

CENTRAL COAST REGIONAL DISTRICT
POLICIES

Board Meeting 58

NOV 14 2013

A-29 Personnel Policy

CCRD ITEM E(a)

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

GENERAL:

These guidelines cover all CCRD staff including regular full-time, regular part-time, temporary and casual employees, as defined below:

- Regular full-time employees are those employees who work the customary number of weekly hours (at least 35 hours) and who maintain a continuous, regular employment status.
- Regular part-time employees are those employees who work less than 35 hours, but maintain a continuous, regular employee status.
- Temporary employees and casual employees are those employees whose service is intended to be of limited duration, such as during summer months only, but who work the scheduled full or part time hours.

The Personnel Policy is a living document and the CCRD (the employer) reserves the right to amend, modify or discontinue any of the information contained in this policy. The CCRD commits to reviewing changes to the Policy with staff prior to implementation.

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

EMPLOYMENT PHILOSOPHY

2.01 Employment Philosophy

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

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

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

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2.02 Equal Opportunity Employment

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

2.03 Harassment in the Workplace

The CCRD is committed to providing a work environment in which all managers, employees and elected officials are treated with respect and dignity and can contribute to a productive and professional atmosphere that is free of discrimination or harassment. This policy applies to everyone who works at the CCRD. It applies at all sites at which the CCRD operates, and includes social, business or other activities.

Anyone who works for the CCRD who believes that s/he has been harassed in the workplace may use the procedures outlined in the “*Respectful Workplace Policy – Policy E-8*” available on the CCRD Website at www.ccrd-bc.ca.

EMPLOYMENT AND COMPENSATION

3.1 Orientation

Immediate supervisors are responsible for conducting an orientation session with all new employees.

3.02 Position Descriptions

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

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

3.03 Probation Review

Except as contained in an employee contract, the probationary period is 3 months for a new regular full time or part time employee. During this period, both the employee and the CCRD can determine if the position is a suitable fit for the employee. Should the employee prove unsuitable, employment may be terminated. Notice of termination of employment, or money in lieu of notice, will be as per the individual’s employment agreement, or in the event there is no agreement, per the *Employment Standards Act*. In specific situations a supervisor may extend the probationary period.

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3.04 Performance Review & Planning

The CCRD believes that every regular or part time employee should have the opportunity to grow and develop at work. The opportunity for growth and development is determined by both the employee's interest and abilities and the CCRD's needs.

The employee and his/her supervisor will work together to plan his/her development and will re-evaluate the employee's position on an annual basis. It is a two-way process between the employee and his/her supervisor and should be viewed as an opportunity for the employee to know how s/he is performing and for the CCRD to know how well it is meeting his/her needs.

3.05 Compensation

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

Position Descriptions exist for all positions within the CCRD. The initial salary level within the range for each position is determined by a combination of level of education plus years of experience.

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

3.06 Professional Associations and Memberships

The CCRD will pay an employee's membership dues for a recognized professional association if membership is a requirement of his/her position. Other association membership dues will be paid as approved by the CAO or as established in employee contracts.

3.07 Educational Reimbursement

The CCRD encourages employee development and provides financial assistance and other opportunities to employees who complete pre-approved outside educational courses. Where the CCRD requires an employee to participate in a training program or workshop, and with the approval of the CAO, the employer will pay the registration fees and provide reimbursement for reasonable travel related expenses in accordance with CCRD policy.

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Courses relevant to your position taken on your own time will be reimbursed for 50% of the fees and text books upon registration and the remainder, upon successful completion of the course. To qualify for reimbursement:

1. the course must relate to the needs of the CCRD, and
2. the employee must have prior approval from the CAO to take the course,
3. the course must be successfully completed.

Approval for course funding will be subject to budget sufficiency and workplace impact, therefore, course planning and pre-approval will be a prerequisite. Before an employee registers for the course, s/he must provide a written request and obtain approval, first from your supervisor and then from the CAO. Approval for travel and other course related fees will be with the CAO's approval.

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

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

3.08 Corrective Action

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

3.09 Internal Postings

The CCRD will provide an opportunity for current employees to apply for non-management positions before recruiting someone from outside the CCRD by posting vacancies in the CCRD Office. Management positions will also be posted however concurrent recruitment will take place. Internal applicants with the necessary qualifications and experience will be interviewed for suitability for the position. If an employee is successful in being selected for the new position, s/he will be required to serve a probationary period of 3 months. The employee's supervisor will conduct a performance evaluation for him/her upon completion of the probationary period.

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

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EMPLOYEE BENEFITS AND PENSION PLAN

4.01 Summary

Regular full-time employees and some regular part-time employees are eligible to participate in the CCRD benefits and pension plan. A summary of benefits is below. For further details, please refer to the benefit booklets from the insurance carriers, available from the CFO, or on-line.

4.02 Pension Plan

Participation in the BC Municipal Pension Plan is mandatory for all regular, full time employees. Other employees meeting BC Municipal Pension Plan criteria may enroll after two years of continuous service with the CCRD. Rates are set by the BC Municipal Pension Plan. Check out the Municipal Pension Plan website at mpp.pensionsbc.ca for further information.

4.03 WorkSafeBC

If an employee is injured on the job and cannot perform all or any of his/her duties, s/he may be covered under WorkSafeBC. The amount the employee will receive and the length of time the benefit will be paid depends on his/her salary and the degree of his/her injuries. If an employee is injured on the job, first seek medical attention if required and let his/her supervisor know as soon as possible.

If an employee is entitled to WSBC benefits, the WSBC benefits will be paid directly to him/her and the CCRD will maintain benefits during compensable leave. For additional information check out the WorkSafeBC website at www.worksafebc.com.

4.04 Group Benefit Plans – 100% CCRD premium paid

The CCRD's obligation to provide coverage is limited to employee eligibility and enrolment assessment and will be at the benefit carrier's discretion and/or the discretion of the Cariboo Regional District. Currently the CCRD pays 100% of benefit plan premiums. This will be reviewed periodically for changes in rates and adjusted accordingly. In future, employees may be required to pay a portion of the premium.

Particulars associated with specific insurance providers are at the discretion of the Cariboo Regional District and may change without notice. Benefits, as provided by the Cariboo Regional District are arranged with the assistance of Equitable Life of Canada Group HEALTH Global Benefit Systems Inc. Additional information and further details can be found at equitablehealth.ca www.grouphealthglobal.com. User names and passwords may be obtained from the CFO.

Benefit Summary is attached to this Policy as Schedule A

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INSURANCE CO.	BENEFIT	POLICY NO.	CLAIMS #
Great West Life Assurance Company	Life insurance	328522	1-800-663-8877
	Basic Dependent Life		1-800-663-8877
	Weekly Indemnity		1-888-292-4111
	Extended Health Care		1-800-957-9777
Medical Services Plan of BC	Basic medical coverage	Varies by employee	
Pacific Blue Cross	Dental Care	820790	1-888-275-4672
The Co-operators	Basic Accidental Death & Dismemberment	6521	1-800-667-8164
RBC Insurance	Long Term Disability	81241	1-877-519-9501

Canada Life Insurance

Provides short term and long term disability plans and life insurance. Employees are eligible to participate following successful completion of probationary period. The life insurance portion is a taxable benefit.

Medical Services Plan

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

Pacific Blue Cross

Provides extended health, medical/dental/vision care. Employees are eligible to participate following successful completion of their probationary period. This is not a taxable benefit. Contact the carrier's website at www.pac.bluecross.ca for an explanation of specific coverage.

4.05 Benefits if an Employee Leaves the CCRD

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

Group benefits in accordance with group plans established from time to time will be made available to eligible employees. Acceptance of individual employees into any of the benefits offered will be at the discretion of the benefit carriers.

ABSENCES FROM WORK

5.01 Leave of Absence

There are a number of leaves of absence that may apply to you. Some are governed by legislation and the terms of those leaves are defined in the *Employment Standards Act*. Any changes in the

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Act will automatically take effect at the CCRD. Requests for leaves of absence must be in writing and be pre-approved by the CAO or the board of directors.

5.02 Benefits While on Leave of Absence

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

5.03 Vacation Leave

You will be entitled to annual vacation as per the table below, unless otherwise determined through an employment contract with the CCRD. The CCRD strongly encourages vacation to be taken during the calendar year in which it is earned and every effort will be made to accommodate vacation requests.

DURING	VACATION ENTITLEMENT BASED
Up to Dec 31 st of Year 1	Prorate to 2 weeks equivalent
Years 2 to 5 inclusive	3 weeks (15 working days)
Years 6 to 10 inclusive	4 weeks (20 working days)
Years 11 to 15 inclusive	5 weeks (25 working days)
Year 16 +	6 weeks (30 working days)

Written requests for vacation entitlement to be carried forward to the next year may be considered for special circumstances and will be subject to approval by the CAO, or by the Board if the CAO is making the request.

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

Policy A-2 indicates the CCRD Office is closed between December 24th and January 1st each year and employees wishing to take time off will use their vacation time. Employees wishing to work during this time may do so with the approval of the CAO.

Should you leave the employment of the CCRD, you will be paid for any unused vacation time. Conversely, any vacation time taken but not yet earned will be deducted from your final pay.

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5.04 Public Holidays

The CCRD recognizes the following public holidays:

New Year's Day	BC Day
Family Day	Labour Day
Good Friday	Thanksgiving Day
Easter Monday	Remembrance Day
Victoria Day	Christmas Day
Canada Day	Boxing Day

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

5.05 Sick Days

Approval of the CAO is required for situations where the absence for sick leave is greater than 3 days, the employee may be requested to provide a note from a doctor outlining the nature of his/her illness and the anticipated date of return to work.

Before returning from sick leave, the CCRD may request that you provide a written statement from the doctor stating that you are fit to return to work.

See "Employee Benefits" Section or contact CFO for information regarding short term and long term disability plans.

5.06 Bereavement Leave

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

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

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

5.07 Jury Duty

Entitlement for "Jury Duty leave" will be as outlined in the *Employment Standards Act*. If the employee requires this leave s/he should make a written request to his/her supervisor at least 6 weeks before the start of his/her leave.

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5.08 Pregnancy Leave

Entitlement for “pregnancy leave” will be as outlined in the *Employment Standards Act*. If the employee requires this leave s/he should make a written request to his/her supervisor at least 6 weeks before the start of his/her leave.

5.09 Parental Leave

Entitlement for “parental leave” will be as outlined in *Employment Standards Act* and is available for either the birth mother or father, or an adopting parent. Should an employee require this leave s/he must make a written request to his/her supervisor at least 6 weeks before the start date. A copy of the current *Employment Standards Act* is available on line.

5.10 Family Responsibility Leave

Entitlement for “family responsibility leave” will be as outlined in the *Employment Standards Act*. Employees will be encouraged to use all paid leave entitlement such as vacation time and banked overtime prior to applying for this leave.

Should an employee need to take this leave, s/he should notify his/her supervisor as soon as possible so that appropriate steps can be taken to cover his/her absence.

5.11 Personal Leave of Absence Without Pay

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

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

HOURS, ATTENDANCE, AND PAY

6.01 Hours of Operation

While official public business hours at the CCRD Office are currently as outlined in Policy A-2 (8:30 a.m. to 12:00 noon and 1:00 p.m. to 4:00 p.m. Tuesday to Friday) employees are expected to work 7 hours per day. Employees are expected to work 7 hours on Monday, however the CCRD office will not be open to the public. Typical hours of work for a full time employee are 35 hours per week, however this may change based on operational needs. The employee shall be expected to demonstrate flexibility and commitment in respect to hours necessary to complete work assignments, however, the regular hours of work shall be based on a five (5) day work week.

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6.02 Flexible Work Hours

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

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

6.03 Rest Periods

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

6.04 Overtime

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

Where an employee is required by their supervisor to work overtime, s/he shall be entitled to compensation in accordance with the *Employment Standards Act* or as established by an employment contract.

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

6.05 Attendance

Regular and punctual attendance is expected of all employees. An employee must notify his/her supervisor as soon as possible of any unscheduled absence.

6.06 Pay Periods

Employees will be paid on a monthly basis (24 pay periods per year) with an option for an advance at mid-month in accordance with Policy F-1.

6.07 Time Reporting

Employees are required to fill out time sheets and submit them to the CFO by 9:30 a.m. on the last working day of the month.

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GENERAL INFORMATION

7.01 Termination of Employment

Resignation

All employees who are resigning from the CCRD are asked to give a minimum of three weeks' written notice. The notice period should not contain vacation days.

Termination

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

On leaving the CCRD an employee will receive a final pay cheque covering all monies owed to him/her, including regular pay and any remaining vacation time, minus statutory amounts owed. The CFO can provide information on termination of the employee's benefits.

Before leaving, the employee must return any CCRD property to his/her supervisor including records, files, keys, pager, cell phone, calling cards, credit cards, software, hardware, tools, equipment, etc. The employee's supervisor will conduct an exit interview with the employee and his/her feedback will remain confidential, unless s/he agrees otherwise.

7.02 Outside Employment

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

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

7.03 Letters and Verification of Employment

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

7.04 Smoking

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

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7.05 External Communications

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

7.06 Travel

If business travel is required as part of an employee's job, s/he will be reimbursed for mileage, accommodation, ferry fares, air fare, meals, and other necessary expenses in accordance with CCRD's Bylaw 392. Employees are covered by the CCRD's insurance policy while traveling on CCRD business.

COMPUTER EQUIPMENT AND CELL PHONES

8.02 Computer Equipment

Software

Employees are to comply with the CCRD's software use standards including the use of designated software packages and the need for valid software licenses. The System Administrator (the Administrative Assistant) is responsible for installations and upgrades. Employees are not authorized to install CCRD software on home computers.

System Security

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

8.03 Cellular Phones

CCRD Policy A-23 provides an overview for purchase and use of communication tools for CCRD employees.

CONDUCT AND SAFETY

9.01 Conduct and Safety

The CCRD is committed to providing a safe, efficient and productive environment for everyone. It is recognized that this objective can only be achieved by the promotion of positive attitudes and acceptance of individual responsibility.

CONFIDENTIALITY

10.01 Confidentiality

Notwithstanding the need for employees working for the CCRD to make informed decisions on issues by obtaining input from internal and external sources, employees are to ensure that information that is normally considered confidential (i.e. financial, legal, and personnel issues) is not disclosed to any person outside the CCRD unless authorized to do so.

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FREEDOM OF INFORMATION & PRIVACY ACT

11.01 Compliance with Freedom of Information & Privacy Act

Boards and employees of local government in British Columbia are subject to the *Freedom of Information and Protection of Privacy Act* (the Act), and have a duty to understand the key sections of this Act, and must avoid disclosing any verbal or written material that is meant to be confidential concerning the CCRD, its board members, officers, staff members or clients.

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

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

Print Name of Employee Signature of Employee Date Signed

Date: June 13, 2013
Revised: November 14, 2013
Rational: To reflect change in Benefit Service provider

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SCHEDULE A – BENEFIT SUMMARY

Class 1C: Union employees of Cariboo Regional District under age 65 with 3 or more months of service
1st of the month coincident with or next following 3 months of continuous employment

Benefit Description

Life	2x annual earnings to a max of \$200,000 and a minimum of \$100,000 No NEM Terminates at age 70
Optional Life	Available in units of \$10,000 to a maximum of \$500,000
Child Optional Life	\$5,000
Basic AD&D	2x annual earnings to a max of \$200,000 and a minimum of \$100,000
Voluntary AD&D	Units of \$50,000 to a maximum of \$400,000
Dependent Life	\$2,000 Spouse \$1,000 Child Terminates at age 70
Short Term Disability	75% of weekly earnings, to a maximum of \$750 1st day accident, 6 day sickness 16 week benefit period No NEM Terminates at age 65
Long Term Disability	75% of monthly earnings, to a maximum of \$3,250 112 day elimination period 2 year Own-Occupation No NEM Terminates at age 65
<u>EHC</u>	
Drugs	80% co-insurance Telus Drug Plan #88- Generic Unlimited maximum
Major Services	\$25/\$50 Deductible 80% co-insurance \$200 per eligible practitioner, per calendar year

Eligible practitioners include Chiropractor, Massage Therapist, Naturopath, Osteopath, Podiatrist (Chiropodist), Physiotherapist, Psychologist and Speech Therapist (Speech Therapist has a \$20 per visit maximum, and a limit of 50 visits per calendar year).

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Hospital	80% co-insurance Semi-private hospital
Vision	80% co-insurance \$350 in any period of 24 months for adults and dependent children
Out-of-Country	Emergency Medical Treatment Only \$5,000,000 Lifetime maximum 90 day trip duration Benefit terminates at age 70
Dental	Basic 100% co-insurance \$1,500 maximum, per calendar year Major 50% co-insurance \$1,500 maximum, per calendar year Orthodontics 50% co-insurance \$3,500 lifetime maximum Benefit terminates at age 70
HealthConnector Services	FeelingBetterNow EAP Health Assessment Second Opinion CARE path