



<i>Policy Number</i>	HR 08-01
<i>Name of Policy</i>	ABSENCES DUE TO EXTREME WEATHER
<i>Effective Date</i>	January 22, 1998
<i>Revision Date</i>	January 24th, 2008
<i>Originating Department</i>	Human Resources Department
<i>Policy Statement</i>	This policy will outline the guidelines for employees in the case of severe weather in the City of Miramichi.
<i>Scope – Who it affects</i>	All employees of the City of Miramichi.

POLICY

The City provides guidelines to all employees of the City of Miramichi who may be required to miss regularly scheduled work periods as a result of extreme weather conditions.

Extreme weather is described as weather which creates conditions severe enough to cause the Public Works Department to have concern for the safety of citizens' and severe enough for the City Police Department to advise motorists to stay off the road.

Due to the responsibility of the City to serve the Public, it is essential that some facilities remain in operation, even when extreme weather conditions make employee's travel to and from work difficult. In the case that an employee is required to work, the City will accommodate by ensuring the employee receives transportation to and from the facility.

PROCEDURES

When extreme weather conditions prevent employees from reporting for their regularly scheduled work period, employees may arrange with their department manager/supervisor to make up the lost time by use of banked time, vacation time, etc. Any employee not reporting for a regularly scheduled work period must complete a **Leave Pass Appendix C** and ensure it is approved by their manager/supervisor on the next regularly scheduled work period.



The City Manager, in consultation with the Chief of Police and the Director of Public Works, or designate(s), may approve the closure of a City facility, during a work period, due to extreme weather conditions. Only employees who have reported to work in such conditions or who are on approved leave, will be paid to the end of the work period. If a facility is closed prior to the start of a work period, then those employees scheduled to work that day will be considered on approved paid leave for that day and will be paid accordingly.

The City Manager or designate will inform all Department Managers/Directors of the decision to close the facility and it will be the responsibility of the Department Manager/Director to ensure all staff are made aware of the decision. The City Manager or designate will also the local radio station is notified about the closures.

Approved by City Manager	Signature:
Approved by City Council	Signature:
Date	



<i>Policy Number</i>	HR 08-02
<i>Name of Policy</i>	BEREAVEMENT/COMPASSIONATE CARE LEAVE POLICY
<i>Effective Date</i>	January 24th, 2008
<i>Revision Date</i>	
<i>Originating Department</i>	Human Resources Department
<i>Policy Statement</i>	The City of Miramichi provides employees with a paid leave of absence when there is a death of a family member.
<i>Scope – Who it affects</i>	Management and non-union employees of the City of Miramichi.

POLICY

The City provides employees with five consecutive days paid leave of absence upon the death or serious illness of any of the following family members:

- Spouse, including common-law or same-sex spouse
- Parents including step-parents
- Children including step-children
- Brother/Sister
- Mother-in-law/Father-in-law
- Sister-in-law/Brother-in-law
- Son-in-law/Daughter-in-law
- Grandparent
- Grandchild

Bereavement leave must be taken between the day of the death and seven calendar days following the funeral.

If the death of a family member occurs during the employee's vacation, the employee will be granted bereavement leave with pay and vacation credits will be restored.



PROCEDURES

Employees must inform their direct manager/supervisor or designate in writing, of the death and dates of the bereavement leave.

Employees may be required to provide supporting documentation if requested.

Approved by City Manager	Signature:
Approved by City Council	Signature:
Date	



<i>Policy Number</i>	HR 08-03
<i>Name of Policy</i>	CODE OF CONDUCT
<i>Effective Date</i>	January 24th, 2008
<i>Revision Date</i>	
<i>Originating Department</i>	Human Resources Department
<i>Policy Statement</i>	The Code is designed to preserve the City of Miramichi's tradition of integrity and credibility with the people it serves.
<i>Scope – Who it affects</i>	All employees, volunteers and council members of the City of Miramichi.

POLICY

Always act with fairness, honesty, integrity and openness; respect the opinions of others and treat all with equality and dignity without regard to gender, race, colour, creed, ancestry, place of origin, political beliefs, religion, marital status, disability, age, or sexual orientation.

Promote the mission and objectives of the City of Miramichi in all dealings with the public. Provide a positive and valued experience for those receiving service within and outside the City of Miramichi.

Act with honesty and integrity and in accordance with any professional standards and/or governing laws and legislation that have application to the responsibilities you perform for or on behalf of the City of Miramichi.

Adhere to the policies and procedures of the City of Miramichi and support the decisions and directions of the City Council.

Take responsibility for your actions and decisions. Follow reporting lines to facilitate the effective resolution of problems. Ensure that you do not exceed the authority of your position.



PROCEDURES

All employees of the City of Miramichi must abide by the Code of Conduct. In order to ensure the communication of this code all employees must read the code and sign a declaration stating that they have read and understood the code. All employees and volunteers shall sign a Code of Conduct Declaration which will be maintained in their Personnel File.

All employees of the City of Miramichi are expected to abide by this Code of Conduct.

Approved by City Manager	Signature:
Approved by City Council	Signature:
Date	



Code of Conduct Declaration

I, _____, have read, understand and agree to abide by the
(Employee/Volunteer – please print)

Code of Conduct of the City of Miramichi and I understand that such adherence is a condition of my employment or volunteer work. I understand that a violation of the Code of Conduct may be grounds for termination as a volunteer or in the case of an employee, immediate dismissal for just cause without notice or pay in lieu of notice.

Signed this _____ day of _____, 20_____.

(Employee/Volunteer - Signature)

(Witness – Signature)



Policy Number	HR 08-04
Name of Policy	CONFIDENTIALITY POLICY
Effective Date	January 24th, 2008
Revision Date	
Originating Department	Human Resources Department
Policy Statement	This policy defines and describes the management of confidential information.
Scope – Who it affects	All employees, volunteers and council members of the City of Miramichi.

POLICY

All employee/volunteer and client information is confidential and every safeguard should be taken to ensure information is kept confidential.

All employees and volunteers shall keep confidential and shall not, during the continuance of their employment or any time after the termination thereof, without the express written consent of the City of Miramichi, disclose to any person or organization any financial or business information of the City of Miramichi which an employee may have acquired during the course of employment.

PROCEDURES

All managers and supervisors are responsible for maintaining and enforcing the Confidentiality Policy.

All employees and volunteers shall sign a Confidentiality Agreement which will be maintained in their Personnel File.

Adherence to this policy is mandatory and non-adherence will result in disciplinary procedures up to and including termination.

Approved by City Manager	Signature:
Approved by City Council	Signature:
Date:	



CONFIDENTIALITY AGREEMENT

I acknowledge that in the position of <POSITION NAME> as an employee of the City of Miramichi, and in any other positions that I may hold in the organization, I will acquire information about financial and/or business information of the City of Miramichi which are confidential to the City, and which information is the exclusive property of the City, including but not limited to:

- (a) Employee information
- (b) Recruitment and selection policies
- (c) Budget/financial information

I acknowledge that the information referred to above could be used to the detriment of the City. Accordingly, I will undertake to treat confidential all information, and agree not to disclose to any third party either during my employment (except as may be specifically authorized or as necessary to properly perform the duties required of me by the City), or after the termination of my employment for any reason, except with the written permission of the City of Miramichi.

Signed this _____ day of _____, 20_____.

(Employee/Volunteer - Signature)

(Witness – Signature)



Policy Number	HR 08-05
Name of Policy	CONFLICT OF INTEREST POLICY
Effective Date	January 24th, 2008
Revision Date	
Originating Department	Human Resources Department
Policy Statement	The purpose of this policy is to establish a standard of conduct to ensure that employees of the City act in the best interests of the City and its clients and, in pursuing this goal, maintain standards relating to conflict of interest. This policy does not supersede legislated conflict of interest policy.
Scope – Who it affects	All employees, volunteers and council members of the City of Miramichi.

POLICY

The City of Miramichi benefits from the expertise of individuals with a multiplicity of interests; however, those interests must not conflict with the interests of the City nor impair the public support and respect necessary for the operation of the City.

A conflict of interest is defined as a situation where an individual, or the organization he/she represents or has an interest in, has a direct or indirect competing interest with the municipality's activities. This competing interest may result in the individual being in a position to benefit from the situation. A conflict may arise where an individual is a party to a contract with the City or has an interest in an enterprise, or is related to a person who is party to such a contract; or where an individual receives payment by the City for services rendered to the City other than reimbursement for reasonable out-of-pocket expenses measured according to the City's policies on expense reimbursement.

Conflict of Interest includes, but is not limited to situations:

- Where an employee or volunteer's private affairs or financial interests are in conflict with their work duties, responsibilities and obligations, or result in a public perception that a conflict exists.
- Which could impair the employee or volunteer's ability to act in the public interest.
- Where the actions of an employee or volunteer would compromise or undermine the trust which the public places in the City.



PROCEDURES

Before or upon assuming their official duties, employees and volunteers shall read the Conflict of Interest Policy. All employees and volunteers shall immediately disclose to their supervisor/manager, in writing, any business, commercial or financial interest where such interest might be construed as being in real, potential or apparent conflict with their official duties.

Performance of Duties:

An employee or volunteer will not vote on, or participate in, any discussion about a resolution to approve a contract in which he/she has an interest, nor will an employee or volunteer approve and/or sign off on such circumstances.

In the performance of their duties, employees and volunteers must not:

- Place themselves in a position of obligation to persons who might benefit or appear to benefit from special consideration with respect to City business.
- Have a monetary interest that would conflict with the discharge of the duties owed to the City.
- Disclose, discuss, use, take advantage of, benefit or appear to benefit from the use of information not generally available to the public and which has been acquired during their official City duties.
- Communicate with any level of government, or with any elected or appointed government official in relation to the business of the City, unless they have specific City authorization.
- Assist private entities or persons in their dealings with the City where this could result in preferential treatment to any person.
- Directly or indirectly use, or allow the use of, City property or information for anything other than officially approved activities.

Outside Employment:

Staff members may engage in remunerative employment with another employer, volunteer activity, carries on a business, or receives remuneration from public funds for activities outside their position provided that:

- It does not interfere with the performance of their duties.
- It does not bring the City into disrepute.
- They do not have an advantage derived from their employment as a City employee.
- It is not performed in such a way as to appear to be an official act or to represent the organization's public positions or policies.



- It does not involve the use of City premises, services, equipment or supplies to which the staff member has access by virtue of their employment, unless official authorization is secured.

Gifts:

Staff and volunteers must avoid the appearance of favoritism in all of their dealings on behalf of the City and not accept personal gifts from those doing business or seeking to do business with the City.

Financial:

Staff and volunteers must not commit the City to any unauthorized expenditure or other liability and must ensure that all commitments are approved in accordance with the appropriate by-laws, regulations and policies including all appropriate consultations and approvals.

Breach of Conflict of Interest:

Conflict of interest situations between employees/volunteers and clients are investigated immediately and resolved as appropriate.

Employees and volunteers are required to consult with their supervisor/manager whenever they have any question as to whether a particular circumstance may place them in a conflict of interest. Persons who fail to comply with these standards during the course of their employment will be subject to such appropriate measures as may be determined by the City including dismissal from employment.

Persons who fail to comply with these standards following termination of employment with the City hereby acknowledge that the disclosure of confidential information will result in irreparable harm to the City and the City shall have the right to enforce its lawful rights and remedies against any offending person.

Reservation of Rights:

Where an individual fails to disclose a conflict or an interest according to this policy or according to other laws or regulations in Canada, the City reserves all rights it may have to deal with the contract, conflict and individual involved.

Approved by City Manager	Signature:
Approved by City Council	Signature:
Date	



<i>Policy Number</i>	HR 08-06
<i>Name of Policy</i>	DISCIPLINE POLICY
<i>Effective Date</i>	January 24th, 2008
<i>Revision Date</i>	
<i>Originating Department</i>	Human Resources Department
<i>Policy Statement</i>	The discipline policy outlines the philosophy and guidelines to performance management when performance problems are ongoing and/or become serious.
<i>Scope – Who it affects</i>	Management and non-union employees of the City of Miramichi.

POLICY

The development of a discipline policy is to help the employee turn around problem behaviour and become a positive contributor to the organization.

Discipline shall be respectful and equitable. Discipline measures shall be appropriate to the infraction and may include termination of employment. Examples of infractions include, but are not limited to unsatisfactory work performance, misrepresentation, insubordination, policy contravention and/or theft.

The Human Resources Department is responsible to provide consultation and guidance to Department Management and Supervisors in performance discipline management. Department Management is responsible to ensure that appropriate action is taken to resolve performance problems. Department Management/Supervisors are responsible to identify performance problems and make every effort to ensure employees meet organizational needs. Employees are responsible to fulfill job duties and responsibilities.

PROCEDURES

When an employee experiences an on-going and/or serious performance problem that may be considered a disciplinary matter, the manager/supervisor of this employee shall consult with Human Resources to determine appropriate action for each step of managing



discipline. Whenever the disciplinary process may end in termination of employment Human Resources must be involved in the process.

Examples may include, but are not limited to: failure to meet performance expectations, chronic absenteeism, insubordination, harassment of others, illegal activities, etc. Action shall depend upon the severity of the problem. The matter shall normally be managed in a step-by-step procedure as outlined in the Performance Management Process – Discipline.

Problems of a more serious nature may require more immediate corrective action and must be discussed with Human Resources. The following are examples of incidents or problems requiring immediate action: revealing highly confidential and damaging information, malicious damage to the organization’s property, demanding sexual favours with implied or overt threats, gross insubordination and/or a combination of less serious problems. Appropriate investigation shall be conducted before any disciplinary action is taken.

An employee may be temporarily suspended with or without pay depending upon the nature of the discipline and the investigation required.

See Performance Management – Discipline

Approved by City Manager	Signature:
Approved by City Council	Signature:
Date	



<i>Policy Number</i>	HR 08-07
<i>Name of Policy</i>	EMPLOYEE ASSISTANCE PROGRAM POLICY
<i>Effective Date</i>	February 22, 2001
<i>Revision Date</i>	January 24th, 2008
<i>Originating Department</i>	Human Resources Department
<i>Policy Statement</i>	The City of Miramichi has implemented an EAP to assist employees and families of employees with personal issues that may be affecting their lives.
<i>Scope – Who it affects</i>	All employees, volunteers and council members of the City of Miramichi.

POLICY

The Employee Assistance Program has been put in place to aid any employee having problems related to physical illness, finances, marital or family distress, alcoholism, drug abuse, legal problems or other concerns. These problems can have a serious impact on the lives of the employees and their families and in turn their job performance. The City's policy is to ensure that all employees have equal access to the program.

Every employee should be made aware of this program as it could be of use to anyone experiencing any of the problems listed above. **Confidentiality is maintained regarding employees that may be utilizing the program, no-one, including the manager/supervisor nor the Human Resources Department, will be aware the employee has contacted EAP.**

Responsibilities:

The employee is encouraged to seek assistance on his/her own when he/she encounters problems which have or could have an impact on his/her work performance.

The manager/supervisor is responsible to make the employee aware of the EAP and its availability on a voluntary and confidential basis. They are required to recommend this program and make referrals when problems are visible or brought to their attention.



The union representative also has the responsibility to recommend the program when it is apparent that the employee is experiencing problems that could be aided by use of the EAP.

PROCEDURES

To gain access to the confidential counselling service an employee may simply call the counsellor directly or their referral agent. Where an appointment is necessary, the counsellor will make arrangements to see employees on lunch hours and after working hours whenever possible. This further guarantees privacy to the employee in that absence from work is not required. Average counselling sessions are of a one hour duration. In the event that absence from work is necessary for an employee to attend a counselling session through the EAP, appropriate sick leave arrangements must be made with the supervisor.

If an extended period of time from work is required for treatment, this will be covered by the applicable sick leave plan as for any other illness. A certificate from a physician indicating a necessary absence from work will be required to release sick leave benefits.

Any files which the counsellor keeps will be strictly confidential and information may be released only with the written consent of the employee. Files kept by the Human Resource department will relate to the usage statistics and payment of invoices to the counsellor.

Approved by City Manager	Signature:
Approved by City Council	Signature:
Date	



<i>Policy Number</i>	HR 08-08
<i>Name of Policy</i>	EMPLOYEE RECOGNITION – LONG SERVICE & RETIREMENT
<i>Effective Date</i>	May 27, 1999
<i>Revision Date</i>	January 24th, 2008
<i>Originating Department</i>	Human Resources Department
<i>Policy Statement</i>	The City of Miramichi wishes to acknowledge the contribution of its' long time employees both for long service and retirement
<i>Scope – Who it affects</i>	All employees of the City of Miramichi.

POLICY

The City of Miramichi will annually honor its employees for their contribution to the City for both long service and retirement.

PROCEDURES

It is the responsibility of the Human Resources Department to review employee records to determine those employees eligible for recognition both for long service and retirement each year. The Human Resources Department shall also ensure appropriate dollars are budgeted to cover the costs of long service certificates as well as retirement functions and retirement gifts.

Long Service

- Employees who have 25, 30, and 35 years of service with the City and/or its former municipalities are eligible to receive a certificate of recognition noting the appropriate number of years.
- Employees who have reached 25 years of service will receive a watch with the City logo on it. Estimated value of watch will be \$250.00. Employees who have reached 30 and 35 years will receive a clock with the City logo on it. Estimated value of clock will be \$150.00.
- The presentation of these long service awards will take place at the last regular Council meeting of each year by the Mayor or his/her designate.

Retirement



- An annual retirement function to honor all retirees of that year will be held in December each year. All City of Miramichi employees, the honored retirees and their immediate families, Council members and the Mayor are all invited to this function.
- Upon retirement, employees shall receive a special congratulatory letter signed by the Mayor to be presented at this Retirement function.
- Flowers/boutonnieres will be purchased and presented to the spouse/significant other of the retiree.

Approved by City Manager	Signature:
Approved by City Council	Signature:
Date	



<i>Policy Number</i>	HR 08-09
<i>Name of Policy</i>	EMPLOYEE RECORDS
<i>Effective Date</i>	January 24th, 2008
<i>Revision Date</i>	
<i>Originating Department</i>	Human Resources Department
<i>Policy Statement</i>	The information contained in employee files is strictly confidential.
<i>Scope – Who it affects</i>	All employees, volunteers and council members of the City of Miramichi.

POLICY

Organizations create and retain documentation on employees in order to effectively manage their workforce. Employee records provide employers with a consolidated place to store employee information and provide documentation to substantiate decisions on hiring, promotion, compensation, disciplinary action and termination.

These employee files must be in a secure location, a locked filing cabinet, in a locked room usually in the Human Resource Department. Any obsolete employee files must also be treated with absolute confidentiality until destroyed.

An employee has the right to review his/her own employee records. A request to view these records must be in writing to the Human Resource Department. The file is not to be removed from the area in which the files are kept, and in order to maintain the integrity of the employee records, employees are not permitted to remove or add anything to the content of the file.

PROCEDURES

Should an employee request to view his/her own employee record, the request must be in writing to the Human Resources Department.



Employee records are maintained for several important reasons:

- To ensure that legal, regulatory, and procedural requirements have been met.
- To provide a basis for making decisions (i.e. benefits, salary, termination, etc.).
- To assist with human resource management.
- To collect information for statistical human resources reports.

Employee records shall include the following:

- Employee Information Sheet
- Home address and telephone number
- Emergency contact
- Hiring and termination dates
- Birth date
- Benefit status and information
- Job description
- Application form and resume
- Employee tests completed and results
- Reference check documentation
- Employment letter of agreement (job offer and acceptance)
- Employment Contract
- Compensation history
- Performance review forms
- Professional development and training completed
- Confidential correspondence with the employee (including Performance Counseling and Performance Improvement Plans)
- Termination information and/or letter of resignation
- Letters of recommendation

Employees must communicate any changes in personal information such as benefit status, name changes, address changes, phone number changes, etc. to the Human Resource Department.

All information contained in the employee file is strictly confidential. Only the employee and the Human Resource Department will have full access to the employee's file. Access to specific information may be obtained by Senior Management or by the employee's supervisor through the Human Resource Department.



City of — Ville de
MIRAMICHI

Approved by City Manager	Signature:
Approved by City Council	Signature:
Date	



<i>Policy Number</i>	HR 08-10
<i>Name of Policy</i>	HARASSMENT POLICY
<i>Effective Date</i>	January 6, 1997
<i>Revision Date</i>	January 24th, 2008
<i>Originating Department</i>	Human Resources Department
<i>Policy Statement</i>	The City of Miramichi is committed to providing a work environment which is free of harassment and supportive of the self-esteem and dignity of every employee/ volunteer of the City.
<i>Scope – Who it affects</i>	All employees, volunteers and council members of the City of Miramichi.

POLICY

The City is committed to providing a work environment which is free of harassment and supportive of the self-esteem and dignity of every employee/ volunteer of the City.

The City will provide for a fair and prompt investigation of any complaint or concern without fear of reprisal.

This policy covers complaints of harassment and sexual harassment in the workplace, as defined below.

DEFINITIONS:

Harassment:

Harassment comprises any unwelcome or objectionable, physical, visual or verbal conduct, comment or display, whether intended or unintended, that is insulting, humiliating or degrading to another person, or creates an intimidating, hostile or offensive environment and/or is on the basis of race, ethnicity, language, financial ability, religion, gender or sexual orientation, disability or age, or any other kind of discrimination which is prohibited by particular provincial/territorial legislation:

- Made by an employee, volunteer, member of council, client or supplier of the City.
- Directed at and offensive to any other employee, volunteer, client or supplier



- of the City, or any other individual or group; and
- That the person knew or reasonably ought to have known would be offensive (e.g., unintended).

Examples of harassment include, but are not limited to:

- Threats made or perceived, that are malicious or based on any of the prohibited grounds under Human Rights legislation.
- Derogatory written or verbal communication or gestures (e.g. name-calling, slurs, taunting pictures or posters, bullying, graffiti), that are malicious or that relate to any of the prohibited grounds under Human Rights legislation;
- Application of stereotypes or generalizations based on any of the prohibited grounds under the legislation.

Sexual Harassment:

Sexual harassment means any unwelcome conduct, comment, gesture or contact of a sexual nature, whether on a one-time basis or in a continuous series of incidents that:

- Might reasonably be expected to cause offence, embarrassment or humiliation; or
- Might reasonably be expected to be perceived as placing a condition of a sexual nature on employment, services, or on any opportunity for training or advancement.

Examples of sexual harassment include, but are not limited to:

- remarks, jokes, innuendoes or other comments regarding someone's body, appearance, physical or sexual characteristics or clothing.
- displaying of sexually offensive or derogatory pictures, cartoons or other material.
- Persistent unwelcome or uninvited invitations or requests.
- Unwelcome questions or sharing of information regarding a person's sexuality, sexual activity or sexual orientation.
- Conduct or comments intended to create, or having the effect of, creating an intimidating, hostile or offensive environment.

Bullying:

Bullying is an offensive, cruel, intimidating, insulting or humiliating behaviour which includes physical violence or the threat of physical violence. It can be physical or verbal, direct or indirect such as gossip. Bullying is considered harassment in general, unless there is physical contact or a threat of violence, where it is considered violence. Bullying is ill treatment which is not addressed under human rights legislation or criminal codes.

Workplace:

For the purposes of this policy, workplace includes any location in which employees and/or volunteers are engaged in City business activities necessary to perform their



assignments. This includes, but is not limited to, City buildings, employee/ volunteer parking lots, employee/volunteer organized social events, field locations, clients' homes, and during business related travel.

Abuse of Power:

Abuse of power happens whenever a City staff/volunteer abuses or misuses his/her power and discretion for personal benefit, or in benefit of another person.

Abuse of power, for the purposes of this policy, includes situations involving a minor, situations that involve a reporting relationship, or any situation that includes an accusation from a client against an employee or volunteer who is providing a service upon which the client depends. Incidents that involve an abuse of power are considered by the City as being, generally, of a more serious nature than peer-to-peer situations.

Mediator:

A mediator is an impartial, neutral party, without decision-making powers, whom both parties accept. The mediator may be the applicable HR representative, or other internal or external party. The goal of mediation is to assist both parties to reach a mutually beneficial agreement.

Investigator:

The investigator is utilized where mediation is not appropriate or fails. An investigator must be a well-trained individual who is able to conduct a formal process with clear documentation. An investigator will not have a reporting line or personal relationship/ connection with either the complainant or alleged harasser.

Prevention:

Prevention is always the first line of defense against occurrences of harassment. All employees and volunteers are reminded of their obligation to follow the City's Code of Conduct and to adhere to policies and procedures aimed at ensuring a positive work environment and the highest level of care for clients. Beyond this, there is a duty upon all to prevent harassment by discouraging inappropriate activities and by reporting incidents, as per this policy.

Rights:

Everyone has the right to:

- An environment that is free from harassment.
- File a complaint when the environment is not free from harassment.
- Be informed of complaints made against them.
- Obtain an investigation of the complaint without fear of embarrassment or reprisal.
- Have a fair hearing.
- Be kept informed throughout the process and of remedial action taken.



- A fair appeal process for both the respondent and complainant.
- Confidentiality to the degree possible under the circumstances.
- Representation by a third party.

Obligations:

The City is obligated legally to take all complaints seriously by:

- Using due diligence, which is the obligation to take reasonable measures to provide appropriate service.
- Being very familiar with the harassment policy and following it closely,
- Following the process without bias.
- Documenting all information from the first disclosure to the final resolution.
- Recording only relevant facts – no feelings.
- Signing and dating all documents.
- Using common sense.

RESPONSIBILITIES

Employees and Volunteers:

- All employees and volunteers are responsible for contributing to a positive work environment and for identifying and discouraging comments or activities that are contrary to this policy. This includes advising people or the alleged harasser that his/her behaviour is unwelcome.
- Where a situation occurs, or where an employee or volunteer believes a situation has occurred, he/she is obligated to report it to his/her supervisor/ manager.
- If a situation occurs which involves the supervisor/manager, or if the supervisor/manager does not intervene appropriately, the employee/ volunteer may report the situation to the manager/supervisor's manager or to the Director of Human Resources.

Supervisors and Managers:

- Supervisors and Manager are expected to eliminate any aspects of the work environment that are not in keeping with this policy, whether or not a complaint has been made. Supervisors/managers are obligated to implement this policy, under the direction of the applicable member of the City Management Team and with consultation from the applicable HR representative.

The HR representative:

- Advise parties of the process and legal parameters.
- Facilitate communication between parties with a view to resolving conflict.
- Coach parties as required.
- Ensure that the process is followed within the prescribed time frame.
- Arrange for investigation, mediation or expertise, as required.



- Coordinate the follow up actions.
- Maintain original copies of all documentation pertaining to the resolution of differences.
- Educate employees and volunteers on the application of this policy.
- Keep a confidential record of the number of complaints filed, the nature of these complaints, the outcome of the investigation and the type of corrective action taken.

The Mediator:

- Determine the parties' wishes and needs.
- Establish the ground rules for the discussions, with all parties agreeing to the rules.
- Explore with the parties different ways to get what each party needs and thus resolve the complaint.

The Investigator:

- Promptly make arrangements for a thorough and unbiased investigation to be conducted in as timely and confidential a manner as possible.
- Inform all parties of their rights and responsibilities.
- Secure all complaints and responses in writing, with dates, names, witnesses and full descriptions of the incident(s).
- Interview the parties involved and any witnesses to the behaviour, if necessary. Notify any individual interviewed of their right to be accompanied by the representative of their choice.
- Keep the parties to the complaint informed during the process, including providing the alleged harasser with full particulars of the allegations and a copy of the written complaint. An individual accused of discrimination or harassment will be entitled to respond to the complaint and may wish to offer his/her perspective regarding the allegations and/or present a proposal for resolution.
- Prepare a written report for the Corporate Services Director or delegate outlining the allegations of the complainant, the response of the alleged harasser, the evidence of any witnesses, and the conclusion reached.

PROCEDURES

Situations where there has been an accusation of harassment are extremely sensitive and often complex. At all times, the emotional and physical safety of the complainant is paramount, and this may involve taking steps that are not outlined herein. In general, however, the following process should be taken:



Complaint Received → Investigate → Action → Appeal

Complaint: In order to make an official complaint, a complainant should advise their supervisor/manager or the applicable HR representative. Any individual who receives any complaint against an employee or volunteer must refer it to the HR representative.

No Action: The behaviour is not found to be harassment, and the complainant agrees.

Resolve: If the harassment is subtle or mild and the complainant agrees, the complaint is resolved informally with the assistance of the HR representative.

Refer: If the complaint represents moderate or severe harassment or if the incident involves an abuse of power, then the applicable management member and the HR representative are to be notified and the complaint is referred to mediation, investigation or, in extreme circumstances, the police.

Mediate: The alleged harasser will be advised of the complaint, if this has not already happened. A mediator will be chosen and confirmed by the applicable management member and the HR representative, and confirmed provided the parties to the complaint agree. In the case where there is no agreement, alternative names will be considered. Mediation takes place and the situation is resolved to the satisfaction of both parties. If no agreement for either a name or process is secured, then the case is referred to investigation.

Investigate: Where, for whatever reason, the complaint remains unresolved, then the applicable management member and the HR representative, in consultation with the Corporate Services Director, chooses an investigator. The investigator will conduct a thorough and unbiased investigation and provide a written report, including recommendations for action, to the applicable management member, the Corporate Services Director and the City Council. They will confer with one another, and others as required, and the applicable management member will make a decision as to the appropriate action.

Action: When considering the appropriate action, the management member in consultation with the Corporate Services Director will consider the evidence, the nature of the harassment, whether physical contact was involved, whether the situation was isolated, and whether there was an abuse of power. Actions may include:

- Verbal or written apologies
- A letter of reprimand or suspension



- A referral to counseling
- Sensitivity training
- Demotion or transfer
- Termination of employment or volunteer activity
- Referral to police or other legal authorities
- Other sanctions.

Appeal: Either the complainant or alleged harasser may, within thirty (30) days of being notified of the action, submit an appeal, in writing, to the City Manager. In the event that the City Manager determines that further investigation is required, any additional findings shall be disclosed to the parties, who will be provided with an opportunity to respond. The City Manager will then review the record and determine whether or not a violation of the City policy has occurred.

Note: To ensure the ongoing emotional support for those involved in the process, it is strongly advised that assistance be provided by counselors from the Employee Assistance Program (EAP).

Confidentiality: Complaints of harassment will be received and investigated in a confidential manner in accordance with the procedures, including prescribing corrective action. Information that must be shared will be disclosed on a ‘need-to-know’ basis.

Any allegation or complaint of discrimination, harassment or sexual harassment will be considered personal information ‘supplied in confidence’. The name of the complainant or the circumstances of the complaint will not be disclosed to any person except where disclosure is necessary for the purpose of investigating the complaint. The substance of investigative reports and the substance of meetings held by those in authority regardless of whether it is substantiated, will be protected from disclosure to third parties, except where required for legal reasons.

Strict confidentiality cannot be guaranteed to anyone who wants to make a complaint of harassment. If a complaint goes through an investigation, the respondent and other people involved will have to learn about the complaint. The complainant can be assured that only people who ‘need-to-know’ will be told of the complaint.

No investigation information is to be kept on the employee/volunteer’s personnel file with the exception of official disciplinary/termination papers. Similar to problem resolution cases, harassment investigation information should be kept indefinitely in a separate file. Proven allegations of harassment or sexual harassment, including disciplinary action taken shall be documented and form part of the employee/volunteer’s permanent record.



Disciplinary Action:

Harassment by an employee or volunteer is a serious offence. If an accusation is substantiated, the harasser will be subject to immediate disciplinary action, up to and including dismissal. Intentionally accusing someone of harassment, known to be false, is a serious offence and is subject to disciplinary action. The City reserves the right to discipline those whose complaints are frivolous. Any interference with the conduct of an investigation, or retaliation against a complainant, respondent or witness, may itself result in disciplinary action. Criteria in determining level of disciplinary action shall be based on fact scenario and will take into account harm to the individual, harm to the City and its reputation, and whether or not there was an unequal power relationship. Where the conduct involves, or may involve, criminal activity, the City reserves the right to invoke criminal charges.

Employees and volunteers have a duty to disclose criminal activity.

Human Rights Commission:

Nothing in this policy shall be deemed to limit the right of an employee or volunteer to seek assistance from the provincial/territorial Human Rights Commission.

Approved by City Manager	Signature:
Approved by City Council	Signature:
Date	



Policy Number	HR 08-11
Name of Policy	HIRING POLICY
Effective Date	January 28th, 2008
Revision Date	
Originating Department	Human Resources Department
Policy Statement	The City of Miramichi has established fair and consistent practices for all recruitment and selection functions.
Scope – Who it affects	All employees, volunteers and council members of the City of Miramichi.

POLICY

The hiring process used by the City of Miramichi will comply with the New Brunswick Employment Standards Act and Human Rights Legislation.

All employees involved in the hiring process will perform the task of recruitment and selection in a fair and consistent manner. An employee experiencing bias is required to express the bias and remove himself/herself if the bias is deemed to have an effect on the fairness of the process.

PROCEDURES

For complete procedures on the hiring process please refer to the Hiring Process Manual.

Approved by City Manager	Signature:
Approved by City Council	Signature:
Date	



Policy Number	HR 08-12
Name of Policy	HOLIDAYS
Effective Date	January 28th, 2008
Revision Date	
Originating Department	Human Resources Department
Policy Statement	Statutory or public holidays are days the government (federal, provincial and/or municipal) has designated as paid days off.
Scope – Who it affects	Management and non-union employees of the City of Miramichi.

POLICY

All employees who are on active payroll are entitled to the following holidays.

HOLIDAYS

New Year's Day
 Good Friday
 Easter Monday
 Victoria Day
 Canada Day
 New Brunswick Day (1st Monday in August)
 Labour Day
 Thanksgiving Day
 Remembrance Day
 Christmas Day
 Boxing Day
 ½ day on New Year's Eve day
 ½ day on Christmas Eve day

Employees are also entitled to three (3) floating days per calendar year to be used within the calendar year.

In addition, employees who have not taken any sick time during the previous calendar year are entitled to an extra floating day.



PROCEDURES

Where a statutory holiday falls on the weekend, the holiday will be observed on the following Monday.

Floating holidays must be scheduled for a time mutually agreed to by the manager/supervisor and the employee.

Approved by City Manager	Signature:
Approved by City Council	Signature:
Date	



<i>Policy Number</i>	HR 08-13
<i>Name of Policy</i>	INTERNET AND EMAIL USE POLICY
<i>Effective Date</i>	May 1, 2000
<i>Revision Date</i>	January 28th, 2008
<i>Originating Department</i>	Human Resources Department
<i>Policy Statement</i>	This policy is to provide guidelines for users in order to ensure appropriate, effective and cost efficient use and operation of the City's electronic mail (email) system and internet service.
<i>Scope – Who it affects</i>	All employees, volunteers and council members of the City of Miramichi.

POLICY

Access to internet and email services is provided to users to assist them to perform their work and their use of email and the internet must not jeopardize operation of the system or the reputation and/or integrity of the City of Miramichi.

Email and internet services are subject to the same restrictions on use, and the same review process, as are any other government furnished resources provided for the use of employees. The use of email and the internet may be monitored.

Email and internet usage must be able to withstand public scrutiny. Users must comply with all applicable legislation relative to acceptable use of these services. This includes complying with copyright and license provisions with respect to both programs and data as it relates to their use on City-owned hardware.

While email and internet services are provided as business tools to users, their reasonable, incidental use for personal purposes is acceptable. This use must not, however, detrimentally affect employee productivity, disrupt the system, and/or harm the reputation of the City of Miramichi.

Users should carefully consider the intended audience, tone, formality and format for all email messages. The misinterpretation of an email message may occur, not observing body language and hearing the tone of voice can cause what was meant as a casual or a humorous message to be taken other than the way it was intended.



Users should be aware that email and internet usage is backed up on a regular basis and remains part of the public record, even when users delete email files.

USERS MAY NOT:

Use email and the internet to send and/or store pornographic, obscene or harassing messages and/or materials.

Use internet service for personal uses such as, but not limited to; hotmail, gmail, facebook, online shopping, online dating, msn messenger, etc.

Use internet services to download any outside programs or files not approved by the City of Miramichi, such as music, games, etc.

Use email and the internet for commercial solicitation or for conducting or pursuing their own business interest or those of other organizations.

Users should not propagate viruses, knowingly or maliciously.

PROCEDURES

Alleged inappropriate use of internet or email services will be reviewed by the Human Resources Department on a case by case basis and may lead to discontinued internet and email services. More serious infractions of this policy and guidelines thereto could lead to disciplinary action and will be reviewed by City Manager.

All employees, volunteers, and council members shall sign an Internet Usage Agreement which will be maintained in their Personnel file.

Approved by City Manager	Signature:
Approved by City Council	Signature:
Date	



INTERNET USAGE AGREEMENT

I, _____, acknowledge that I am being granted Internet
(*Employee/Volunteer/Council Member – please print*)
access using City of Miramichi's facilities in order to carry out my work and agree that
my use of the Internet will be conducted in an ethical and professional manner in
accordance with City of Miramichi Policy.

I understand that my usage may be monitored without further warning. I further
understand that inappropriate usage may be cause for disciplinary action up to and
including dismissal.

DATED this _____ day of _____, 2008.

Employee's Signature

Witness



Policy Number	HR 08-14
Name of Policy	LEAVE OF ABSENCE – DEFERRED SALARY
Effective Date	January 24th, 2008
Revision Date	
Originating Department	Human Resources Department
Policy Statement	This policy will allow management staff to defer salary in order to take up to one full year leave of absence.
Scope – Who it affects	All management and non-union employees of the City of Miramichi.

POLICY

A deferred salary leave plan will allow management employees the opportunity of taking up to one full year leave of absence subject to the City Manager’s recommendation and City Council’s approval. This leave is financed by the employee during the timeframe proceeding the year of leave.

PROCEDURES

Any management employee wishing to avail themselves of this leave must apply in writing to the City Manager by October 31st of the year prior to deductions commencing. A letter of acceptance or denial will be forwarded to the employee by November 30th of the same year.

All participants shall receive full benefits for each year in the plan including the leave year. This includes health, dental, life insurance, long term disability and pension benefits.

In each year of the plan, preceding the period of leave, an employee will be paid a reduced percentage of applicable annual salary.

Any employee utilizing this leave shall only do so at a zero net cost to the City of Miramichi. Approval must be obtained from the City Manager and City Council.

Approved by City Manager	Signature:
Approved by City Council	Signature:
Date	



Policy Number	HR 08-15
Name of Policy	LEAVE OF ABSENCE – JURY DUTY
Effective Date	January 28th, 2008
Revision Date	
Originating Department	Human Resources Department
Policy Statement	Any regular full-time or part-time employee who is required to perform jury duty on a regular working day will be released to serve.
Scope – Who it affects	All management and non-union employees of the City of Miramichi.

POLICY

The City of Miramichi will grant an employee a leave of absence without loss of seniority as a result of being:

- a) summoned to serve on a jury,
- b) selected to serve on a jury, or
- c) served with a summons to attend at the hearing of an action, application or proceeding as a witness.

The City of Miramichi shall pay the employee the difference between his normal earnings and the payment he receives for jury services or court witness, excluding payment for traveling, meals or other expenses.

PROCEDURES

The employee will present proof of service and the amount of pay received to the manager/supervisor. The **Leave Pass** is to be used by the employee to ensure proper payment is made. The Leave Pass must be approved by the manager/supervisor prior to being passed on to payroll.

Approved by City Manager	Signature:
Approved by City Council	Signature:
Date	



Policy Number	HR 08-16
Name of Policy	LEAVE OF ABSENCE – MATERNITY & CHILD CARE
Effective Date	January 24th, 2008
Revision Date	
Originating Department	Human Resources Department
Policy Statement	Legislated requirements for maternity leave, parental leave and adoption leave are aimed at ensuring that biological and adoptive parents have access to time off to have and care for a new child.
Scope – Who it affects	All management and non-union employees of the City of Miramichi.

POLICY

The City of Miramichi shall, upon request, grant an employee maternity leave without pay of seventeen (17) weeks or a shorter period if the employee wishes at any time beginning no earlier than eleven (11) weeks prior to the probable delivery date.

The City of Miramichi shall, upon request, grant an employee who is the natural parent of a newborn or unborn child, or who is adopting or has adopted a child a leave of absence without pay of thirty-seven (37) consecutive weeks or such a shorter period as the employee requests so as to enable the employee to care for the child.

PROCEDURES

Maternity Leave

A pregnant employee wishing to take maternity leave must:

- a) advise her employer four (4) months prior to the probable delivery date or as soon as her pregnancy is confirmed, whichever is later
- b) provide her employer with a medical doctor's certificate confirming pregnancy and the probable delivery date, or
- c) In the absence of an emergency, give her employer two (2) weeks notice prior to commencing her maternity leave.

The City of Miramichi may, where no alternate employment is available, require a pregnant employee to begin a leave of absence without pay when she can no longer



reasonably perform her duties, or the performance of her work is materially affected by her pregnancy. Such employer imposed leave of absence is in addition to any maternity leave to which the employee is entitled under the Employment Standards Act as a result of her pregnancy.

Child Care Leave

An employee who is or will be a natural parent intending to take this leave shall:

- a) provide the City of Miramichi with a medical doctor's certificate specifying the probable date of delivery or the date upon which the birth has occurred; and
- b) In the absence of an emergency, give four (4) weeks written notice to the employer of the commencement date and duration of the leave.

An employee who is an adoptive parent intending to take this leave shall:

- a) provide the employer with proof that a child has been or will be placed with the employee for the purpose of adopting,
- b) notify the employer of the commencement date and duration of the leave on being made aware of the date of placement with the employee for adoption; and
- c) In the absence of an emergency, give four (4) months notice to the employer before the anticipated date on which a child will come into the employee's care and custody in the case of private adoption or upon approval in accordance with the Family Services Act as a prospective adopting parent.

Where a natural mother intends to take a child care leave in addition to a maternity leave, except if the newborn is hospitalized when an employee's maternity leave expires, the employee is required to commence the child care leave immediately on expiration of the maternity leave unless the City and the employee otherwise agree.

Child Care Leave may be taken by either natural or adoptive parents. Where both parents are employees it may be shared by the child's parents, but the leave cannot exceed thirty-seven (37) weeks in total, regardless of how it is divided, and it must be taken in a consecutive manner.

The combined maternity leave of seventeen (17) weeks and child care leave of thirty-seven (37) weeks taken by one or both parents cannot total more than fifty-two (52) weeks.

The City of Miramichi shall not dismiss, suspend or lay off an employee during the leave or for reasons arising from the leave alone. The City shall permit an employee, upon the end of the leave, to resume work in the position held immediately before the beginning of the leave or an equivalent position with no decrease in pay.



An employee granted a leave of absence under the Employee Standards Act is deemed to have been continuously employed with the same employer during the leave of absence.

Approved by City Manager	Signature:
Approved by City Council	Signature:
Date	



Policy Number	HR 08-17
Name of Policy	LEAVE OF ABSENCE – SICK TIME
Effective Date	January 24th, 2008
Revision Date	
Originating Department	Human Resources Department
Policy Statement	This policy refers to the period of time an employee is permitted to be absent from work with full pay by virtue of being sick or disabled.
Scope – Who it affects	All management and non-union employees of the City of Miramichi.

POLICY

Employees who have been employed with the City of Miramichi for more than the probationary period shall be granted, upon request, Leave of Absence – sick time of up to ten (10) days during a calendar year. The City of Miramichi is responsible for the employee’s wage and benefits upon exhaustion of the annual ten (10) day sick leave until the employee returns to work or is accepted for Long Term Disability.

An employee shall be required to produce a certificate from a qualified medical practitioner of the City’s choice after three (3) days certifying that the employee is unable to carry out his/her duties due to illness.

On December 15th each year, an employee shall be compensated for the balance of sick leave up to a maximum of five (5) days in the employee’s sick leave credit at the employee’s rate of pay at the time of the payment.

The City of Miramichi will not dismiss, suspend or lay off an employee during the leave or for reasons arising from the leave itself.

PROCEDURES

If an employee is unable to work because of sickness or ill health, it is the responsibility of the employee to notify their manager/supervisor immediately. The City of Miramichi



may request the employee produce a certificate from a qualified medical practitioner after three days absence.

The manager/supervisor must record an employee's absence due to sickness or ill health for record keeping and payroll purposes.

Approved by City Manager	Signature:
Approved by City Council	Signature:
Date	



Policy Number	HR 08-18
Name of Policy	LEAVE OF ABSENCE – TIME OFF TO VOTE
Effective Date	January 24th, 2008
Revision Date	
Originating Department	Human Resources Department
Policy Statement	The Election Act of New Brunswick requires that employees are given time off if they would otherwise not have time to vote.
Scope – Who it affects	All management and non-union employees of the City of Miramichi.

POLICY

The City of Miramichi encourages all employees to participate in the electoral process, including voting in all municipal, provincial and federal elections. To ensure that all employees have adequate time to exercise their right to vote, the City of Miramichi will not prevent employees from having three consecutive hours for the purpose of casting his/her vote. If the regularly scheduled work period does not allow for such, additional time for voting must be allowed to provide three consecutive hours. The City of Miramichi will not make any deduction from the pay of an employee by reason of absence from his/her work during such consecutive hours.

Any additional time for voting must be granted at the convenience of the City.

PROCEDURES

The City of Miramichi reserves the right to schedule this leave and will endeavour to minimize the time away from work.

For example, if the polls are open from 9:00 am until 8:00 pm and the employee works until 5:00 pm, no time from work will be given as there are three free hours to vote between 5:00 and 8:00 pm.



City of — Ville de
MIRAMICHI

Approved by City Manager	Signature:
Approved by City Council	Signature:
Date	



<i>Policy Number</i>	HR 08-19
<i>Name of Policy</i>	LEAVE OF ABSENCE WITHOUT PAY – PERSONAL
<i>Effective Date</i>	January 24th, 2008
<i>Revision Date</i>	
<i>Originating Department</i>	Human Resources Department
<i>Policy Statement</i>	The City of Miramichi will ensure uniform standards are applied to any application for a Leave Without Pay.
<i>Scope – Who it affects</i>	All management and non-union employees in the City of Miramichi.

POLICY

A Leave of Absence without pay shall not be granted unless all leave entitlement with pay has been taken prior to the application. This also applies to short term absences such as hours/days. For example, all time banked must be taken prior to applying for a Leave of Absence without pay.

A Leave of Absence without pay may be granted to an employee according to the priorities of each department and must be based on good and sufficient reasoning.

Extended Leave of Absence without pay may be granted for educational purposes provided the education is directly relevant to the employee's present position and career development with the City of Miramichi. Any extended Leave of Absence without pay must be approved by City Council and the approvals listed below.

All Leave of Absence without pay must be approved by the manager/supervisor of the employee and the City Manager and the Human Resources Department prior to the Leave beginning.

PROCEDURES

Subject to operational requirements, leave without pay for a period not to exceed one (1) year may be granted to an employee for personal needs and under the following conditions:



1. Employees must make written application to their manager/supervisor outlining the reasons for their request in a memo. The request memo must specify the reason for the requested leave and the duration of the leave.
2. An employee is entitled to leave without pay for personal needs only once during the total period of employment with the City of Miramichi. This leave will not be used in combination with maternity, child care, or other leaves.
3. The employee shall assume 100% of the cost of the premiums to maintain benefits during this Leave of Absence without pay by providing post-dated cheques to the Human Resource Department.

Approved by City Manager	Signature:
Approved by City Council	Signature:
Date	



Policy Number	HR 08-20
Name of Policy	NON-SMOKING POLICY
Effective Date	September 25, 2001
Revision Date	January 24th, 2008
Originating Department	Human Resources Department
Policy Statement	This policy was developed to create a smoke free environment for the public enjoyment of municipally owned and/or operated facilities and for the health of our employees.
Scope – Who it affects	All employees, volunteers and council members of the City of Miramichi.

POLICY

Smoking is prohibited in any municipal building. Smoking is prohibited in any City owned and operated vehicles. Smoking is prohibited in any public pool area. Every employee of the City of Miramichi is responsible to respect and comply with this policy.

PROCEDURES

It is the responsibility of all employees of the City of Miramichi to ensure the non-smoking policy is upheld and followed. Any infractions to this policy must be reported to the manager/supervisor and to the Human Resources Department immediately. Disregard to this policy will result in disciplinary procedures.

Approved by City Manager	Signature:
Approved by City Council	Signature:
Date	



<i>Policy Number</i>	HR 08-21
<i>Name of Policy</i>	PERFORMANCE MANAGEMENT
<i>Effective Date</i>	January 24th, 2008
<i>Revision Date</i>	
<i>Originating Department</i>	Human Resources Department
<i>Policy Statement</i>	Employee performance management is an integral part of overall organization management.
<i>Scope – Who it affects</i>	All management and non-union employees of the City of Miramichi.

POLICY

The City of Miramichi will treat employees equitably and fairly, without discrimination. The performance management process will serve to both ensure and demonstrate, objective and fair decision-making regarding compensation, promotion, disciplinary action and termination.

The prime purpose of performance management is to allow the manager/supervisor and the employee to participate in setting expectations and goals and evaluating the success of meeting these goals through feedback and appraisals. This feedback must reflect the demands of the position, the objectives of the organization and should improve the employee's value and potential within the City of Miramichi.

PROCEDURES

The performance of each employee will be reviewed formally and in writing on at least an annual basis. Additional appraisals may be conducted in developmental stages or when performance is not meeting standards. **See Performance Management Process.**

It is a requirement for all managers and supervisors employed by the City of Miramichi to support the performance management process and to follow said process. Serious infractions of this policy or refusal to comply with the performance management process may lead to disciplinary procedures.

See Performance Management Process.



City of — Ville de
MIRAMICHI

Approved by City Manager	Signature:
Approved by City Council	Signature:
Date	



<i>Policy Number</i>	HR 08-22
<i>Name of Policy</i>	PROFESSIONAL DEVELOPMENT & TRAINING
<i>Effective Date</i>	February 27, 1997
<i>Revision Date</i>	January 24th, 2008
<i>Originating Department</i>	Human Resources Department
<i>Policy Statement</i>	The City of Miramichi agrees that it is in the best interest of the City that all persons employed maintain a level of knowledge that is current to his/her work.
<i>Scope – Who it affects</i>	All employees and volunteers of the City of Miramichi.

POLICY

The Professional Development and Training Plan for the City of Miramichi will address both the organizational needs (the competencies required to achieve organizational goals and objectives) and individual needs (the competencies employees required to do their job), and will reflect the organization’s overall philosophy on learning.

The City of Miramichi will ensure the continued growth in skills and abilities of the employees are supported in order to develop the proficiency of City employees. We will encourage staff to enhance or upgrade the knowledge, skills and abilities to perform their job requirements through various training and development programs.

The overall Professional Development and Training Process for the City of Miramichi has been developed to support the strategic goals and objectives of the City and will be the responsibility of the Human Resources Department with input and maintenance from the managers/supervisors of the City.

Employees are responsible to be self-directed in increasing their knowledge, skills and competencies by identifying developing opportunities to their managers/supervisors.



PROCEDURES

For all development and training activities, applicants will be selected on the basis of identified City and individual needs, assuming the applicant meets program standards and pre-requisites.

Employees may be requested to participate in training courses, or can request to participate in training courses with or without the assistance of the City of Miramichi. All employees applying to participate in training and development courses must complete the form “Application for Training/Development” and obtain the approval of their manager/supervisor. Detailed descriptions of course content, requirements, etc. must be attached to the Application for Training form.

Approval for participation in training and development courses must be obtained prior to commencement of the program.

Responsibilities

Human Resources Department

- Develop an overall City of Miramichi Training & Development Plan supporting the organizational objectives.
- Coordinate training and development activities throughout the City.
- Monitor and evaluate the effectiveness of the training and development and recommend revisions where appropriate.
- Liaise with training instructors and other organizations to determine programs available.
- Inform Department Heads and other employees of programs available.
- Ensure HRIS is up to date with accurate information regarding training and development for all City of Miramichi employees.
- Responsible for ensuring costs for training and development for the City of Miramichi remain within budget.
- Responsible for ensuring the costs for training and development for Human Resources Department remain within budget.

Department Directors/Managers/Supervisors

- Coordinate training and development programs within their own department.
- Monitor and evaluate the effectiveness of training and development programs.
- Support and assist employees with training and development plans.
- Responsible for ensuring the department’s training and development costs remain within budget.



Employees

- Responsible for initiating training and development opportunities that will enhance their current knowledge, skills and abilities in their existing positions and in the future.
- In some cases, this may involve personal expense and time commitments by the employee.

Criteria for Approval

Evaluation Reports for Courses, Seminars, Conferences, etc.

- Any employee attending a course, seminar, conference, etc. where payment is made by the City of Miramichi are required to complete an “Evaluation of Training/Development” form within two (2) business days of attending the course, seminar, conference, etc.
- This “Evaluation of Training/Development” is to be submitted to the employee’s manager/supervisor within two (2) business days for comment and passed on to the Human Resources Department immediately.
- This form is passed to the Payroll Department for immediate input to HRIS.
- Following review by the Human Resources Department, the report will be filed in the employee’s personnel file for future reference.

Tuition Reimbursement

- Application for tuition reimbursement must be submitted prior to commencement of the course using the Application for Tuition Reimbursement Form.
- The course must be relevant to the employee’s current position or must be noted as career development on the Performance Management Form. The course may also be a correspondence course.
- If the course is approved by both the manager/supervisor and the Human Resources Department 50% of the cost of the course will be paid at the commencement of the course.
- The remaining 50% of the total cost of the course will be paid upon successful completion of the course. Original tuition receipts must accompany final transcript of marks.
- No reimbursement will be granted in cases where the employee has failed to attain a passing grade in the course.
- Part-time and seasonal employees will not be eligible for tuition reimbursement.

Categories of Training

Out-of-Town Courses, Workshops, Conferences, Examinations & Seminars



- The City will reimburse the employee for direct travel expenses (in accordance with the Travel Policy) and direct tuition or enrolment expenses on courses for which prior approval was obtained.
- For any approved training and development, the employee will be allowed time off with pay to attend the course, workshop, etc.

Approved by City Manager	Signature:
Approved by City Council	Signature:
Date	



Policy Number	HR 08-23
Name of Policy	RETIREMENT
Effective Date	January 24th, 2008
Revision Date	
Originating Department	Human Resources Department
Policy Statement	The City of Miramichi prohibits discrimination based on age.
Scope – Who it affects	All employees and volunteers of the City of Miramichi.

POLICY

The City of Miramichi does not discriminate against any employee due to age as such does not have a mandatory age limit for retirement for its employees.

PROCEDURES

The normal retirement age of sixty-five (65) is consistent with general business practice and with the normal eligibility date for pension benefits from the Canadian Pension Plan (CPP).

However, all employees of the City of Miramichi upon reaching the age of sixty-five (65) will be allowed to continue working for the City provided:

- They desire to continue their employment with the City of Miramichi
- Are fit and able to do so
- Meet the agreed job requirements
- They will receive pension benefits as per municipal agreement with the pension carrier.

Approved by City Manager	Signature:
Approved by City Council	Signature:
Date	



<i>Policy Number</i>	HR 08-24
<i>Name of Policy</i>	TERMINATION POLICY
<i>Effective Date</i>	January 24th, 2008
<i>Revision Date</i>	
<i>Originating Department</i>	Human Resources Department
<i>Policy Statement</i>	The City of Miramichi acknowledges that terminations are an inevitable reality within any organization. The procedures identified in this Policy are designed to protect the best interests of the affected employee and the organization.
<i>Scope – Who it affects</i>	All employees of the City of Miramichi.

POLICY

Terminations are to be treated in a confidential, professional manner by all concerned and managers and supervisors will ensure thorough, consistent and evenhanded termination procedures. The notice of termination of any employee of the City of Miramichi shall be given in writing in accordance with the New Brunswick Employment Standards Code.

During the first three months of the probationary period of employment, the services of any probationary employee of the City may be terminated by the manager/supervisor at any time without written notice of termination or payment of money in place of notice of termination. A termination at the end of an agreed term of employment shall require no notice.

At the termination of employment, whether by resignation or dismissal, any outstanding entitlements owing to the employee shall be paid in full and any amounts owing by the employee will be deducted from the final pay cheque. The final pay to the employee will be on the next scheduled pay date.

At the City's discretion, an employee may be paid out the period of notice, in lieu of notice.



Termination for Cause:

Employment may be terminated for just cause and without notice after consultation between the Manager/Supervisor and Human Resources for, but not limited to the following breaches of the City’s Code of Ethics and/or Guiding Principles:

- Gross misconduct or insubordination
- Sexual harassment
- Performance of assignment(s) while under the influence of alcohol or mind altering drugs
- Theft
- Misappropriation of City funds
- Abuse of City equipment or materials
- Falsification of City records
- Misrepresentation of personal information
- Illegal, violent or unsafe actions
- Abusive treatment of clients or co-workers, either physically or mentally
- Failure or inability to project a positive image of the services of City

Resignations:

Resignation by any employee in either a regular full-time or regular part-time position shall be given in writing with a notice period corresponding to the New Brunswick Employment Standards Code regarding termination.

PROCEDURES

A poorly handled termination can lead to legal action; therefore it is wise to consult a lawyer before terminating an employee for whatever the reason.

Please see Performance Management procedures.

Approved by City Manager	Signature:
Approved by City Council	Signature:
Date	



Policy Number	HR 08-25
Name of Policy	VACATIONS
Effective Date	January 24th, 2008
Revision Date	
Originating Department	Human Resources Department
Policy Statement	Employees shall receive an annual vacation with pay in accordance with credited service.
Scope – Who it affects	All management and non-union employees of the City of Miramichi.

POLICY

Vacation is earned in one calendar year and is to be utilized in the next calendar year. Vacation entitlement is based on the calendar year of January to December. Employees will be permitted to carry over a maximum of two (2) weeks of vacation time.

Vacation is earned as follows:

- Less than one year's service. One and one quarter (1 ¼) working days for each calendar month of service.
- Three (3) weeks after one (1) year.
- Four (4) weeks after three (3) years.
- Five (5) weeks after eight (8) years.
- Six (6) weeks after fifteen (15) years.

PROCEDURES

All vacation must be scheduled prior to March 31st each year. While trying to accommodate all requests for the vacation period selected, the City of Miramichi reserves the right, based on business activities, to limit the number of employees taking vacation at the same time. Approval of the manager/supervisor of the employee on the **Leave Pass Form** must be obtained and the Leave Pass forwarded to the payroll department for recording.



Employees on maternity/child care leave or any other Leave of Absence will not accumulate vacation time for the period absent from work.

Employees on Worker’s Compensation, Sick Leave, and Long Term Disability will accumulate vacation time for the period absent from work to a maximum of two (2) years.

Employees who become ill or injured while on vacation are eligible to use sick leave upon advising their manager/supervisor. The City of Miramichi will request a medical certificate in such instances after three (3) days.

Upon an employee’s termination or death, all vacation entitlement not utilized will be paid out to the employee or to the estate of the employee.

Approved by City Manager	Signature:
Approved by City Council	Signature:
Date	



<i>Policy Number</i>	HR 08-26
<i>Name of Policy</i>	WORKPLACE DIVERSITY
<i>Effective Date</i>	January 24th, 2008
<i>Revision Date</i>	
<i>Originating Department</i>	Human Resources Department
<i>Policy Statement</i>	The City of Miramichi has made a commitment to employ anti-discriminatory practices and fosters equal opportunity through the removal of barriers and biases.
<i>Scope – Who it affects</i>	All employees, volunteers and council members of the City of Miramichi.

POLICY

The City of Miramichi is committed to being a leader in supporting and valuing the diversity of the people, organizations and communities we serve.

Valuing diversity is recognizing and respecting human differences and similarities. We are committed to employment diversity with respect to all aspects of employment. All decisions regarding recruitment, hiring, promotion, compensation, employee development, and all other terms and conditions of employment will be made without regard to race, religious beliefs, colour, gender, sexual orientation, marital status, physical and mental disability, age, ancestry or place of origin.

PROCEDURES

The City of Miramichi will make every reasonable effort to ensure that it is a representative employer of women and men, members of visible minority groups, people with disabilities and First Nations at all the organizations' operations. To do this, the City will reach out to community organizations serving these groups to develop recruitment strategies.

All employees at the City of Miramichi have a role to play in supporting our commitment to diversity and employment equity. All employees, regardless of position, are responsible for applying the City of Miramichi's Diversity Policy on an ongoing basis.



All employees are expected to treat other employees with dignity and respect and in a fair and on-discriminatory manner in all employment related dealings. Failure to adhere to this policy will lead to disciplinary procedures.

Approved by City Manager	Signature:
Approved by City Council	Signature:
Date	



<i>Policy Number</i>	HR 08-27
<i>Name of Policy</i>	HEALTH & DENTAL COVERAGE FOR EARLY RETIREES
<i>Effective Date</i>	May 25th, 2006
<i>Revision Date</i>	
<i>Originating Department</i>	Human Resources Department
<i>Policy Statement</i>	The City of Miramichi has committed to provide a fair and equitable provision to all City employees meeting early unreduced retirement requirements under the current City of Miramichi Pension Plan
<i>Scope – Who it affects</i>	All City of Miramichi employees

POLICY

An employee wishing to retire prior to age 65 may request the extension of their Health and Dental coverage, excluding travel coverage with the City of Miramichi. Upon reaching age 65, the employee will be required to find alternate coverage at their own expense.

PROCEDURES

Employee should advise the City of Miramichi Human Resources Department six months prior to the intended retirement date of their request for Health and Dental Benefits. Such requests must be in writing.

Employee must be full time with the Municipality and currently on the City of Miramichi's Health and Dental Plan. Coverage for individual and family members on the plan at retirement would remain the same, in other words no new members may be added.

Employee must meet all eligibility requirements for early unreduced retirement under the City of Miramichi's Pension Plan.



Employee must have a minimum of 25 years pensionable experience with the City of Miramichi and meet either the factor 70 (for police or fire) or the factor 80 (remaining staff) for early unreduced retirement. Factor is determined by age plus years of pensionable service.

The Plan would be the same as the Health and Dental plan as applicable to the active employees at any time, however travel coverage does not apply to retirees. The cost sharing arrangements will always be the same as those applicable to the active employees at any time.

Approved by City Manager	Signature:
Approved by City Council	Signature:
Date	