

# CENTRAL COAST REGIONAL DISTRICT POLICIES

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## A-29 Personnel Policy

**Purpose:** The purpose of the Personnel Policy is to provide guidance on the general employment practices and conditions at the Central Coast Regional District (CCRD). It is designed to help understand the expectations and obligations of employees and the employer (CCRD).

### 1.0 INTRODUCTION

#### 1.01 Scope

These guidelines cover CCRD employees which are defined below and who maintain a continuous, regular employment status. If there is conflict between this Personnel Policy and any bylaw or employment agreement, the bylaw or employment agreement shall prevail to the extent of the inconsistency.

#### 1.02 Definitions

**Employee** means a person who is employed by the CCRD and includes full-time, part-time, casual, seasonal or temporary employee.

**Full-Time Employee** means a person who is employed to work no less than 35 hours per week and has completed a probation period, if any.

**Part-Time Employee** means a person who is employed to work less than 35 hours per week and has completed a probation period, if any.

**Casual Employee** means a person who is employed on an as-needed and on-call basis to cover absences.

**Temporary Employee** means a person who is employed for a specific project or fixed period of time.

**Seasonal Employee** means a person who is employed on short-term seasonal basis.

#### 1.03 Living Document

The Personnel Policy is a living document and the CCRD (the employer) reserves the right to amend or discontinue any of the information contained in this policy. The CCRD commits to making best efforts to review changes to the Policy with staff prior to implementation. Every Employee is responsible for keeping abreast of any changes in the Policy that are approved by the Board which may affect their areas of responsibilities.

If there are any questions not addressed by the policy, please bring them to the attention of your supervisor or the Chief Administrative Officer (the CAO).

### 2.0 EMPLOYMENT PHILOSOPHY

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### 2.01 Teamwork

The employment philosophy at the CCRD recognizes that both the Employee and the CCRD have rights and responsibilities, and that management and staff must work together as a team to create a positive work environment.

### 2.02 Open Communication

The Employee is responsible to their direct supervisor for the work they do and their supervisor is the person to whom they should go first for information or instruction, or to share ideas, comments or concerns. This rule applies even when the issue is with the immediate supervisor. Most issues can be addressed in this way. However, if the Employee feels that things have not been adequately or fairly addressed by their supervisor and the difficulties persist, the Employee should let their supervisor know and then discuss the matter with the CAO. Provided this process has been followed, the CCRD has an open door policy.

Open communication is encouraged and no Employee will suffer any form of reprisal or retaliation from raising a concern in a professional and respectful manner.

### 2.03 Equal Opportunity Employment

The CCRD is an equal opportunity employer and does not discriminate with respect to race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, s e x , sexual orientation, gender identity or expression, age, or criminal or summary conviction unrelated to employment or intended employment.

### 2.04 Anti-Nepotism

Nepotism undermines a sense of fairness and public trust in local government. The CCRD adheres to the *Human Rights Code* to ensure that family relationships do not unduly or unfairly enhance or restrict a person's opportunity to pursue employment or be awarded government contracts. In the recruitment and hiring process, and in the awarding of contracts, relatives of Employees as well as individuals who reside with Employees will be given the same consideration as other candidates or bidders, subject to the following:

- CCRD Employees must notify their supervisor or the CAO if a direct relative **or an individual they reside with** is seeking employment or a contract with the CCRD or is also already employed by the CCRD;
- No Employee shall participate in or comment on the recruitment or procurement process where the Employee, candidate, or contractor is a relative of **or an individual who resides with** the Employee to avoid favoritism, a conflict or a perceived conflict of interest;
- Employees who are direct relatives **or who reside together** may not be employed together in situations where a reporting relationship exists between one Employee over the other or where one Employee has input or decision-making power over the other Employee's performance evaluation, salary, conditions of work or similar matters; and
- Employees who are direct relatives **or who reside together** may not be employed together in circumstances where the working relationship affords an opportunity for collusion between the two Employees that could have a detrimental effect on the CCRD's interests.

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The above restrictions may be waived or relaxed provided the CAO is satisfied that sufficient safeguards have been put in place to ensure that the CCRD's interests are not compromised.

### **2.05 Harassment in the Workplace**

The CCRD is committed to providing a work environment in which all managers, Employees and elected officials are treated with respect and dignity and can contribute to a productive and professional atmosphere that is free of discrimination, violence or harassment.

Anyone who works for the CCRD who believes that they have been harassed in the workplace may use the procedures outlined in the "*Respectful Workplace Policy – Policy E-8*" available on the CCRD Website at [www.ccrd.ca](http://www.ccrd.ca). It is the responsibility of all Employees to read and understand this policy and to attest to having reviewed it.

## **3.0 EMPLOYMENT AND COMPENSATION**

### **3.1 Orientation**

Immediate supervisors are responsible for conducting an orientation session with all new Employees as soon as practicable upon commencement of employment.

### **3.02 Position Descriptions**

Position descriptions are prepared by the CAO for each position in the CCRD. A Position Description includes:

- a) Position title
- b) General description
- c) Key responsibility areas and tasks
- d) Supervisor of the Position
- e) Key competency and experience and education requirements
- f) Compensation

### **3.03 Probation Review**

Except as set out in an employee contract, the probationary period is three (3) months for a new Full-Time, Part-Time, Seasonal or Temporary Employee. During this period, both the Full-Time, Part-Time, Seasonal or Temporary Employee and the CCRD can determine if the position is a suitable fit. Should the Full-Time, Part-Time, Seasonal or Temporary Employee prove unsuitable, employment may be terminated. Notice of termination of employment, or pay in lieu of notice, will be as per the individual's employment agreement, or in the event there is no agreement, per the *Employment Standards Act*. In exceptional situations a supervisor may extend the probationary period.

### **3.04 Performance Review & Planning**

The CCRD believes that every Employee should have the opportunity to grow and develop at work. The opportunity for growth and development is founded on all of the Employee's interest and abilities, the CCRD's needs, and available resources.

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The Employee and their supervisor will work together to plan their development and will evaluate the Employee on an annual or as-needed basis. It is a two-way process between the Employee and their supervisor and should be viewed as an opportunity for the Employee to know how they are performing and for the CCRD to know how well it is meeting the Employee's needs. Changes to an Employee's scope of duties may be clarified during this evaluation process.

### **3.05 Compensation**

The philosophy at the CCRD is to compensate Employees at a fair and competitive level. A salary range will be set for each position at the CCRD on the basis of a survey of compensation levels for comparable positions in British Columbia local governments similar to CCRD's size and other data such as inflation, cost of living and competitive recruitment factors. The Employee's initial placement in the range will be determined prior to or at the time of employment based on a combination of level of education plus years of experience and the nature of the job requirements. Advancement within the range will be based on increasing experience within the position and satisfactory performance. A review of the salary range rates are to be conducted, at minimum, every three years. Salary adjustments will be based on satisfactory performance and at the sole and absolute discretion of the CCRD.

The CCRD recognizes that from time to time, the Employee may be asked to undertake responsibilities other than those in their own Position Description, such as responsibilities resulting from filling a vacant position, or in other circumstances. In the event this happens, the CCRD will review the increased responsibilities and may, if appropriate, provide the Employee with additional compensation. If it is determined that additional compensation is warranted, the Employee will be provided with a letter or agreement outlining the arrangement.

### **3.06 Professional Associations and Memberships**

The CCRD will pay a Full-Time, Part-Time Employee's membership dues for a recognized professional association if membership is a requirement of their position. Other association membership dues will be paid as approved by the CAO or as established in employee contracts.

### **3.07 Educational Assistance Policy (EAP)**

#### **Policy Statement**

The CCRD is committed to a work environment that encourages continuous learning as a means of maintaining a competent workforce which provides a high standard of service and professionalism to the public.

#### **Purpose**

The purpose of this policy is to provide clear criteria outlining education assistance the CCRD may provide to eligible Employees who wish to undertake relevant continuing education, with the CAO's approval.

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This policy covers both the financial educational assistance and assistance with working arrangements, which may be provided to assist eligible Employees balance the demands of work and further studies.

This policy will differentiate between CCRD required education (and professional development) and Employee initiated education and to what level CCRD will assist, as part of its EAP.

The EAP provides a tool for the CCRD CAO and eligible Employees to assist with supporting academic activities that directly relate to the organization's needs, identified knowledge, skills and behaviours.

The EAP eligibility is **not** an employee benefit, right or entitlement; it is a management program for CCRD and professional development. Participation in the EAP is at the sole and absolute discretion of the CAO.

### **Objective**

The purpose of the EAP will be used when skill gaps for the Employee are evident or identified during the performance evaluation process; or where an Employee has been identified in the organization to potentially fulfill organizational gaps during work place planning opportunities. These gaps or opportunities will be described, and documented in the Employee's professional development work plan and the organization's workforce planning document.

The CCRD recognizes the importance of investing in the learning and development of its workforce to increase Employee engagement, career growth and will provide some financial assistance and other opportunities to Employees who complete pre-approved outside educational course.

There must be a measurable link between the Employee's increased competencies and the organization's workforce planning efforts.

### **Eligibility**

This policy applies to all Full-Time Employees who have successfully completed their probationary period [and have completed X years of service with the CCRD]

### **Originations of Request**

Requests for educational assistance may be initiated by the Employee or management.

Eligible Employees may initiate requests for educational assistance to:

- Maintain/enhance current skills
- Develop new skills/competencies for career development within the organization

Management may initiate requests for educational assistance to:

- Ensure Employees have mandated certification
- Address a shortage of skilled workers in specific areas
- Develop a pool of Employees for succession planning

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- Address performance expectations of the Employee as specified on the performance management development/improvement plan

### **Conditions**

Course must be delivered by a legitimate educational institution, agency or proprietor of continuous learning services. Classroom and e-learning programs through distance learning and correspondence courses are acceptable.

Study, classroom and any required travel time will not be paid time. All study time must also be done during non-work time unless pre-approval from the CAO or direct supervisor is obtained to study on work time.

The course(s) requested must be work-related and consistent with the employee's work development plan, as discussed with and pre-approved by the CAO.

Approval for course funding will be subject to CCRD budget sufficiency and workplace impact, therefore, course planning and pre-approval will be a pre-requisite. Before an employee registers for a course, they must provide a written request and obtain written approval first from their supervisor and then from the CAO. Approval for travel and other course related fees may be reimbursed with the CAO's approval and at the CAO's sole discretion.

### **Where CCRD Pays 100% of Cost**

Where the CCRD requires an eligible Employee to participate in training programs, courses, workshops or attend conferences (with the prior approval of the CAO), the CCRD will pay registration fees and provide reasonable travel, accommodation and meal allowance expenses, in accordance with CCRD policy.

### **Where CCRD Pays a Portion of Cost**

Where an eligible Employee receives pre-approval of the CAO to participate in training programs, courses or workshops relevant to the employee's current position and work development plan will be eligible for partial reimbursement. Courses will be taken on the Employee's own time. The Employee will pay all fees and costs upfront. The Employee may then submit a request a reimbursement of up to 50% of of fees and text books upon evidence of paid registration and proof of purchase; with the remaining reimbursement paid upon proof of successful completion of the course (with a course transcript or workshop certificate showing successful completion).

To qualify for the reimbursement:

1. The Employee must meet this program's eligibility;
2. The course **must** relate to the needs of the CCRD, and
3. The Employee must provide a formal written request to the CAO on the reasons why they wish to take the course, and obtain formal written pre-approval from the CAO
4. The course or workshop must be successfully completed

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In the case of the CAO seeking reimbursement for course related expenses, the above noted guidelines apply and the Board's approval is required.

On completion of the course, the employee must submit a copy of the transcript or completion certificate along with the payment receipt to the Chief Financial Officer (CFO) for reimbursement.

### **3.08 Corrective Action**

Except if otherwise agreed to at the time of hiring, the objective of the CCRD is to hire an Employee for the long term, and the CCRD expects that each Employee will maintain satisfactory performance and conduct themselves in an appropriate and professional manner. However, there are times when there is a need for improvement. This may include on-the-job performance as well as general discipline issues such as harassment, general conduct and work habits. For further information, refer to the *Respectful Workplace Policy E-8* on the CCRD website at [www.ccrd-bc.ca](http://www.ccrd-bc.ca).

### **3.09 Internal Postings**

The CCRD will provide an opportunity for current Employees to apply for non-management positions before recruiting someone from outside the CCRD by posting vacancies in the CCRD Office. Management positions will also be posted however concurrent recruitment will take place. Internal applicants with the necessary qualifications and experience will be interviewed for suitability for the position. If an Employee is successful in being selected for the new position, they will be required to serve a probationary period of three months. The Employee's supervisor will conduct a performance evaluation for him/her upon completion of the probationary period.

The vacated position will not be held open during the probation period in a new position unless it can be done so without impact on business operations. There is no obligation for the CCRD to allow Employees to return to their prior position; however the employer will endeavour to provide that opportunity during the probationary period.

### **3.10 Personnel Service – Milestone Recognition**

#### **Purpose**

To provide an opportunity for the CCRD to honour Employees who have reached a years of service milestone or retirement.

#### **Recognition**

Employees will be recognized by the CAO with an annual letter for their years of service and for milestones, will be presented with a certificate and a cheque/gift of equal value at the Employee's option.

Upon reaching a years of service milestone below, Employees will be presented a Years of Service certificate or retirement certificate, as well as a cheque or gift of equal value at the employee's option in the corresponding amounts:

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- Five years of service \$ 50.00
- Ten years of service \$100.00
- Fifteen years of service \$150.00
- Twenty years of service \$200.00
- Twenty-five years of service \$250.00
- Retirement \$ 30.00 per year of service

## **4.0 EMPLOYEE BENEFITS AND PENSION PLAN**

### **4.01 Summary**

Full-Time Employees are eligible to participate in the CCRD benefits and pension plan. A summary of benefits is below. For further details, please refer to the benefit booklets from the benefit provider, available from the CFO, or on-line.

### **4.02 Pension Plan**

Participation in the BC Municipal Pension Plan is mandatory for all regular, Full-Time Employees. Full-Time Employees shall complete their probationary period prior to being enrolled in the pension plan. Approval of the CAO is required to move it to an earlier date. Rates are set by the BC Municipal Pension Plan. Check the Municipal Pension Plan website at [mpp.pensionsbc.ca](http://mpp.pensionsbc.ca) for further information.

### **4.03 WorkSafeBC**

If an Employee suffers an injury or illness while at work and cannot perform any or all of their duties, they may be covered under WorkSafeBC. The amount the Employee will receive and the length of time the benefit will be paid depends on WorkSafeBC's adjudication of their claim, their salary and the degree of their injuries or illness. If an Employee is injured on the job, first seek medical attention if required and let their supervisor know as soon as possible.

If an Employee is entitled to WorkSafeBC benefits, the benefits will be paid directly to them and the CCRD will maintain benefits during compensable leave. For additional information check out the WorkSafeBC website at [www.worksafebc.com](http://www.worksafebc.com).

### **4.04 Group Benefit Plans – 100% CCRD Premium Paid**

The CCRD's obligation to provide coverage is limited to eligible Full-Time Employees, probationary time and enrolment assessment which is at the benefit carrier's discretion. Currently the CCRD pays 100% of benefit plan premiums. This will be reviewed periodically for changes in rates and adjusted accordingly. In future, eligible employees may be required to pay a portion of the premium. The CCRD's obligation under this section is not to be or to act as a self-insurer for benefits. The CCRD makes the benefit plan available for eligible employees and, where applicable, will pay premiums to an insurance carrier of the CCRD's choice. All decisions regarding eligibility and coverage shall be made by such insurance carrier and therefore the CCRD will not be responsible or liable for such decisions. Particulars associated with specific insurance providers are at the discretion of the provider and may change without notice. Benefits are arranged with the assistance of benefit providers. Additional information and further details can be found at benefit provider's website.



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### **Medical Services Plan**

Provides coverage for Medical Services as a taxable benefit. Employees are eligible to participate following successful completion of their probationary period. Original invoices from the Province are presented to the Regional District for payment directly to the Province. Reimbursement for fees will not be made to an employee.

### **4.05 Benefits if an Employee Leaves the CCRD**

All benefits cease if you are no longer working for the CCRD, however, there may be conversion privileges for life insurance and pension portability options. Please refer to your benefit booklets or contact the benefit provider.

## **5.0 ABSENCES FROM WORK**

### **5.01 Leave of Absence**

There are a number of leaves of absence that may apply to Employees as set out in the *Employment Standards Act*. Any changes in the Act will automatically take effect at the CCRD. Requests for leaves of absence must be in writing and be pre-approved by the CAO or the Board of Directors.

### **5.02 Benefits While on Leave of Absence**

Benefits, such as life insurance, dental and extended health, may continue during a leave of absence as governed by the *Employment Standards Act* and/or the terms and conditions of the contracts between the CCRD and the benefit carriers. In situations where benefits can be continued, eligible employees may be required to pay any premiums required by either a lump sum payment before the period of leave begins or by providing a series of post-dated cheques to the CCRD.

### **5.03 Vacation Leave**

Full-Time, Part-Time, Seasonal or Temporary Employees will be entitled to annual vacation as per the table below, unless otherwise determined through an employment contract with the CCRD. Casual Employees will accrue vacation pay as set out in the *Employment Standards Act*, which pay will be paid out bi-weekly during the course of the CCRD's regular payroll cycle.

The CCRD strongly encourages and expects employees to use their annual vacation in the calendar year in which it is earned and every effort will be made to accommodate vacation requests. Every year, employees must use the minimum vacation entitlement required by the *Employment Standards Act*. For any additional vacation time over and above the minimum standard that is not taken by the end of the calendar year, the accrued and unused time will be paid out to the employee at the end of the year or at the end of employment.

DURING	VACATION ENTITLEMENT BASED ON FULL YEAR'S SERVICE
Up to Dec 31st of Year 1	Prorate to 2 weeks equivalent (10 working days)
Year 1 to Year 2 inclusive	2 weeks (10 working days)

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Years 2 to 5 inclusive	3 weeks (15 working days)
Years 6 to 10 inclusive	4 weeks (20 working days)
Years 11 to 15 inclusive	5 weeks (25 working days)
Year 16 +	6 weeks (30 working days)

Written requests for vacation entitlement to be carried forward to the next year may be considered only in special circumstances and must be approved by the CAO, or by the Board if the CAO is making the request.

Unless there are special circumstances, vacation schedules should be established early in the year. Vacation requests are to be made in writing to the employee's supervisor. While the CCRD will endeavor to accommodate requests, changes may need to be made to ensure there is adequate coverage in the employee's department and that key responsibilities are covered. Final approval of vacation time will rest with the CAO.

Policy A-2 Office Hours & Period of Closure indicates the CCRD Office is closed between December 24<sup>th</sup> and January 1<sup>st</sup> each year and employees wishing to take time off during this period must use their vacation time. Employees wishing to work during this time may do so with the approval of the CAO. If the employee is out of vacation, they will be considered as being on an approved absence without pay while the office is closed.

Should an Employee leave the employment of the CCRD, the Employee will be paid for any unused vacation time.

## **5.04 Public Holidays**

The CCRD recognizes the following public holidays:

New Year's Day	B.C. Day
Family Day	Labour Day
Good Friday	Thanksgiving Day
Easter Monday	Remembrance Day
Victoria Day	Christmas Day
Canada Day	Boxing Day
National Indigenous Peoples Day	National Day for Truth and Reconciliation

When a public holiday falls on a weekend, the first week day following the holiday will be taken in lieu of the holiday, unless notified otherwise by the CCRD.

## **5.05 Sick Days**

Employees are entitled to annual and accumulated annual paid sick days. Sick days will accrue at the rate of X [often it is 1.25 or 1.5 days per month, but can be whatever the board desires] per month to a maximum of X days per year. Sick days are to be used for the time an Employee is absent from work because they are ill or injured. Employees must provide their direct supervisor or the CAO with advanced notice of the need to take sick time, whenever possible. In an emergency, the Employee must make best efforts to notify their direct supervisor or the CAO that they are taking a sick day(s) as soon as practicable. If sick

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leave is greater than 3 days, the Employee may be requested to provide a note from a doctor outlining their medical limitation and restrictions that are preventing them from attending at work and their anticipated date of return to work.

Before returning from sick leave, the CCRD may request that the Employee provide a written note from the doctor stating that they are fit to return to work and/or whether or not they have any medical restrictions or limitations that ought to be taken into account.

See “Employee Benefits” Section or contact the CFO or Finance Manager for information regarding short term and long-term disability plans.

The CCRD will provide no less paid sick days to all Employees than that which is required by the *Employment Standards Act*, which may be amended from time to time.

Employees are not entitled to a payout of any accumulated and unused sick days upon termination of their employment with the CCRD for any reason, including their resignation or retirement.

### **5.06 Bereavement Leave**

In the event of death or life-threatening illness of someone in the Employee’s immediate family, the Employee may take up to 3 days off work with pay. However, the length of this leave may be extended under some circumstances with prior approval from the CAO, with consideration given to travel time involved and the complexity of the situation. Bereavement leave should be taken within a reasonable time period, however, it need not be on consecutive days. The Employee can also choose to take less than 3 days’ leave.

Immediate family is defined as the Employee’s spouse, child, parent, sibling, grandchild, grandparent, parent-in-law, and any person who lives with the Employee as a member of their family. Spouse includes common-law spouses and same sex partners.

Time off *without* pay may be granted in the event of the death of an extended family member or to attend the funeral of another person.

### **5.07 Jury Duty**

Entitlement for “Jury Duty leave” will be as outlined in the *Employment Standards Act*. If the Employee requires this leave they should make a written request to their supervisor at least 4 weeks before the start of their leave.

### **5.08 Maternity Leave**

Entitlement for maternity leave will be in accordance with the *Employment Standards Act*. If the Employee requires this leave they should make a written request to their supervisor at least 4 weeks before the start of their leave.

### **5.09 Parental Leave**

Entitlement for parental leave will be in accordance with the *Employment Standards Act* and is available for either the birth mother or father, or an adopting parent. Should an Employee require this leave they must make a written request to their supervisor at least 4 weeks before

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the start date.

### **5.10 Family Responsibility Leave**

Entitlement for “family responsibility leave” will be in accordance with the *Employment Standards Act*. Therefore, an Employee is entitled to up to 5 days of unpaid leave during each employment year to meet responsibilities relate to

- a) The care, health or education of a child in the Employee’s care, or
- b) The care or health of any other member of the Employee’s immediate family

Employees may be encouraged to use all paid leave entitlement such as vacation time and banked overtime prior to applying for this leave. The Employee and the CAO will collectively determine whether there will be a reduction in pay, time in lieu provisions enacted, or the use of vacation days to offset the time away.

Should an Employee need to take this leave, they should notify their supervisor as soon as possible so that appropriate steps can be taken to cover their absence.

### **5.11 Personal Leave of Absence without Pay**

Permission to take an unpaid personal leave of absence may be granted on approval and at the discretion of the CAO providing the leave does not conflict with the business and scheduling needs of the CCRD. Employees will be required to use all paid leave entitlement such as vacation time and banked overtime prior to applying for unpaid leave of absence.

For an approved personal leave of absence of more than one month, the CCRD reserves the right to fill the position with another person. When the Employee returns from an approved Personal Leave of Absence, the CCRD will make every reasonable effort to provide a position at a level of compensation equal to the level vacated, however, the CCRD does not guarantee one will be available.

## **6.0 HOURS, ATTENDANCE AND OVERTIME**

### **6.01 Hours of Operation**

While official public business hours at the CCRD Office are currently as outlined in Policy A-2 (8:30 a.m. to 12:00 noon and 1:00 p.m. to 4:00 p.m. Monday to Friday) Full-Time Employees are expected to work 7 hours per day. Typical hours of work for a full time employee are 35 hours per week; however this may change based on operational needs. The employee shall be expected to demonstrate flexibility and commitment in respect of time necessary to complete work assignments, however, the regular hours of work shall be based on a five (5) day work week.

### **6.02 Flexible Work Hours**

The CCRD supports flexible work hours and in determining the acceptability of flexible hours, the effect on customer service, workload and impact on other areas of operation must be addressed and requests for this benefit must receive prior approval of the CAO.

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Time in attendance at regularly scheduled meetings of Board or committees, and time spent in work related meetings outside regular hours should try to be accommodated as part of the employee's regular work day.

### 6.02.01 Remote Working

The CCRD strives to create a positive, enjoyable and collegial work space that fosters cooperative and collaborative working relationships. In order for the CCRD to be successful in that goal, generally speaking, you are expected to work in the office with your colleagues or in person, as applicable. However, the CCRD recognizes that there are times that may require certain employees to work from home from time to time.

The purpose of the Remote Working Policy is to provide eligible Employees with flexibility in limited circumstances where the job, the person and the home environment are deemed suitable to allow you to work from home.

In order to take advantage of this flexibility, you must make a written request to your supervisor in advance of actually working from home.

To be eligible to work from home, you must have successfully completed your probationary period (if applicable) and be a Full-Time Employee.

The following criteria must be considered by your supervisor when determining whether a remote work arrangement is appropriate:

- Proven ability to perform;
- Demonstrated ability to work independently;
- Proven dependability and trustworthiness;
- Significant job knowledge;
- No disciplinary record within the last X (X) months;
- Nature of the job duties and CCRD performance expectations;
- Reason(s) for the request; and

Any other relevant considerations (ie: public health guidelines or orders).

If approved in advance by your supervisor, eligible employees may be permitted to work from home on an infrequent and temporary basis in the following circumstances:

- During times of inclement weather conditions;
- Where an uncontrollable and unpredictable issue arises which makes the commute to work difficult or inefficient;
- When specific work assignments can be more effectively completed away from the office; or
- When an employee is not able to attend at the office due to illness or injury but is medically able to perform work at home.

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Regularly scheduled remote working arrangement may also be approved in the following circumstances:

- where working from home will not negatively impact your work, service to the public, or the ability of your co-workers to perform their duties;
- when your work can reasonably be done from home; and
- where you have demonstrated that you are self-motivated, self-disciplined, can work independently, are able to manage distractions and have the ability to meet deadlines.

All remote working arrangements are to be decided by your immediate supervisor or the CAO at their sole discretion.

Employees working at home are expected to adhere to the usual requirements regarding hours of work, including breaks and mealtimes, as applicable, and be available to respond by phone and email during their expected hours of work.

Employees are required to keep a record of hours worked on each day and to submit that record on a weekly basis as they would if they were working from the office and/or travelling for work. No overtime hours should be worked without a supervisor's prior express written authorization.

Employees who work at home must proactively, and without request, keep their supervisor informed of progress on all work and of any problems or complications that may arise. The employee's job performance will be evaluated similarly as if the work were performed at the CCRD's workplace.

Remote working arrangements must comply with health and safety requirements of the *Workers Compensation Act* and Occupational Health and Safety Regulations. All employees working remotely are expected to conduct an assessment of the work area and report any hazards to their supervisor. Employees must ensure their work at home location is safe, ergonomically suitable, free from background noise or distraction, and conducive to working. The employee's supervisor will make the necessary arrangements, on a case-by-case basis, to follow-up with the employee as necessary to address any health and safety requirements or reported incidents.

The obligation to protect the CCRD's confidential information continue to apply to employees while they are working remotely. Employees are also still subject to the requirements of the *Freedom of Information and Protection of Privacy Act* as it pertains to the storage and protection of personal information.

Employees are required to take reasonable steps to safeguard the security and confidentiality of CCRD information while working remotely, including with respect to information technology (IT) requirements. In the event that the employee becomes aware that confidential information belonging to the CCRD has been, or may have been, compromised or disclosed, the employee must immediately report the details to their supervisor.

The ability to work from home is a privilege and not a right. Therefore, if you are believed or found to be taking advantage of this privilege, the privilege may be revoked, and you may be subject to disciplinary action up to and including termination of employment for just cause.

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## **6.03 Rest Periods**

An unpaid lunch break of a minimum of one-half hour and up to one hour long will be taken at 12:00 noon when the CCRD Office will be closed or at a time convenient to workload. Other break times will be in accordance with the *Employment Standards Act*.

## **6.04 Overtime**

### **6.04.01 Employees' Overtime Compensation Policy**

A week runs from Sunday through Saturday for the purposes of calculating overtime. Both the number of hours worked in a day and the number of hours worked in a week must be looked at when calculating overtime.

All overtime, except in extraordinary or emergency circumstances, must be pre-approved by your supervisor.

Where an Employee is required by their supervisor to work overtime, they shall be entitled to compensation in accordance with the *Employment Standards Act* and *Regulation* or as established by an employment contract.

Where an Employee performs overtime on the Employee's own initiative due to what the Employee deems to be extraordinary or emergency circumstances, such overtime must be approved by the supervisor or CAO to qualify for compensation.

In accordance with the *Employment Standards Act* and *Regulation*, Employees receive overtime compensation for time worked in excess of 8 hours a day or 40 hours a week.

#### **Daily Overtime**

If an Employee works in excess of 7 hours and less than 8 hours in a working day, they are given 1 hour of paid time off work for each hour of overtime worked.

If an Employee works in excess of 8 hours and less than 12 hours in a working day, they are given 1.5 hours of paid time off work for each hour of overtime worked.

If an Employee works in excess of 12 hours in a working day, they are given 2 hours of paid time off work for each hour of overtime worked.

#### **Weekly Overtime**

If an Employee works in excess of 35 hours and less than 40 hours in the work week, they are given 1 hour of paid time off work for each hour of overtime worked.

If an Employee works in excess of 40 hours in the work week, they are given 1.5 hours of paid time off work for each hour of overtime worked.

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## **Statutory Holiday Overtime**

If an Employee is required to work on statutory holiday, they are given 1.5 hours of paid time off work for the time worked up to 12 hours and 2 hours of paid time off work for the time worked over 12 hours.

Paid time off must be taken within one month of the week in which the overtime was earned or, if the CAO approves, it can be taken within the calendar year.

## **Overtime during Emergency Situations**

Overtime pay in money is restricted to emergency situations in compliance with Emergency Management BC (EMBC) policies only when an emergency Task Number is issued. The CAO's discretion may be exercised in appropriate circumstances.

## **6.04.02 Management's Overtime Compensation Policy**

CCRD management's overtime compensation policy is governed by the *Employment Standards Act* and *Regulation*. In emergency situations, managers' overtime compensation is permitted in compliance with EMBC policies only when an emergency Task Number is issued. The CAO's discretion may be exercised in appropriate circumstances.

## **6.05 Attendance**

Regular and punctual attendance is expected of all Employees. An Employee must notify their supervisor as soon as possible of any unscheduled or unexpected absence. In challenging times, communication with management is key. Failing to properly notify one's supervisor of their absence may lead to discipline, up to and including termination from employment.

## **7.0 GENERAL INFORMATION**

### **7.01 Pay Periods**

CCRD implements a semi-monthly payroll policy.

### **7.02 Termination of Employment**

#### **Resignation**

All Employees who are resigning from the CCRD are asked to give a minimum of three weeks' written notice. The notice period should not contain vacation days. The CCRD may waive such notice, in whole or in part, in the CCRD's sole and absolute discretion and provide the Employee a lump sum amount representing the salary they would have earned had they worked until the resignation date.

#### **Termination**

If the CCRD chooses to terminate an Employee's employment for any reason other than just cause, they will be entitled to notice of termination of employment, or payment in lieu of notice, as per their letter of employment, employment contract or in accordance with the *Employment Standards Act*, as applicable.



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On leaving the CCRD an Employee will receive a final pay cheque covering all monies owed to them, including regular pay and any accrued but unused vacation time, minus statutory amounts owed. The CFO can provide information on termination of the Employee's benefits.

Before leaving, the Employee must return any CCRD property to their supervisor including records, documents (and copies of records and documents), files, keys, pager, cell phone, calling cards, credit cards, software, hardware, tools, equipment, etc. The Employee's supervisor will conduct an exit interview with the Employee and their feedback will remain confidential, unless they agree otherwise.

### **7.03 Outside Employment**

Should an Employee have another job or business (including consulting) it must not conflict with their duties and responsibilities at the CCRD. "Conflict" means that the other job or business, for example:

- creates any demand of time while working for the CCRD
- uses information that is confidential to the CCRD
- involves the use of the CCRD's office, equipment or supplies
- causes performance to fall below accepted standards
- creates other concerns or issues related to the Employee's employment with the CCRD

### **7.04 Letters and Verification of Employment**

An Employee requiring verification of employment for banks, landlords, insurance, etc. is to make the request in writing and forward it to the CFO for completion.

### **7.05 Smoking**

Provincial regulation indicates smoking is not permitted in a public place. This includes anywhere within the CCRD's facilities or vehicles. Employees and visitors who wish to smoke may smoke outside at least 30 meters from the main entrance(s).

### **7.06 External Communications**

Any requests for information from the media (such as newspapers, television, etc.) should be referred to the CAO for response.

### **7.07 Travel**

If business travel is required as part of an Employee's job, they will be reimbursed for mileage, accommodation, ferry fares, air fare, meals, and other necessary expenses in accordance with CCRD Board Remuneration and Expenses Bylaw, Schedule 'A' 2. Reimbursement for expenses. Reimbursement for expenses shall be made only upon the submission of a signed expense voucher in the format approved by the CFO. Employees are covered by the CCRD's insurance policy while traveling on CCRD business.

## **8.0 COMPUTER EQUIPMENT AND CELL PHONES**

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## 8.01 Computer Equipment

### Software

Employees are to comply with the CCRD's software use standards including the use of designated software packages and the need for valid software licences.

### System Security

The user of a computer workstation is responsible for logging off the system when not in use and at the end of the day.

## 8.02 Cellular Phones

CCRD Policy A-23 Purchase & Use of Communication Tools provides an overview for CCRD Employees.

**Employees are to have no reasonable expectation of privacy in the CCRD issued devices.**

## 9.0 CONDUCT AND SAFETY

### 9.01 Conduct and Safety

In compliance with *Workers Compensation Act* and WorkSafeBC policies, the CCRD is committed to providing a safe, healthy, efficient and productive environment for every Employee. It is recognized that this objective can only be achieved by the promotion of positive attitudes and acceptance of individual responsibility.

## 10.0 CONFIDENTIALITY

### 10.01 Confidentiality

Employees must not, either during their employment with the CCRD or at any time afterwards, divulge or disclose any secret or confidential information including but not limited to all files, information, records or documents (hardcopy or in electronic form) pertaining to the CCRD's business, its employees, its elected officials, partners, stakeholders or any other person with whom the CCRD has any dealings or other information which, in good faith and good conscience, ought not to be disclosed, which they receive or become aware of in the course of their employment. ("Confidential Information")

All Confidential Information must be kept confidential except as reasonably required to perform their duties and responsibilities or as required by law. The use of Confidential Information is prohibited unless prior written consent of the CCRD is received. This duty survives the termination of, resignation or retirement from employment.

## 11.0 FREEDOM OF INFORMATION & PRIVACY ACT

### 11.01 Compliance with Freedom of Information & Protection of Privacy Act

Boards and employees of local government in British Columbia are subject to the *Freedom of*

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*Information and Protection of Privacy Act*, and have a duty to understand the key sections of this Act, and must avoid disclosing any verbal or written material that is meant to be confidential concerning the CCRD, its board members, officers, staff members or clients.

Employees must not disclose or use confidential information gained by virtue of their association with the CCRD for personal gain, or to benefit friends, relatives or associates.

I have read the attached Personnel Policy and understand its intent and will comply with its standards.

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Print Name of Employee

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Signature of Employee

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Date Signed

Amended: November 18, 2021

Amended: April 10, 2014

Amended: May 14, 2015

Amended: September 8, 2016

Amended: July 16, 2018

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**Emergency Contact Information**

**Date:** \_\_\_\_\_ **Name:** \_\_\_\_\_

**Residential Address:** \_\_\_\_\_

**Mail Address:** \_\_\_\_\_

**Date of Birth:**      /      /           **Care Card No.:** \_\_\_\_\_  
                                  Y    M    D

**Family Dr Name and Tel:** \_\_\_\_\_

**Medical Conditions:** \_\_\_\_\_

\_\_\_\_\_

Contact Name	Relationship	Cell Phone	Home Phone	Work Phone
Employee	Self			