

PERSONNEL POLICY

DATE APPROVED: **January 13, 1994**

EFFECTIVE DATE: **January 13, 1994** **REVISED:**

POLICY STATEMENT

This policy will apply to all non-unionized employees of the Town.

The Town of Yarmouth shall:

- 1) Provide for adequate working conditions and equipment to enable employees to fulfill their duties as described.
- 2) Hours of Work.
- 3) Establish and/or change office hours as deemed necessary. Effective immediately, normal office hours are 8:30 a.m. to 4:30 p.m., Monday to Friday, inclusive. Employees will be permitted one 15 minutes coffee break between the hours of 9:45 a.m. and 10:45 a.m. and 2:30 p.m. and 3:30 p.m. and one hour for lunch break between the hours of 11:30 a.m. and 1:30 p.m. (The practice of extending the “lunch hour” in lieu of the “coffee break” will continue until further notice).
- 4) Require that all employees dress appropriately and conduct their activities in an acceptable and professional manner and in accordance with good taste at all times.
- 5) Provide Statutory holidays as follows:

New Years Day, Good Friday, Easter Monday, the Queen's Birthday, Canada Day, First Monday in August, Labour Day, Thanksgiving Day, Remembrance Day, Christmas Day and Boxing Day.

Any other day proclaimed as a holiday by the Governor General of Canada, Lieutenant Governor of Nova Scotia, or the Mayor of the Town.

- 6) Provide for two weeks vacation (0.8333 days per month) for all employees with less than three years' service. Provide for three weeks' vacation (1.25 days per month) with pay for all employees with three years but less than ten years' service or four weeks (1.666 days per month) with pay for all employees in excess of ten years' service, and 2.08 days per month for all employees with 25 years of service.

All requests for vacation must be approved prior to May 1st of each year. In the event of a conflict, seniority will be used to determine staff priorities for vacations up to May 1st in any year. Vacations will be scheduled to ensure the work flow is not disrupted or that undue hardship will not be placed on fellow workers. Every effort will be made to ensure employees will be able to take their annual vacations at a time that is most convenient to them.

All vacations must be taken during the current year. A maximum of five days vacation may be carried forward to the next year upon written request and approval of the Chief Administrative Officer. Requests to carry over vacations must be made, in writing, by the first of October in each year.

- 7) Overtime is permitted subject to approval by the employee's immediate supervisor. Pay for overtime shall be at the rate of 1 and ½ times the employee's regular rate. However, whenever possible, employees will be encouraged to take time off for all overtime worked. Such time shall be taken at a time that is convenient for both the employee and Town and in normal circumstances within 30 days of accumulation of the overtime.
- 8) Pay for ½ the cost of fringe benefits associated with employment such as Group Insurance, Pension Plans, as well as statutory deductions. To review and increase the coverage provided as and when necessary to ensure adequate protection for all employees.
- 9) Allow for 1.666 days sick leave per month for each employee and allow employees to accumulate a maximum of 200 sick days and, in the event of serious or prolonged illness, permit the employee to receive full pay to the maximum number of sick days accumulated. Sick time taken in excess of three consecutive days may require a doctor's certificate confirming the employee should not be at work.

Permit employees to receive a cash equivalent of 50% of accumulated sick time at time of retirement.

- 10) Provide training as and when necessary and permit employees to be absent from work with full pay to participate in activities such as study sessions, examinations, etc., and to reimburse the employee for all reasonable cost incurred in such undertakings.

It is agreed and understood that the employees shall remain an employee of the Town for at least one year after completion of advanced training courses.

Require employees to be members of Professional Development Agencies such as the Nova Scotia Association of Municipal Administrators, the

Nova Scotia Association of Municipal Tax Collectors, the Professional Secretaries Association and other professional associations designed to educate and improve the employee's performance in a particular field.

- 11) Evaluate the performance of all employees at least annually and/or more often if necessary to:
 - a) assess performance with reference to the individual's job description;
 - b) establish additional training requirements needed to enable the employee to perform his/her assigned duties;
 - c) reassign duties as and when necessary; and
 - d) establish a basis for salary increases.

- 12) Salary increases will be effective on the first working day of each year and may be equal to the cost of living index and will be increased, if necessary, to ensure the rate of increase will be comparable to those granted to other employees of the Town whose salaries are determined through negotiations.
 - a) salary increases may be granted to those employees who have successfully completed a training requirement. Such salary increases may be done at the normal increase time.
 - b) the salary of any employee who is in receipt of Workers' Compensation as a result of a work-related condition, shall be maintained at his/her normal amount (less Workers' Compensation payments) for a maximum of one year. After one year, the employee shall be entitled to receive salary in accordance with the Town's sick leave provisions.

- 13) The employee's immediate supervisor shall have the authority to discipline any employee as and when necessary to ensure efficient and effective operation of the system. The disciplinary action may include suspension with a recommendation to terminate the services of the employee.
- 14) It will be the policy of the Town to encourage and promote employees from within. Such promotion will depend upon the experience, qualifications and ability of the candidate to fulfill the requirements of the new position.
- 15) Employees will be permitted compassionate leave as follows:
 - a) in the event of the death of the spouse or child of an employee, he/she shall be entitled to a special leave for a period of up to six (6) consecutive calendar days, but such leave shall not extend beyond the sixth day following the date of death;
 - b) in the event of the death of the father, mother, brother, sister, father-in-law, mother-in-law, or relatives of the employee who was residing in the employee's house, or with whom the employee was residing, he/she shall be entitled to a special leave for a period of up to three (3) consecutive calendar days, but such leave shall not extend beyond the third day following the death of death.
 - c) in the event of the death of the grandparents, son-in-law, daughter-in-law, brother-in-law, or sister-in-law, of the employee, he/she shall be entitled to special leave, maximum one day, to attend the funeral.
- 16) It shall be the policy of the Town that all employees who have reached the age of 65 shall resign as employees, effective the last day of the month of the employee's birthday, but may, at the discretion of the Town, be re-engaged on a year to year basis.

GENERAL POLICY STATEMENT

EMPLOYEE EVALUATION

DATE APPROVED: January 13, 1994

EFFECTIVE DATE: January 13, 1994 REVISED:

The Town of Yarmouth wishes to provide a system for the evaluation of its employees' performance to determine and record:

- a) the employee's performance relative to the duties and responsibility of the position he or she is presently occupying;
- b) the objectives of the employee in the performance of his/her duties and responsibilities during the next year;
- c) to evaluate the suitability of the employee for additional responsibilities or promotion;
- d) to assist the employee to achieve and maintain his/her performance potential;
- e) to encourage the employee to consider his/her own performance and set personal performance standards and goals;
- f) to highlight specific requirements for the training and development of the individual.

PERSONNEL MANAGEMENT

EFFECTIVE DATE: Immediately

DATE APPROVED: December 10, 1992

POLICY STATEMENT

The Town of Yarmouth wishes to undertake the development, implementation of a comprehensive program of personnel management.

OBJECTIVES

The purpose of this comprehensive program of personnel management is to develop, implement and maintain policies and procedures which will:

- 1) Promote understanding of the terms and conditions, the requirements and rules governing the employees of the Town of Yarmouth;
- 2) Clarify the authority for and purpose of all unwritten policies currently in use or those new policies required for the effective and efficient operation and administration of the Town of Yarmouth;
- 3) Ensure that consistent, fair and equivalent treatment of all employees of all departments will be attained by reference to, and application of, these policies and procedures;
- 4) Facilitate planning – the collection of these policies and procedures into one document will:

- a) encourage the Town to consider policies and procedures before a problem arises;
- b) enable the identification of gaps in the policy structure;
- c) to find responsibilities and working relationships, through a job description program.

In accordance with this intent, the Town of Yarmouth has “will have”, established policies and procedures on the following functions:

- a) recruitment (the staffing process)
- b) job descriptions
- c) employee evaluations
- d) manpower planning
- e) pre-screening
- f) employee interviews
- g) reference checks
- h) selection process
- i) communication with applicants
- j) orientation program
- k) probationary period

All hirings shall be undertaken in accordance with the respective policies and procedures approved by the Town of Yarmouth. Each employee of the Town who participates in the hiring process shall seek to maintain the principles on equality and merit respecting the selection of staff for all vacancies.

GENERAL – THE STAFFING PROCESS

The Town of Yarmouth recognizes the value of a planned approach to the staffing procedure whereby vacant positions are filled by the most suitably qualified candidates whenever possible. It is the intent of the Town that such candidates shall be attracted, selected, appointed and placed in compliance with the policies and procedures which are from time to time adopted by the Town.

OBJECTIVES

The objectives of the overall staffing policy will be to:

- a) ensure that appointments to a vacant position are made in a fair, consistent manner, recognizing the requirements and characteristics of the position being filled;
- b) ensure the recruitment, interview, selection and orientation process is carried out in a comprehensive, consistent and fair manner;
- c) establish guidelines for the performance of the recruitment, interview, selection and orientation process.

DEFINITION OF TERMS TO BE SET FORTH IN THIS POLICY

The following “position definition” will apply:

- b) **“a permanent position”** is a position which has been approved by the Town and is provided for in the department as a permanent position and includes seasonal positions;
- c) **“a vacant position”** is a position which has been established and approved in the course of the budgeting process and in which there is currently no incumbent.
- d) **“temporary or casual positions”** is a position which is not a permanent position as provided for in the departmental establishment.

The following definitions of an employee will apply:

- a) **“a permanent employee”** is an individual who has been appointed to a permanent position and who has successfully completed the probationary period of not less than six months continuous service in accordance with the Town’s standard for this position;
- b) **“a casual employee”** is an individual who has been hired to temporarily perform the duties of a permanent or probationary employee on holidays, sick-leave or for a position not regularly scheduled;
- c) **“a temporary employee”** is an individual who is not filling a permanent position as provided for in the departmental establishment;

- d) **“a part time employee”** is an individual who consistently works less than the normal work week and includes seasonal employees. Such employees shall normally be paid on an hourly or daily basis, or equivalent in an annual salary.

- e) **“a probationary employee”** is an individual who has been appointed to a vacant or temporary position and may be appointed as a permanent employee upon satisfactory completion of the required probationary period.

GENERAL STATEMENT OF POLICY – JOB DESCRIPTIONS

The Town of Yarmouth wishes to promote a clearer, mutual understanding between the employee and the employer with the duties and the responsibilities of all positions in the Town. Therefore, job (or position) descriptions for each position in the Town will be developed and maintained by annual reviews.

OBJECTIVES

The objectives of the job description policy will be to:

- 1) identify the responsibility and duties of each employee;
- 2) promote clearer understanding between the employer and the employee of duties and responsibilities for each position;
- 3) provide a basic source of information for other personnel functions including recruitment, training, performance appraisal, and compensation;
- 4) allow Department Heads the opportunity to review the allocation of duties and responsibilities among the different positions in the Department/Town.