an annual basis as part of the annual performance appraisal process for exempt staff.

SALARY ADMINISTRATION

1210.2

Purpose and Objectives

The purpose of this policy is to assist the District to formulate and apply equitable salary administration decisions for exempt staff of the District of Summerland.

Fundamental to the effective and equitable administration of salaries is a current, accurate position description.

Therefore, position descriptions and classification decisions should be reviewed by Council whenever:

- a) a new position is created
- b) a significant change occurs in duties, responsibilities or reporting relationships
- c) a position becomes vacant

The C.A.O shall review all exempt staff job descriptions once a year during the performance evaluation.

Definitions

Special terms used in this policy are defined as follows:

Salary Grid: A document setting out the Pay Grades and Salary Ranges, together with a listing of the classified positions to which the Salary Grid applies (Appendix A).

Pay Level: A pay level, within which all positions are judged to be equivalent, based on the application of the District's Job Evaluation system.

Salary Grade: The dollar value attached to a particular job, expressed as the range minimum (the rate typical of entry or recruitment rates for similar jobs in the District's reference market) and the range maximum (the rate typically paid for fully experienced staff) as follows:

Grade 7	105%	
Grade 6	102.5%	
Grade 5	100%	24 months
Grade 4	97.5 %	18 months
Grade 3	95%	12 months
Grade 2	92.5%	6 months
Grade 1	90%	Starting

Market Salary Adjustment: The amount by which the salary range, or an employee's salary, may be adjusted to recognize changing economic conditions and to permit the District to compete effectively in the recruitment and retention of qualified, competent and committed staff. Council may

approve market salary adjustments in accordance with the budget process.

Merit Salary Adjustment: A percentage increase to an employee's salary in recognition of assessed levels of performance which are deemed to be "fully satisfactory" or better.

Employee in Development: Usually a new employee who has not reached grade 5 (100%) on the grade scale.

Salary Grid

1. The Salary Grid will cover a period of three years.

Salary Range Administration

2. No employee's salary shall exceed the maximum of the range for the job to which the employee has been appointed. No employee's salary may be established below the minimum of the salary range for the position to which the employee has been appointed.

Salaries on Appointment

3. When an employee is appointed to a position, that person's salary shall be established at not less than the minimum of the range for the job to which the employee has been appointed.
4. In recognition of particularly relevant additional experience, the employee may be appointed at a rate above the minimum of the range, with careful consideration, however, for salary relativity's within the appointee's work unit specifically, and within the District, generally.
5. The amount of the appointee's salary shall be determined by the C.A.O., upon recommendation by the Supervisor, but the recommended salary shall normally not exceed Grade 3 (95%) of the salary range for the position.
6. In the case of an appointee who will report directly to the C.A.O., the appointment salary shall be determined by the C.A.O. The appointment salary shall normally not exceed Grade 3 (95%) of the salary range for the position.
7. Where it is deemed necessary to establish an appointee's salary above Grade 3(95%) of the salary range for the position, the C.A.O. shall review the matter, and, if acceptable, shall make a recommendation to Council who shall have approval authority in such instances.

Salaries on Promotion

8. Where a District employee is promoted to a job with a higher pay range, the employee will be eligible for an increment effective the date of the promotion. The employee will start at Grade 3 (95%) of the salary range for the new position.

Salaries on Promotion (Acting Incumbency)

9. Should the District appoint a staff member to temporarily undertake the duties of a position in which the maximum of the new range exceeds the maximum of the range for the staff member's regular position, the District shall increase the salary to Grade 3 of the level of the new position provided the following conditions apply:
 - i. the period of appointment must exceed, or be reasonably expected to exceed 30 calendar days ;
 - ii. the staff member must perform the substantial portion of the duties of the position to which he or she has been temporarily promoted.

Council Approval

10. Market salary adjustments may be approved in accordance with the District's procedure where the C.A.O. recommends any market adjustments to Council for approval.
11. Merit salary adjustments shall be reviewed by the C.A.O. and approved by Council.
12. Funds for salary adjustments (Market and Merit) for employees are subject to the budget approval process by Council.

Salary Market Review

13. Salary ranges attached to each position at the District will be reviewed every three years in response to external influences (market, economic, etc.). The C.A.O. will prepare a new salary grid based on the market review. The Salary Grid will cover a period of three years.

Salary Market Adjustment

14. Salaries for each position will be adjusted if performance evaluation was satisfactory and where it is deemed appropriate, fiscally responsible and fiscally possible. Should unique market conditions indicate that the market salary level differs substantially from salary ranges for other positions in the same Pay Grade, the C.A.O., may, at her or his discretion, recommend that District Council establish an exception to the District's Salary Ranges.
15. There shall be no market adjustment to the actual salary of an employee whose performance evaluation was less than "Fully Satisfactory".

16. Amounts of Merit Salary Adjustments

Salaries may be adjusted within the following parameters:

- a) "Fully Satisfactory" Performance: The salary of an employee, whose performance is assessed as "Fully Satisfactory", will be recommended for the next grade 5 increase

level proposed by the grid.

- b) "Superior" Performance: The salary of an employee, whose performance is assessed as "Superior", will be recommended for the next grade 6 increase level proposed by the grid.
 - c) "Outstanding" Performance: The salary of an employee, whose performance is assessed as "Outstanding", will be recommended for the next grade 7 increase level proposed by the grid.
 - d) Assessed Performance as "Unsatisfactory" or "Below Expectations": There shall be no merit adjustment to the salary of an employee whose performance is assessed below the "Fully Satisfactory" performance category, until such time as that employee's performance is assessed as "Fully Satisfactory" or better. At that time, at the discretion of the Manager with approving authority, an adjustment may be made. There shall be no retroactivity in any such adjustments.
17. All proposed merit salary adjustments shall be reviewed by the C.A.O. to ensure equity and consistency in the District's merit assessment process. The C.A.O. shall make a recommendation to Council.
18. Salaries of employees in development or those failing to meet the performance standard of "fully satisfactory" will be reviewed every six months until they reach Grade 5 (100%) or performance is upgraded to "fully satisfactory". The direct supervisor will make a recommendation to the C.A.O. based on a performance evaluation. Employees in development are not entitled to merit or market adjustment until they reach Grade 5 (100%).

VACATIONS

1210.3

Vacations are provided to ensure staff productivity and health is maintained at a maximum.

1. On December 31st of each year, employees are credited with a year of service regardless of when employment commenced during that year
2. On their first year of employment, employee vacation time will be prorated by the number of months of employment from the official date of employment to 31 December. The month of employment is considered a full month of employment.
3. Employees will be entitled to vacation time based on their years of service as follows:

Years of Service	# of days
During the 1st to the 5 th year of service	15 days
During the 6 th to the 10 th year of service	20 days
During the 11 th to the 15 th year of service	25 days
During the 16 th to the 20 th year of service	30 days
After the 20 th year of service	30 days plus one additional day of vacation per year of service over 20 years to a maximum of 5 additional days .

4. Exempt staff are allowed to accumulate up 40 vacation days.
5. Vacation accrual for exempt staff will cease and entitlements will be frozen if an absence, for any reason, of more than one hundred and eighty (180) calendar days occurs.

The following clause was added August 13, 2007:

6. The Chief Administrative Officer and Deputy CAO shall not be away from their duties at the same time.

Adopted: November 28, 2005

Amended: August 13, 2007

BENEFITS

1210.4

Benefits form part of the compensation package for eligible staff and generally serve as insurance that a staff member's earning power is not radically affected due to health reasons.

- 1 All staff are subject to the mandatory deductions required through government legislation or court order. Permanent full-time staff are eligible for and must participate in the mandatory benefits listed below.

Benefit	Employer Contributions
Medical Service Plan	100 %
Group Life Insurance & A. D & D *	100%
Long Term Disability Plan	100%
Dental Plan	100%

* A.D.& D Accidental Death and Dismemberment

- 2 Participation in the Municipal Pension Plan is mandatory and is regulated by the BC Municipal Pension Plan Policies and Statutes.
- 3 Eligible staff will commence participation in the benefit plan as regulated by the insurer.

SICK LEAVE**1210.5**

1. Sick leave with full pay shall be available to all exempt staff for up to six calendar months following an onset of illness or injury.
2. In the event of illness or injury occurring prior to the last day of employment, the employee benefits will extend beyond the last day of employment to the maximum of six months following the onset of injury or illness.
3. Exempt Staff with no sick days in the twelve months preceding November 30 of the current year will receive 2 days in lieu of sick time. These two days are to be taken in the month of December of the current year and cannot be carried over past the month of December of the current year.
4. A medical certificate will be required after five consecutive days of absence for sickness.

LEAVES

1210.6

Circumstances may materialize requiring staff to be away from their duties for reasons other than illness, injury or vacation.

1. Temporary leaves of absence with pay will be granted to permanent staff, upon approval of their Supervisor, for the following circumstances:
 - a) Critical illness or death in the immediate family or spouse's immediate family – 3 days; additional days for travel may be granted by the C.A.O. Immediate family includes spouse, child, step-child, parents, guardian, brother, sister, parent-in-law, sister-in-law, brother-in-law, son-in-law, daughter-in-law, grandparent, grandchild, step-parent, foster parent, foster child, aunt, uncle, niece, nephew, and fiancée, son in law, daughter in-law sister in law and brother in-law; An additional 2 days with pay will be granted in the event of the death of an employee spouse.
 - b) Birth or adoption of a child - 2 days.
 - c) Subpoenaed witness or jury duty provided a witness fee is paid to the District.
2. The C.A.O. may grant other compassionate leaves of absence with pay at his discretion. Requests to the C.A.O. will be submitted through the staff member's immediate supervisor.
3. Leaves of absence without pay for up to four (4) weeks may be granted by a Director with a copy to the C.A.O. Requests to the Director will be submitted in writing through the staff member's immediate supervisor. Leaves of absence without pay in excess of four (4) weeks require the written approval of the C.A.O.
4. No request for leaves of absence without pay will be considered until all banked time and vacation has been taken.

PERFORMANCE EVALUATION

1210.7

Purpose

1. The purpose of the performance management program is to evaluate performance. The performance management program requires an annual performance appraisal for each exempt staff position to evaluate employee performance based on the following objectives:
 - a) evaluate employee performance
 - b) communicate employer expectations and standards
 - c) ensure plans and goals are mutually set to achieve corporate objectives and to develop employee skills
 - d) provide feedback to employees on performance and improve two-way communication
 - e) provide systematic, objective feedback on employee performance to support promotion, appointment and termination decisions.

All District staff shall have their performance reviewed before the end of the probationary period.

All exempt District staff shall have their performance reviewed before the end of the probationary period determined, every six months before a change in pay grade, and annually by November 30.

Procedure

12. Performance appraisal of the C.A.O., including the appraisal interview and completion of the evaluation form, is the responsibility of the Mayor and Council.
13. Performance appraisal of management staff, including the appraisal interview and completion of the evaluation form is the responsibility of the C.A.O.
14. Performance appraisals of other exempt staff including the appraisal interview and completion of the evaluation form is the responsibility of the immediate supervisor.
5. Following completion of the annual appraisal interviews, the C.A.O. will provide Council with a summary of the appraisal results and recommendations for promotions, actions to be undertaken, recognition, or termination.

Performance and Appraisal Process

6. The process is as follows:
 - a) Each Reviewing Supervisor initiates and has each employee reporting to him/her complete both the Performance Appraisal and Objectives and Work Plan sections of the review form.
 - b) The Reviewing Supervisor meets with the employee to discuss the assessment and work plan for the next calendar year, documenting adjustments to the assessment and work plan agreed to with the employee.
 - c) Each employee is given 24 hours to review and comment on the assessment and to

- sign and return it to his/her Reviewing Supervisor.
- d) The completed and signed form is forwarded by the Reviewing Supervisor to the C.A.O. for review. This original form is then filed in the employee's personnel file.
 - e) In the case of a disagreement or a dispute between the Reviewing Supervisor and the employee arising from the appraisal process, the matter will be referred to the supervisor's manager and will be resolved in the presence of the Reviewing Supervisor and the employee.

Performance Review

- 7. In narrative form, the employee will provide the following:
 - a) An overall assessment of performance during the previous calendar year, including specific achievements, accomplishments that demonstrate behaviors, attitudes and capabilities consistent with successful performance.
 - b) Major strengths, areas of excellence and activities handled well. Results which have not been met and any aspect of performance which, if not corrected, could hinder success in the current position or future development.
 - c) Adjustments and/or activities which must be undertaken to succeed in the current position and enhance future development.

Performance Appraisal Appeal Process for Exempt Staff

- 8. Where a dispute arises over the interpretation, meaning, operation or application of the District's Performance Planning and Appraisal system, a non-union (exempt) employee may seek redress through this process. Steps on this Performance Appraisal Appeal Process are as follows:

- a) Step One
Within 15 working days of having become aware of the issue to be appealed, the employee shall discuss the issue with the responsible Department Head or with the Human Resources Officer in an attempt to resolve the matter. The responsible Department Head shall respond within five working days.
- b) Step Two
Failing a satisfactory resolution of the matter at Step One, the employee may, within five working days of notification of the decision at Step One, put the appeal in writing. The written appeal should be submitted to the C.A.O.
- c) Step Three
The C.A.O will appoint an *ad hoc* Committee, comprised of the Human Resources Officer and at least one Manager who is a peer of the Department Head from whose Department the appeal originated. This Committee will review the matter and will make a recommendation to the C.A.O. within five days of the receipt of the appeal.

The C.A.O will review the Committee's recommendation and the details of the appeal and will render a decision, in writing, within five working days of the receipt of the Committee's recommendation.

A copy of this decision shall be provided to the Human Resources Officer and to the responsible Department Head.

10. The decision of the C.A.O shall be final and binding.
11. Where an employee reports directly to the C.A.O., the appeal shall be made to the C.A.O. The C.A.O shall consult with relevant stakeholders as appropriate, shall review the matter, reach and communicate a decision, which shall be final and binding. This decision shall be communicated by the C.A.O. to the Appellant, to the responsible Department Head and to the Human Resources Officer within 15 days of receipt of the appeal.
12. The Human Resources Officer shall take any administrative action necessary to permit implementation of the C.A.O.' s decision

DISCIPLINE & TERMINATION – EXEMPT STAFF

1210.8

The District recognizes that discipline and/or termination may be necessary should a staff member not fulfill the requirements of the position and/or their objectives are incompatible with the District. Should such a situation occur all attempts will be made to ensure that the dignity and respect of all parties is maintained through the process and the best possible solution(s) will be strived for by all parties involved.

1. The C.A.O. or his designee has the full authority to discipline or dismiss any member of staff for cause. Terminations will be administered in accordance with established by-laws, collective agreements, and/or legislation or contracts in place. Terminations of exempt staff will require prior consultation with Council.
2. Progressive discipline, with the aim of being corrective in nature, will be used in most cases. The action necessitating discipline will determine the type of discipline applied. (See Appendix A)
3. The staff member and Supervisor must meet to discuss the issues and gather facts. Formal discipline will be documented and placed in the official personnel file. The documents will contain the offence, the corrective action required and the consequence of not following the corrective action. Copies of the disciplinary document will be sent to the staff member, related management staff and the Human Resources Officer.
4. The District may dismiss an employee for just cause and without notice or compensation in lieu of notice.
5. Reasonable notice of termination of exempt staff employed by the District as of April 1, 2011, having served past the probationary period, shall mean the length of notice or payment-in-lieu thereof as follows:

Length of Unbroken Service of Exempt Staff	Length of Notice or Salary in Lieu of Notice
Upon completion of probation up to 9 years employment	1 month per year of employment to a maximum of six months
Upon completion of 10 years employment	8 months
Upon completion of 15 years employment	12 months
Upon completion of 20 years employment	14 months
Upon completion of 25 years employment	16 months
Upon completion of 35 years employment	18 months

6. Length of notice of termination or salary in lieu of notice for exempt staff who commence employment with the District after April 1, 2011 shall be in accordance with the Employment Standards Act of BC or as otherwise negotiated as part of the employee's terms of employment. The District of Summerland must advise the potential employee in writing of the applicable severance policy and the new hire must sign a document that indicates understanding and acceptance of the policy or other negotiated severance agreement.

Adopted: November 28, 2005
Amended: April 11, 2011

COST OF LIVING INCREASE

1210.9

Policy:

The District will be providing a cost of living increase for exempt staff equal to the British Columbia Consumer Price Index in January of each year.

These increases can be withheld by the Chief Administrative Officer at his/her discretion performance in not satisfactory.

Adopted: January 28, 2008

FULL-TIME FIREFIGHTERS - OVERTIME/ BANKED/ STANDBY TIME 1210.10

This policy applies to full-time firefighters and excludes the Fire Chief and the Assistant Fire Chief.

CALL OUT

1. Full-time firefighters reporting for work on the call of the Fire Department at any time other than their regular working hours will be paid a minimum of one hour per call. Overtime shall be calculated from the time the call is received by the employee until released from duty. Overtime shall be calculated in 15 minute intervals rounded up to the next nearest interval.

BANKED TIME ***These policy statements override related District Policies for exempt staff.

2. A maximum of 40 hours may be accumulated in a "Banked Time Account". Hours of banked lieu time cannot be carried forward from one year to another and will be paid out at the end of each calendar year.

3. Any requested time off from the "Banked Time Account" must be approved by the Fire Chief or his designate.

DUTY OFFICER STANDBY

4. Full-time firefighters are required to take on the responsibility of Duty Officer for a minimum of 2,928 hours per year if required and shall be paid:

- a) 2 hours at his/her regular rate of pay for each normal work day on which the employee was on call and also worked his/her regular 8 hour shift.
- b) 2 hours at his/her regular rate of pay for each day of rest or statutory holiday on which the employee was on call.

Approved February 2009

