

TOWN OF OXFORD

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PREFACE

The line of authority in the Town of Oxford is as depicted in the organizational chart.

The following personnel policies have been prepared for your guidance.

It is important that employees have pride and pleasure in the services which they are rendering. Only by cooperation of all employees and the integration of all services can the Town of Oxford reach maximum efficiency.

It is acknowledged that these policies do not contain each and every policy or regulation pertaining to the employment of personnel but is intended it shall serve to familiarize the new employee with the conditions of his or her employment.

It is the policy of the Town of Oxford to follow the provisions as set out in the Labor Standards code of the Province of Nova Scotia.

These policies may be changed and updated as the town considers necessary.

Note: CUPE Employees are covered under their Collective Agreement, and thus, are not included in these provisions.

PHILOSOPHY AND OBJECTIVES

The Town of Oxford recognizes the importance of its employees of its successful operation and to attain the goal of harmonious work situation and shall:

1. Recruit the best qualified personnel available
2. Make every effort to maintain a clean, healthy, and safe work environment.
3. Provide secure employment so far as it is practical.
4. Provide fringe benefits consistent with prevailing practices to the extent possible.
5. Inform employees of developments which affect them.
6. Employee will have the opportunity to address matters of interest or concern to him or her.
7. Orient and train so that the employee may do his/her job to the best of their ability.

CONDITIONS OF EMPLOYMENT

EQUAL EMPLOYEMENT OPPORTUNITY

Purpose: to convey the practice of non-discrimination regarding employment opportunities.

It shall be a continuing policy to recruit and select employees without discrimination because of race, color, sex, age, national origin or religion and to treat all employees equally.

1. Employment opportunities are and shall be open to all qualified applicants on the basis of their knowledge, skill, attitude and aptitude.
2. All persons seeking employment with the Town of Oxford shall be required to complete an application form, which shall be directed to the attention of the CAO.
3. Candidates for job openings will be selected on the basis of merit, knowledge, skill, competence, and attitude and employment reference.

TYPES OF EMPLOYEES

Purpose: To standardize terminology and ensure common understanding in the reference to employee.

Policy: The terms below shall be used for the various types of employees and shall be interpreted as indicated.

1. **PERMANENT EMPLOYEE:** 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. All such employees are eligible for all employee benefits which maybe available.
2. **TEMPORARY WORKER:** A temporary worker is any person who is employed by the Employer on a regular basis, whether full-time or part-time, for a period of time not exceeding six (6) months. The use of a Temporary Worker shall not have a negative effect on the employment or hours of work of any member of a Bargaining Unit.
3. **CASUAL WORKER:** A casual worker is any person who has been hired by the Employer on an occasional, as needed, day to day basis, but not an ongoing regular basis. The use of a Casual Worker shall not have a negative effect on the employment or hours of work of any member of a Bargaining Unit.

HOURS OF WORK - TOWN OFFICE STAFF

The normal hours of work shall be Monday to Friday and shall be 8 hours per day. The normal shift 8:30 a.m. - 4:30 p.m. shall include a 1 hour unpaid meal period and two 15 minute paid rest periods, one in the morning and one in the afternoon.

Employees may be required to stagger mealtimes and rest periods as deemed necessary by supervisor.

FLEX HOURS

Definition: Only Salaried Permanent Employees can obtain Flex Hours under the following regulations. Due to the nature of the operations of the Town, these employees may be required to work outside of the normal office hours.

Time worked over 40 hours a week shall be authorized by the CAO, these hours will be compensated (within a 30 day accumulation) to a maximum of 2 days per calendar month which is not accumulative.

The CAO is responsible for monitoring and maintaining an accurate record of all employees regular and flex hours worked.

SICK LEAVE

See separately approved policy, effective 17 September 2019.

COMPASSIONATE LEAVE

An Employee shall be granted (5) Five days leave, without loss of Salary or Wages, in the case of the death of a Parent or Step Parent, Spouse, Brother, Sister, Son, Daughter, Grandparent or Grandchild.

An Employee shall be granted (3) three days leave, without loss of Salary or Wages on the death of any In-Law.

An Employee shall be granted (1) one day of leave to attend the Funeral of an Aunt or Uncle.

VACATIONS

Temporary and Casual Employees shall not be eligible for vacations; however, vacation pay at 4% will be paid.

Permanent Employees:

Vacation for permanent employees shall be given in the following manner:

- A. The Vacation year is from January 1st to December 31.
- B. An employee who is employed during the year shall receive a pro-rated portion of the first year's vacation.
- C. An employee leaving the employ of the Municipality prior to December 31st in any year shall have his/her period of notice and /or termination pay adjusted according to a pro-rated calculation of vacation benefits accrued.
- D. Each employee is encouraged to take his/her vacation leave by the end of each year. The maximum vacation entitlement that may be carried forward is 5 days.
- E. The CAO and Department Head reserves the right to limit the number of employees on vacation during one period of time.
- F. Duration:
 - 1. One (1) to Ten (10) years of Service 3 Weeks
 - 2. After Ten (10) to Twenty (20) years of Service 4 Weeks
 - 3. After Twenty (20) years of Service 5 Weeks
 - 4. After Twenty-Five years of Service 6 Weeks

HOLIDAYS

Regular Full Time Employees shall be granted the following holidays with pay:

- 1. New Year's Day *
- 2. February Provincial Holiday
- 3. Good Friday *
- 4. Easter Monday
- 5. Victoria Day
- 6. Canada Day *
- 7. 1st Monday of August
- 8. Labour Day *
- 9. National Day for Truth and Reconciliation
- 10. Thanksgiving Day
- 11. Remembrance Day
- 12. Boxing Day
- 13. Christmas Day *

PENSION PLAN

Municipal Employee Pension Plan

Permanent Employees who enter the service of the Employer may join the Plan on the first day of the month following the date on which they complete 6 months service. To become enrolled in the Plan an application for membership must be completed and submitted.

The normal retirement age is the first day of the year following the members 65th birthday.

Employees wishing to remain on the job after the age of 65 may apply to their CAO who shall present (if applicable) application to Town Council for special consideration.

Contributions:

A. CAO Pension

CAO Pension Contributions:

Employee: The member is required to pay up to 9% of his or her basic annual salary.

Employer: The employer (Town of Oxford) shall contribute on behalf of the member an amount equal to the required contribution of the employee.

Currently 6% for both Employee and Employer through Employment Contract.

B. Permanent Employees

Permanent Employees Contributions:

Employee: The member is required to pay up to 6% of basic annual salary.

Employer: The employer (Town of Oxford) shall contribute on behalf of the member an amount equal to the required contribution of the employee.

GROUP HEALTH AND MEDICAL PLAN

The Employer shall provide a Group Health and Medical Plan. Premiums shall be Cost Shared as Follows:

Employee	50%
Employer	50%

EMPLOYEE EVALUATIONS

It is the policy of the Town of Oxford that each employee shall be evaluated by their immediate supervisor six (6) months after the beginning of employment and yearly thereafter.

The employee shall be notified at least one (1) week prior to evaluation, and the report must be signed by the employee and the supervisor.

This report shall become a permanent record of the employee and shall be retained in the personnel file.

If an evaluation report is unsatisfactory, the employee will be encouraged to improve his/her performance and shall then be re-evaluated in three months.

DISCIPLINARY ACTION

Policy: It shall be the policy of the Town of Oxford to be fair and just in dealing with each and every employee. To ensure fair and equal treatment it is appropriate to establish a uniform procedure for disciplinary action.

Disciplinary actions may consist of oral reprimand, written reprimand, written notice of suspension or other disciplinary action and dismissal. These actions shall be recorded and noted in the employee's file as Discipline Records.

These Discipline Records will become a permanent part of the employee's record for a period of two years. At the end of that time, if the employee is still on payroll, and if the employee has a good record for that two year period, all disciplinary action will be removed from the employee's personnel file and given to the employee in a private conference. The employee shall be told that their record has been wiped clean by their good conduct over this given period.

Dismissal may result from:

- Unsatisfactory Job Performance
- Intoxication
- Willful damage to Town Property
- Insubordination
- Dishonesty
- Lack of productivity
- Infractions of conditions of Employment

ABSENTEEISM

Employees who are unable to report to work are responsible for notifying their immediate supervisor prior to commencement of their shift.

An employee who is absent from his/her employment without permission for (5) five consecutive working days shall be deemed to have resigned the position effective the first day of absence.

An employee may be reinstated by the CAO if the employee established that the absence arose from a cause beyond the employee's control and it was not possible for the employee to notify the employer for the reason of the absence.

NOTICE OF RESIGNATION

In an employee desires to terminate his/her employment, he/she shall forward a letter of resignation to the C.A.O., not less than ten (10) working days prior to the effective date of termination.

An employee who fails to give notice required above shall be removed from the payroll effective on the date he/she absents him/herself without leave.

WORKMENS' COMPENSATION AND SAFETY PROGRAM

All employees are required to have working knowledge of the Town's Occupational Health & Safety Program and to adhere to the Health and Safety policies and procedures.

It is the responsibility of each employee to submit a written report of all accidents and/or incidents to his or her immediate supervisor. On receipt of such reports the Supervisor shall complete the necessary incident report or Worker's Compensation form in accordance with the Occupational Health and Safety Policy. Failure to properly report accidents may result in loss of compensation to the employee.