

**MINUTES OF THE SPECIAL MEETING  
OF COUNCIL  
FOR THE TOWN OF BLAINE LAKE  
HELD AT THE TOWN OFFICE LOCATED AT #310 Main Street, Blaine Lake, Sask.  
Tuesday March 29, 2022**

Present:

Mayor: Al Sorenson

Councillors:

Bev Breland

Rodger Pederson

Melissa Johnson

Darlene Harder

Jason Weber

Maxamus Stevenson

Acting CAO – Kristina Friesen

Mentor – Gina Bernier

Mayor Al Sorenson called the meeting to order at 4:00PM in accordance with the email sent out.

074/22

**Adopt Agenda**

BRELAND

That the Agenda be adopted as presented

Carried.

075/22

**GG-001**

BRELAND

That the Policy GG-001 Comprehensive Policy Manual Established be adopted as presented at this meeting and form part of these minutes:

Carried.

076/22

**GG-002**

HARDER

That the Policy GG-002 Policy Development and Approval be adopted as presented at this meeting and form part of these minutes:

Carried.

077/22

**HR-000**

WEBER

That the Policy HR-000 Organization Policy be adopted as presented at this meeting and form part of these minutes:

Carried.

078/22

**HR-002**

WEBER

That the Policy HR-002 Vacation Policy be adopted as presented at this meeting and form part of these minutes:

Carried.

Town of Blaine Lake – March 29, 2022 Special Meeting Minutes

079/22

**HR-003**

JOHNSON

That the Policy HR-003 Statutory Holidays be adopted as presented at this meeting and form part of these minutes:

Carried.

080/22

**HR-004**

PEDERSON

That the Policy HR-004 Sick Leave be adopted as presented at this meeting and form part of these minutes:

Carried.

Councillor STEVENSON stepped out at 4:26PM

Councillor STEVENSON returned at 4:28PM

081/22

**HR-005**

STEVENSON

That the Policy HR-005 Employee Hiring/ Evaluation/ Probation Period be adopted as presented at this meeting and form part of these minutes:

Carried.

082/22

**HR-006**

WEBER

That the Policy HR-006 Employee Supervision, Correction, Discipline and Dismissal be adopted as presented at this meeting and form part of these minutes:

Carried.

Councillor STEVENSON stepped out at 5:16PM

Councillor STEVENSON returned at 5:20PM

083/22

**HR-007**

HARDER

That the Policy HR-007 Respectful Workplace/ Harassment Policy be adopted as presented at this meeting and form part of these minutes:

Carried.

084/22

**HR-008**

JOHNSON

That the Policy HR-008 Employee Benefits be adopted as presented at this meeting and form part of these minutes:

Carried.

085/22

**HR-009**

HARDER

That the Policy HR-009 Employee Leaves/ Retirement be adopted as presented at this meeting and form part of these minutes:

Carried.

Town of Blaine Lake – March 29, 2022 Special Meeting Minutes

086/22

**HR-010**

JOHNSON

That the Policy HR-010 Personal Information Policy be adopted as presented at this meeting and form part of these minutes:

Carried.

087/22

**HR-011**

PEDERSON

That the Policy HR-011 Occupational Health and Safety Policy be adopted as presented at this meeting and form part of these minutes:

Carried.

088/22

**HR-012**

BRELAND

That the Policy HR-012 Drug and Alcohol Policy be adopted as presented at this meeting and form part of these minutes:

Carried.

089/22

**HR-013**

WEBER

That the Policy HR-013 Employee Development Policy be adopted as presented at this meeting and form part of these minutes:

Carried.

090/22

**Special Meeting Date**

BRELAND

That the Council for the Town of Blain Lake set a Special meeting to be held on April 13, 2022 at 4:00PM at the Town of Blaine Lake Council Chambers.

Carried.

091/22

**Regular April Council Meeting Date**

JOHNSON

That the Regular Council meeting of Monday April 18, 2022 be moved to Tuesday April 19, 2022 to begin at 4:00PM at the Town of Blaine Lake Council Chambers.

Carried.

092/22

**CAO 3 Month Review Date**

PEDERSON

That the Human Resources Committee for the Town of Blaine Lake Agree to meet on April 26, 2022 at 4:00PM for the purpose of the 3 Month Review for the Acting Chief Administrative Officer.

Carried.

Councillor STEVENSON stepped out at 6:01PM

Councillor STEVENSON returned at 6:05PM

093/22

**Communities In Bloom**

WEBER

That the Council for the Town of Blaine Lake agree to the budget of \$4000.00 for the expense of Flowers around the Town

Carried.

094/22

**Connect Energy**

HARDER

That the Council for the Town of Blaine Lake agree to accept the 3-Year Guaranteed Savings: Connect Energy guarantees that the Customer's cost of gas supply will remain 5% lower than SaskEnergy's every month for a term of three (3) years commencing on or about November 1, 2022.

Carried.

095/22

**Gazette Newspaper Ad**

STEVENSON

That the Council for the Town of Blaine Lake agree to post a ½ page ad in the Gazette Tour Guide for the 2022 season at a cost of approximately \$450.00.

Carried.

096/22

**Adjournment**

BRELAND

That this meeting be adjourned at 6:15PM.

Carried.

  
\_\_\_\_\_  
CAO

  
\_\_\_\_\_  
Mayor

Town of Blaine Lake  
Special Meeting Agenda  
March 29, 2022 – 4:00 p.m.

1. Call to Order
2. Adopt the Agenda
3. Policy Discussions
4. HR Policy Meeting Recommendations
  - a. HR Policies
    - i. HR-000 to HR-013
  - b. TCA Policies
    - i. TCA-001-TCA-002
5. April 18<sup>th</sup> meeting moved to April 19, 2022
  - a. Krissy Final Exam
6. Move Krissy 3 month review to April 26, 2022
7. Council Reports
  - a. Communities In Bloom
    - i. Flower Purchases
  - b. Sask Energy Contract
  - c. Gazette Newspaper Ad
8. Adjournment



## Town of Blaine Lake

<u>Policy Title</u>	<u>Policy #</u>	<u>Resolution</u>	<u>Resolution Date</u>	<u># of pages</u>	<u>Forms</u>
Comprehensive Policy Manual Established	GG-001	075/22	March 29/2022	1	NO

**Policy Objective:**

To establish the Town of Blaine Lake Comprehensive Policy Manual

**Background:**

The Municipality has adopted many policy manuals over the years. These policy manuals have been large and, at times, difficult to Administer and to amend.

Creating a policy manual with identifying criteria may help to access information with more ease and be able to amend to the changing times.

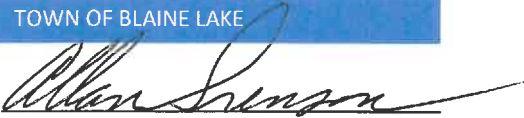
**Policy:**

1. The Town of Blaine Lake's Comprehensive Policy Manual is established in accordance with the Regulations allowed by the Province of Saskatchewan and Country of Canada.
2. The policies contained within the Comprehensive Policy Manual will supersede policies that have been previously issued.
3. Where the Comprehensive Policy Manual is silent on a matter, the historic policy, if available, should be used for guidance.
4. All policies in the Comprehensive Policy Manual will be issued in the format of this policy.
5. A Master copy of the Comprehensive Policy Manual will be maintained and stored in the Town of Blaine Lake office and will be considered the authoritative copy.
6. Only policies approved by Council Bylaw or Council Resolution will be included in the Comprehensive Policy Manual.
7. A copy of the Comprehensive Policy Manual will be maintained on the Town of Blaine Lake's website.

GG-001

TOWN OF BLAINE LAKE

Policy Title: GG-001 Comprehensive Policy Manual  
Date Issued: March 30, 2022 Res # 075/22  
Replaced – Res # N/A

  
Mayor



## Town of Blaine Lake

<u>Policy Title</u>	<u>Policy #</u>	<u>Resolution</u>	<u>Resolution Date</u>	<u># of pages</u>	<u>Forms</u>
Policy Development and Approval	GG-002	076/22	March 29/2022	1	NO

**Policy Objective:**

To provide guidance on new policy development and approval

**Policy:**

1. Per Policy GG-001 *Comprehensive Policy Manual Established* only policies approved by Council Bylaw or Resolution will be included in the Comprehensive Policy Manual.
2. The initiative to develop a policy may come from council or a committee through the identification of an emerging issue, or to establish good business practice in operations.
3. As a general practice, the administration will develop a policy upon recommendation of the council and present the new policy for council's final approval.
4. Once approved, the policy will be:
  - a. Posted for employee awareness;
  - b. Posted to the Municipal website;
  - c. The original of the signed policy will be attached to the Minutes of the meeting for which the policy is added to and a copy shall be added to the master copy of the Comprehensive Policy Manual.

GG-002

TOWN OF BLAINE LAKE

Policy Title: Policy Development and Approval

Date Issued: March 30, 2022

Res # 076/22

Replaced – Res # N/A

  
Mayor



## Town of Blaine Lake

<u>Policy Title</u>	<u>Policy #</u>	<u>Resolution</u>	<u>Resolution Date</u>	<u># of pages</u>	<u>Forms</u>
Organization Policy	HR-000	077/22	March 29/2022	1	NO

**Policy Objective:**

To help give directives as to the flow of the organization

**Background:**

1. Under Section 110 of the Municipalities Act, the Council is to hire a Chief Administrative Officer (Administrator) to help run the overall operations of the municipality. The Council gives direction to the CAO as to what they require to have completed and the CAO directs the staff of the requirements.
  - a. In accordance with the MA, the CAO has the ability to designate duties to others as the CAO sees fit.
2. In order to clarify and organize the Municipality with the various individuals who are employed, direction is needed as to:
  - a. Who the employees report to;
  - b. The job requirements of Employees are as per the Employee Contracts

**Policy:**

1. Organizational Chart – Schedule A will form how the information is to flow from the various managers and employees.
  - a. Managers of the department answer directly to CAO
  - b. CAO always has direct control over all employees
2. List of Job Duties may change depending on the recommendations of the CAO

HR-000

TOWN OF BLAINE LAKE

Policy Title: Organizational Policy

Date Issued: March 30, 2022 Res # 077/22

Replaced – Res # N/A

Mayor



## Town of Blaine Lake

<u>Policy Title</u>	<u>Policy #</u>	<u>Resolution</u>	<u>Resolution Date</u>	<u># of pages</u>	<u>Forms</u>
Vacation Policy	HR-002	078/22	March 29/2022	1	NO

**Policy Objective:**

The purpose of this policy is to explain the standards, guidelines and procedures for paid vacation time for all staff members

**Policy:**

1. This policy applies to all employees of the Town of Blaine Lake
2. Vacation days does not apply to contract workers.
3. Vacation days is accumulated only while an employee is present and working.
4. All employees are expected to use their allotted vacation time in full every year. For extenuating circumstances where the employee is unable to use the full allotted amount, then an application in writing must be made to council for suitable arrangements.
  - a. Written request must be made prior to the November Council meeting.
5. All full-time employees may bank their first year of vacation time entitled to them.
6. Annual vacations to be governed by Provincial Labour Laws with the following enhancements:

<u>YEARS OF SERVICE</u>	<u>TIME ALLOWED</u>
One (1) year, but less than ten (10) years	3 weeks vacation (15 day) = 120 hours
Ten (10) years, but less than Fifteen (15) years	4 weeks vacation (20 days) = 160 hours

\*Calculated days to hours = 8 hour days

7. The above annual entitlements shall apply unless superseded by an employment contract.
8. Employees must notify Council and the CAO to obtain approval prior to taking vacation.
  - a. The Municipality reserves the right to schedule vacations for employees if vacation time has not been taken or applied for on or before October 31<sup>st</sup> of the year they are due.
9. Vacation scheduling is to be approved by the CAO who will ensure that all employees are given their full vacation time taking into consideration departmental needs.
10. Vacation earnings being banked will show on the individuals Pay stub each pay period. The accumulate amount owing will be recorded as an Account Payable and amended at the end of each year during the employee's time with the Municipality.
  - a. The amount of time shown will be recorded in hours.
11. Maximum number of hours that an employee can carry over into the new fiscal year is 40 hours except for extenuating circumstances at which Council will review the request. And that the Town shall require the necessary accumulated vacation hours to be used before December 31 of the fiscal year.
12. Part time/Seasonal employees will be paid their vacation earnings at each pay period.

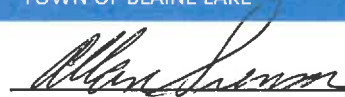
HR-002

TOWN OF BLAINE LAKE

Policy Title: Vacation Policy

Date Issued: March 30, 2022 Res # 078/22

Replaced – Res # N/A

  
Mayor



## Town of Blaine Lake

<u>Policy Title</u>	<u>Policy #</u>	<u>Resolution</u>	<u>Resolution Date</u>	<u># of pages</u>	<u>Forms</u>
Statutory Holidays	HR-003	079/22	March 29/2022	1	NO

**Policy Objective:**

To define pay and days off related to Statutory Holidays for all employees

**Policy:**

1. This policy applies to all employees of the Town of Blaine Lake.
2. When a statutory holiday falls on an employees' annual vacation or scheduled day off, the employee shall be granted an additional day off.
3. Statutory holiday pay shall be governed by Saskatchewan Labour Standards.
4. The following days shall be considered as statutory holiday:

New Year's Day	Saskatchewan Day
Family Day	Labour Day
Good Friday	Thanks giving
Victoria Day	Remembrance Day
Canada Day	Christmas Day

  - a. In addition, Town Employees will be allowed to leave at 12:00 noon on December 24<sup>th</sup> and December 31<sup>st</sup> and still receive pay for the full day, when those days fall during the regular work week (Monday to Friday).
5. When an employee is required to work on a statutory holiday, the employee shall be paid, in addition to his/her regular hourly pay for that day, one and one-half (1 ½) times his regular pay for each hour or part of an hour worked. For salaried employees, the employee shall be given a day off in lieu.
6. Employees who are absent from work for any of the following reasons shall not be entitled to pay for holidays which occur during their absence:
  - Leave of absence
  - Workers Compensation
  - Lay Off


HR-003

TOWN OF BLAINE LAKE

Policy Title: Statutory Holidays

Date Issued: March 30, 2022 Res # 079/22

Replaced – Res # N/A

  
Mayor



## Town of Blaine Lake

<u>Policy Title</u>	<u>Policy #</u>	<u>Resolution</u>	<u>Resolution Date</u>	<u># of pages</u>	<u>Forms</u>
Sick Leave	HR-004	080/22	March 29/2022	1	NO

**Policy Objective:**

The purpose of this policy is to provide an outline for employee sick days

**Policy:**

This policy applies to all permanent employees and Management.

**Sick days may be used for:**

1. Personal Illness
2. Medical or Dental appointments
3. Sickness in the immediate family
  - a. Employees may use up to 50% of accumulated personal sick days to care for, or to attend medical appointments with their child or spouse with Council's approval.

**Reporting**

1. Employees requiring sick leave shall contact their immediate supervisor as soon as possible, indicating the reason for absence
2. Employees are required to submit a Doctors certificate where the sick leave exceeds 2 (two) consecutive working days.

**Allotted Time**

1. All permanent full-time employees of the Town of Blaine Lake shall earn 1 day sick leave for each month of services to a maximum of 15 days accumulated.
2. All permanent part-time employees of the Town of Blaine Lake shall earn sick leave at a prorated number of days in relation to their hours of work.

**Disability Approval**

1. Any sick days that last over 10 days for full time staff must be reported to SUMA and apply for Short Term Disability.
2. If the sick leave is due to a work place injury, this should be reported immediately to Workers Compensation Board.


HR-004

TOWN OF BLAINE LAKE

Policy Title: Sick Leave

Date Issued: March 30, 2022 Res # 080/22

Replaced – Res # N/A

  
Mayor



## Town of Blaine Lake

<u>Policy Title</u>	<u>Policy #</u>	<u>Resolution</u>	<u>Resolution Date</u>	<u># of pages</u>	<u>Forms</u>
Employee Hiring/Evaluation/Probation Policy	HR-005	081/22	March 29/2022	4	NO

**Policy Objective:**

To set a policy for the purpose of hiring employees for the betterment of operations within the Municipality as well as setting job descriptions and evaluation policy

**Policy:**

The Town of Blaine Lake is committed to providing quality service to the residents. In order to provide the service, employees must be hired on a regular basis. As council meets once a month there is a need to allow the managers to hire individuals on an as need basis during the busy times of the year. With hiring employees an evaluation process is necessary for the added progress to all employees.

**1. Hiring Process:**

- a. Town of Blaine Lake Council hires the Chief Administrative Officer as per the Municipalities Act and sets the rate of pay as per the job requirements, duties and responsibilities are negotiated on an individual basis.
- b. General Staffing
  - i. If a family member of the hiring manager has applied for a position with the Town, the hiring Manager affected shall declare pecuniary interest.
  - ii. Unaffected members of Council shall do the hiring for this position.
- c. Office Staffing
  - i. Office Assistants
    1. This is a permanent part-time/full-time position which provides support for the Town of Blaine Lake depending on office needs
    2. The office Assistant is responsible to the CAO and Town Council
    3. Office Assistant Salary
      - a. The OA will be paid at an hourly salary on a bi-weekly basis. Pay day being the Friday following the pay-period cut off day.
      - b. Or as stated in the Employee Contract.
    4. The HR will determine the wage level for the OA after taking into consideration experience, qualifications, years of service with the Town, job function, responsibility level and their wage relative to similar positions in other municipalities. If an employee is not at their

HR-005

TOWN OF BLAINE LAKE

Policy Title: Hiring/Evaluation/Probationary  
Date Issued: March 30, 2022 Res # 081/22  
Replaced – Res # N/A

  
Mayor

appropriate wage level, then adjustments will be made. These adjustments may be made over a phase-in period.

5. The number of hours the OA works and scheduling of work hours will be determined by Council and the CAO.
6. Overtime
  - a. Overtime for employees will be paid out as per Sask. Labour Standards guidelines on any hours over 40 hours per week.
  - b. All overtime must be approved by CAO or the Council prior to being worked.
  - c. Overtime will not be paid to employees who are enrolled in classes or workshops that occur after normal working hours.
  - d. Travel to and from classes or workshops will be paid at the regular rate of pay even when it exceeds the employees regular working hours.
7. Time off in-lieu of overtime pay
  - a. Employees can take time off in lieu of overtime pay.
    - i. If an employee chooses to take time off in lieu of overtime pay, the time in lieu will be calculated at 1.5 times the hours worked.
  - b. A maximum of 2 days off can be accumulated at one time.
  - c. Time off in lieu must be taken by December 31<sup>st</sup> of the year in which time was earned unless authorized by Council to carry the time forward.

d. Public Works Staff

i. Foreman

1. Reports to CAO and Town Council
2. Is responsible for the planning, organizing and carrying out of services delivered by the Public Works and Utilities Department.
3. Provide hands on assistance to personnel whenever circumstances warrant.

ii. Maintenance Worker

1. Reporting to the Town Foreman and CAO
2. Worker shall be primarily responsible for the overall visual impression of the Town
3. Tidiness of green spaces, medians, streets, sidewalks, ditches, road shoulders, vacant lots and buildings.
4. Assistant shall provide assistance to the foreman as required by Foreman.

iii. Public Works Salary and Pay Schedule

1. Public works staff are paid at an hourly salary on a bi-weekly basis, or as per Employee contract.
2. Pay day being the Friday following the pay-period cut off day.

iv. Work Hours

1. Public Works staff work the following hours

- a. Week 1 – 8 hours per day Monday to Friday and the same week he would work Saturday for 2 hours, Sunday for 2 hours.
    - b. Week 2 – 8 hours per day Monday to Thursday and Friday 4 hours
    - c. Week 1 and 2 will total 80 hours
    - d. Staff shall alternate weeks so that 1 staff member is on duty each weekend
    - e. Individual Employee Contracts supersede articles a-d
  - 2. Time sheets must be submitted on the Monday following the pay-period cut off day and must be signed and approved by the Town Foreman, or in the case of the Town Foreman, by the CAO. CAO will sign in the absence of the Town Foreman.
- v. Minimum Call Out Pay
  - 1. If an employee is called in to work overtime and they work less than the 3 hour minimum call out period, they will be paid for 3 hours work at their regular hourly rate of pay.
- vi. Boot Allowance
  - 1. After a full time permanent employee has completed their 6 month probationary period, they will be reimbursed \$200.00 every 2 years for steel toes work boots. Receipt for the work boots must be submitted before payment is issued.
- vii. Overtime
  - 1. Overtime for employees will be paid out as per Sask. Labour Standards guidelines on any hours over 40 hours per week.
  - 2. All overtime must be approved by Council or the CAO prior to being worked.
  - 3. Overtime will not be paid to employees who are enrolled in classes or workshops that occur after normal working hours.
  - 4. Travel to and from classes or workshops will be paid at the regular rate of pay even with it exceeds the employees regular working hours.
- viii. Time office in-lieu of overtime pay
  - 1. Employee can take time off in lieu of overtime pay.
    - a. If an employee chooses to take time off in lieu of overtime pay, the time in lieu will be calculated at 1.5 times the hours worked.
  - 2. A maximum of 2 days off can be accumulated
  - 3. Time off in lieu must be taken by December 31<sup>st</sup> of the year in which time was earned unless authorized by Council to carry the time forward
- ix. Chief Administrative Officer may hire the necessary temporary staff in order to fulfill the needs of the Town of Blaine Lake as it relates to the efficiency of the operation and will work within the budget set by the Council;
  - 1. With final approval to be completed at the Council meeting.
- e. Summer Students
  - i. The HR Committee and CAO may hire summer students as it relates to the efficiency of the operation.

- ii. The HR Committee, CAO and Manager of Public works will work together if there is a need to hire summer students for the out-side operations
  - iii. The CAO will research available grants for summer students.
- f. The HR Committee, CAO and Manager of Public works hires the out-side personnel.
  - i. With final approval to be completed at the Council meeting.
- 2. Seasonal Lay Off and Recall**
  - 1. The Manager of Public Works along with the CAO are authorized to proceed with the Seasonal Layoffs as it is efficient for the operations of the Town of Blaine Lake and as the weather permits.
- 3. Evaluation Process:**
  - 1. The HR Committee shall be involved in all the Evaluations of the Employees.
    - a. The Committee will determine if the employees are at their appropriate wages levels after taking into consideration experience, qualifications, years of service with the Town, job function, responsibility level and their wages relative to other employees
      - i. If an employee is not at their appropriate wage level, then adjustments will be made. These adjustments may be made over a phase-in period.
  - 2. Equipment Evaluations shall be completed by the Manager of Public Works and Equipment Committee
    - a. The Council recognizes the Manager of Public Works as their designate to competently train employees on all pieces of equipment if he is qualified to do so.
      - i. Employees may be re-evaluated if necessary
    - b. A certificate of completion of evaluation shall be completed and given to the employee with a copy kept on the Employees file at the Town of Blaine Lake office.
      - i. Final approval for the completion shall be approved at the Council meeting.
  - 3. Employee Evaluations will be completed on a yearly basis as follows:
    - a. The Administration staff are evaluated by the HR Committee.
    - b. The Chief Administrative Officer evaluation will be completed by the HR Committee.
    - c. Manager of Public Works evaluation will be completed by the HR Committee.
    - d. The evaluations will be presented to Council for information and comment and final approval
  - 4. Employee Evaluations are completed as follows;
    - a. Within 3 months of beginning work, an evaluation will be completed;
    - b. Within 6 months of beginning work, a follow-up evaluation will be completed
      - i. At the discretion of the HR, the Committee will meet with the employee on an annual basis to do a performance and salary review.
    - c. An evaluation shall be completed on the yearly basis for each employee.
    - d. The HR will make recommendations to Council in regard to Municipal employee rates of pay.
- 4. Probation Period**
  - a. All employees will be on a six month probationary period upon hiring.
- 5. Employee Supervision, Correction and Dismissal**
  - 1. See Policy HR-006



## Town of Blaine Lake

<u>Policy Title</u>	<u>Policy #</u>	<u>Resolution</u>	<u>Resolution Date</u>	<u># of pages</u>	<u>Forms</u>
Employee Supervision, Correction, Discipline and Dismissal	HR-006	082/22	March 29/2022	2	NO

**Policy Objective:**

To define authorities for employee supervision, correction and discipline and the dismissal of employees

**Policy:**

All employees are ultimately responsible to and under the direction of the Chief Administrative Officer.

1. Day to Day supervision of Employees
  - a. All Administration office employees take day to day direction from the CAO
  - b. Outside employees (Public Works) take direction from the Manager of Public Works or their appointed designate.
  - c. The CAO has authority to direct all personnel.
2. Employee Correction and Discipline for Administration Employees
  - a. All employee correction and discipline will be approached with tact and in a respectful manner.
  - b. When a supervisor identifies that a relatively minor correction is required they should arrange to have a private conversation with the employee to provide some coaching to correct this issue. No record of this discussion would be made in the employee file.
  - c. If the situation persists or the corrections is of a more serious nature, the following protocol will apply:
    - i. Verbal warning
      1. A conversation between the supervisor and the employee outlining the nature of the concern and the corrective action to be taken. This is documented by the supervisor in case further action is necessary and kept in the employee personnel file.
    - ii. Written Warning
      1. If the problem persists (or other problems emerge) the supervisor will provide the employee with a written warning detailing the objectionable behavior along with consequences. This document will include a time frame in which the employee is expected to correct these problem areas and the standard in which they will be held to. This

HR-006

TOWN OF BLAINE LAKE

Policy Title: Employee Suspension/Discipline/Dismissal  
Date Issued: March 30, 2022 Res # 082/22  
Replaced – Res # N/A

  
Mayor

document should be signed by the supervisor and the employee and is kept in the employee personnel file.

iii. Final Written Warning with Suspension

1. If the situation requiring corrective action still persists, the employee will receive a Final Written Warning and may be placed on suspension with or without pay. The final warning will include copies of previous warnings issued.

iv. Termination

1. The Chief Administrative Officer has the authority to dismiss the employee on a temporary basis until ratified by Council.
  - d. Prior to any corrective action, the Manager shall consult with the CAO. An arrangement shall be made between the employee and Manager to mediate a meeting between the two parties.
  - e. All documentation will be filed in the personnel file for a period of 18 months. If no further incidences occur, these records may be removed from the file.
  - f. In general, if the situation requiring correction persists, the employee has placed themselves in a position to be dismissed with cause. All such matters will be referred to the Chief Administrative Officer.
    - i. The Manager of Public Works and the Chief Administrative Officer will complete an investigation and come to a consensus as to the outcome for the outside employee (discipline or dismissal).
    - ii. Council will ratify the final decision.
3. Employee Dismissal
- a. The Chief Administrative Officer has authority for dismissal of all employees.
  - b. All dismissal decision should be carried out after due consideration of the correction and discipline steps outlined in this policy and the Saskatchewan Labour Standards.
  - c. Notwithstanding the above, the Chief Administrative Officer may make immediate dismissal of an employee where there has been a gross violation of conduct, or a serious violation of safety rules. Examples include, but are not limited to: extensive damage to Municipal property, theft, fighting, bringing firearms or other weapons to the workplace.
  - d. Final Dismissal shall be ratified by Council.
4. Grievances
- a. All grievances are to be addressed to the Mayor and Council in writing.



## Town of Blaine Lake

<u>Policy Title</u>	<u>Policy #</u>	<u>Resolution</u>	<u>Resolution Date</u>	<u># of pages</u>	<u>Forms</u>
Respectful Workplace/Harassment Policy	HR-007	083/22	March 29/2022	12	Formal Harassment Complaint Form

**Policy Objective:**

To preserve a safe, productive, healthy and respectful working environment and to establish a Harassment Policy

**1) Policy Objective:**

- To preserve a safe, productive, healthy and respectful working environment.
- Establish a harassment policy to ensure that every worker employed with the Town of Blaine Lake is entitled to employment free of harassment.
- This policy is effective immediately following council approval.

**2) Definition:**

“unit manager” means the municipal CAO or the Maintenance Supervisor.

“harassment” means any inappropriate conduct, comment, display, action or gesture by a person: that either:

- is based on race, creed, religion, colour, sex, sexual orientation, marital status, family status, disability, physical size or weight, age, nationality, ancestry or place of origin; or
- subject to subsections (4) and (5), adversely affects the worker’s psychological or physical well-being and that the person knows or ought reasonably to know would cause a worker to be humiliated or intimidated; and

that constitutes a threat to the health or safety of the worker.

This type of harassment is prohibited in *The Saskatchewan Employment Act* (the Act) and *The Saskatchewan Human Rights Code*.

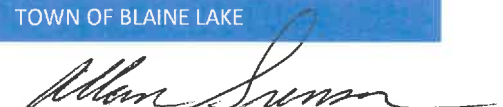
It also extends to “sexual harassment”, which is conduct, comment, gesture or contact of a sexual nature that is offensive, unsolicited or welcome.

Sexual harassment may include:

HR-007

TOWN OF BLAINE LAKE

Policy Title: Respectful Workplace/Harassment  
Date Issued: March 30, 2022 Res # 083/22  
Replaced – Res # N/A

  
Mayor

- A direct or implied threat of reprisal for refusing to comply with a sexually-orientated request;
- Unwelcome remarks, jokes, innuendos, propositions or taunting about a person's body, attire, sex or sexual orientation;
- Displaying pornographic or sexually explicit pictures or materials;
- Unwelcome physical contact;
- Unwelcome invitations or requests, direct or indirect, to engage in behavior of a sexual nature; or
- Refusing to work with or have contact with workers because of sex, gender or sexual orientation.

**"Personal Harassment"** includes any inappropriate conduct, comment, display, action or gesture by a person that:

- Adversely affects a worker's psychological well-being; and
- The perpetrator knows or ought to reasonably know would cause the worker to be humiliated or intimidated.

Personal harassment must involve repeated conduct or a single, serious incident that causes a lasting harmful effect on the worker. All incidents of inappropriate conduct should be appropriately addressed to ensure that the workplace remains respectful and free of harassment.

Personal harassment may include:

- Verbal or written abuse or threats;
- Insulting, derogatory or degrading comments, jokes or gestures;
- Personal ridicule and malicious gossip;
- Unjustifiable interference with another's work or work sabotage;
- Refusing to work or co-operate with others; or
- Interference with or vandalizing personal property.

### 3) What is Not Harassment:

This harassment policy does not extend or apply to day-to-day management or supervisory decisions involving work assignments, job assessment and evaluation, workplace inspections, implementation of appropriate dress codes and disciplinary action. These actions are not harassment, even if they sometimes involve unpleasant consequences. Managerial actions must be carried out in a manner that is responsible and not abusive.

The policy also does not extend to harassment that arises out of circumstances unrelated to the worker's employment. For example, harassment is not covered if it occurs during a social gathering of co-workers that is not sponsored by the employer. However, harassment that occurs while attending a conference or training session at the request of the employer is covered.

Other situations that do not constitute harassment include:

- Physical contact necessary for the performance of the work using accepted industry standards;


HR-007

TOWN OF BLAINE LAKE

Policy Title: Respectful Workplace/Harassment

Date Issued: March 30, 2022 Res # 083/22

Replaced – Res # N/A



Mayor

- Conduct which all parties agree is inoffensive or welcome; or
- Conflict or disagreements in the workplace, where the conflict or disagreement is not based on one of the prohibited grounds.

Harassment can exist even where there is no intention to harass or offend another. Every person must take care to ensure his or her conduct is not offensive to another.

#### **4) Employers Commitment:**

The Town of Blaine Lake and its managers and supervisors will take all complaints of harassment seriously. We are committed to implementing this policy and to ensuring it is effective in preventing and stopping harassment, as well as creating a productive and respectful workplace.

This commitment includes:

##### **Informing all persons in the workplace of their rights and obligations**

- A copy of the harassment policy will be posted on the bulletin board at the municipal office.
- A copy of the harassment policy will be posted in each work area in a location that is visible to all staff and the public.

##### **Training all persons in implementing the harassment policy**

- Supervisors will review the policy with new workers as part of their orientation.
- People designated to receive, investigate or resolve complaints will be trained in their roles and responsibilities.
- All Town of Blaine Lake managers, directors and supervisors will be asked to set a good example and help foster a respectful workplace.

##### **Assigning responsibility for implementing this policy**

- The Town of Blaine Lake will designate the CAO, Council member appointed as OH & S Committee member, or Maintenance Supervisor to receive harassment complaints and assist in facilitating their resolution.
- The Town of Blaine Lake will designate the CAO, Council member appointed OH & S Committee member, or Maintenance Supervisor to investigate harassment complaints.
- The Town of Blaine Lake will designate the CAO and/or Maintenance Supervisor to take corrective action in accordance with this policy.

##### **Protecting workers trying to prevent or stop harassment**

- Harassment complaints and investigations will be held in the strictest of confidence except where disclosure is necessary to investigate the complaint, take corrective action or required by law.

- Action will be taken to prevent reprisal against people who make a harassment complaint in good faith, which may mean informing complainants and alleged harassers of this commitment.

#### **Promptly taking action necessary to stop and prevent harassment**

- Appropriate action, sufficient to ensure that harassment stops and does not happen again, will be taken against people who are or were engaged in, or participated, in harassment.
- When necessary, ratepayers, contractors or other visitors will be informed certain conduct will not be tolerated.

#### **Ensuring the policy remains current**

- The effectiveness of the policy will be reviewed in consultation with the Occupational Health & Safety Committee every 5 years.

### **5) Employee's Duty:**

In accordance with Part III of The Saskatchewan Employment Act, all workers, including managers and supervisors employed by The Town of Blaine Lake shall refrain from causing or participating in the harassment of another worker, and co-operate with any person investigating harassment complaints.

### **6) Complaint Procedure:**

This policy sets out three types of complaint procedures that may be used following instances of harassment.

#### **No alleged Harasser Named and Informal Resolution Sought**

Step 1: An individual reports an incident or concern to the CAO, Council OH & S Committee member, or Maintenance Supervisor.

Step 2: The person receiving the complaint reviews the procedures with the complainant and informs the unit manager.

Step 3: The unit manager takes action to address the complaint.

Such action may include:

- Having staff meetings to review the policy; or
- Providing workshops or resource on the prevention of harassment such as videos, brochures and guides.

The unit manager informs the complainant of the action that will be taken to address the concern.

HR-007

TOWN OF BLAINE LAKE

Policy Title: Respectful Workplace/Harassment

Date Issued: March 30, 2022 Res # 083/22

Replaced – Res # N/A

  
Mayor

**Confidentiality:** The Town of Blaine Lake, or anyone acting on behalf of the company, should not disclose the complainant's name or other identifying information to any person. However, in certain circumstances, the complainant may agree to release identifying information to implement the harassment policy, the resolutions process or the resolution itself.

#### **Alleged Harasser Named – Informal Resolution or Mediation Sought**

**Step 1:** An individual reports an incident or concern. The complaint should be in writing using the harassment complaint form attached to and forming part of this policy.

Where an informal resolution is sought, the complainant should indicate the type of resolution sought such as an apology, supervisory counselling, a facilitated meeting with the alleged harasser, workshops or training sessions and mediation.

**Step 2:** The person receiving the complaint reviews the procedures with the complainant and informs the unit manager. Where it is alleged the unit manager is involved in the harassment, the person receiving the complaint refers to another manager. The person receiving the complaint will also meet privately with the alleged harasser to review the complaint and determine whether there is agreement on a resolution or resolution process.

**Step 3:** Where there is agreement on the resolution or resolution process, the person receiving the complaint informs the unit manager of the agreement and facilitates the agreed upon resolution process.

**Step 4:** The complainant is informed a formal complaint procedure is possible if the complainant, the alleged harasser or the unit manager do not agree or if the process does not resolve the matter to the complainant's satisfaction.

**Confidentiality:** The Town of Blaine Lake, or anyone acting on behalf of the company, should not disclose the complainant's or alleged harasser's name or other identifying information. In certain circumstances, the complainant and alleged harasser may agree to release identifying information to implement the harassment policy, the resolutions process, or the resolution itself.

#### **Alleged Harasser Named – Investigation Required**

**Step 1:** An individual reports an incident or concern. The complaint should be in writing using the harassment complaint form attached to and forming part of this policy and contain:

- The name, job title and contact information of the complainant;
- The name of the alleged harasser;
- Description of the conduct considered objectionable, including dates and locations of events;
- The names and contact information of any possible witnesses;
- Description of the basis of the alleged harassment, such as prohibited grounds;
- The remedy sought;

- Any other information or material the complainant considered relevant; and
- The signature of the complainant and the date.

Step 2: The person receiving the complaint reviews the procedures with the complainant and provides a written copy to the unit manager. Where it is alleged that the unit manager is involved in the harassment, the complaint is referred to the Council member appointed OH & S Committee member. The person receiving the complaint also provides a copy of the written complaint to the alleged harasser and reviews the procedures with the alleged harasser.

Step 3: The person receiving the complaint, the unit manager and other relevant parties review the complaint and determine whether conduct falls within the harassment policy. The group will decide whether there are appropriate resolution options, other than an investigation, acceptable to the complainant and the alleged harasser. This group will conduct the investigation if one is required.

Step 4: When investigation is required, the unit manager or an appointed investigation team shall conduct the investigation.

Investigator(s) will be trained in conducting an investigation in accordance with this policy and will have no apparent bias or interest in the outcome.

Where the complainant and the alleged harasser objects to the appointment of an investigator, on the basis of bias or conflict of interest, the unit manager will appoint another investigator.

Step 5: Investigators must act in accordance with the following guidelines:

- The investigation commences and concludes as soon as reasonably possible.
- Witnesses are interviewed separately and written witness statements are prepared.
- Witnesses are asked to review and sign their written statements.
- Witnesses are advised to keep the investigation and the identity of the complainant and alleged harasser in confidence, unless required by law to disclose them.
- The complainant and alleged harasser are entitled to legal or union council.
- During the investigation, both the complainant and the alleged harasser are entitled to be informed of all the allegations and allowed to respond.

This does not mean either party is entitled to see or receive copies of the complete statements. However, both are entitled to see or receive an adequate summary of the evidence to make a full response.

Step 6: Once the investigation is complete, investigator(s) will prepare a written report setting out a summary of the evidence, a description of any conflict in the evidence, conclusions and reasons for reaching those conclusions, as well as the recommended corrective action if harassment has occurred.

The report will be delivered to the unit manager, the complainant and the alleged harasser. The report is marked confidential and delivered with the notation that it should be kept in confidence unless disclosure is required by law or is necessary to implement corrective action.

Step 7: The unit manager will then:

- Take appropriate corrective action.
- Inform the complainant and harasser of the corrective action.
- Inform the complainant of the rights to file a complaint with the Saskatchewan Occupational Health and Safety Division or The Saskatchewan Human Rights Commission.

Where the corrective action is different from the action recommended in the report, the unit manager should provide reasons for not taking the investigators' recommended action.

Step 8: After corrective action has been taken, the unit manager follows up with the complainant to ensure that the corrective action was effective. If the complainant indicates harassment has not ended, or suffers reprisal, the unit manager should take additional or alternative corrective action. Further investigation may be necessary.

Confidentiality: The Town of Blaine Lake, or anyone acting on behalf of the Town of Blaine Lake, should not disclose the name of the complainant or the alleged harasser, nor any information that may identify them. The disclosure of such information may be necessary to conduct the investigation, implement corrective action or pursue other legal remedies.

All documents and statements obtained during the course of the investigation, including the names and copies of witness statements, should not be disclosed to any person unless required by law.

## **7) Taking Action to Stop and Prevent Harassment:**

In taking action to stop harassment and prevent its recurrence, The Town of Blaine Lake will be guided by the following:

### **Individual Awareness and Counselling**

People may not be aware of the effects of their behavior. In many cases, speaking to the person in private about the inappropriate behavior will help resolve the situation.

In certain instances, it may be more effective for a supervisor to speak with the offending person to arrange and facilitate a meeting between the complainant and alleged harasser.

Complainants should not be encouraged to confront the alleged harasser if they are reluctant, if the alleged harassment is of a serious nature or if the alleged harasser denies the alleged conduct.

### **Interim Action**

HR-007

TOWN OF BLAINE LAKE

Policy Title: Respectful Workplace/Harassment  
Date Issued: March 30, 2022 Res # 083/22  
Replaced – Res # N/A

  
Mayor

A unit manager may have grounds to believe a complainant will be exposed to continued harassment or reprisal while waiting for the investigation or resolution process to occur. The unit manager must take immediate action to protect the worker from continued harassment or reprisal. Any interim action should respect the alleged harasser's rights based on the employment contract.

Considering the above-mentioned rights, the unit manager's action may include:

- Cautioning the alleged harasser about types of behavior that will not be tolerated;
- Moving the alleged harasser to another work unit;
- Moving the complainant to another work unit at the complainant's request; and
- Suspending the alleged harasser with pay while waiting for a final determination.

### Mediation

Mediation offers both parties the opportunity to develop an understanding of the problem and resolve the complaint before or during the formal investigation process. The mediator facilitates separate discussions or joint meetings between the complainant and the alleged harasser.

Mediation may take place at any point in the resolution process as long as both parties agree to participate. Where the complainant and alleged harasser agree to participate in mediation, The Town of Blaine Lake shall arrange for a mediator, who is trained and independent.

### Disciplinary Action

An employee who knowingly engaged or participated in the harassment of a co-worker will be disciplined. The discipline will be subject to the employee's rights under the employment contract.

Discipline may include reprimand, relocation, demotion, suspension or termination of employment.

The severity of the discipline will depend on:

#### SERIOUSNESS OF THE ALLEGED CONDUCT

- Whether the conduct is an offence under the criminal code;
- Whether the conduct is an offence under the Act or *The Saskatchewan Human Rights Code*;
- The extent of the mental or physical injury caused to the complainant;
- Whether the harasser persisted in behavior that was known to be offensive to the complainant; or
- Whether the harasser abused a position of authority.
- Risk of the harasser continuing with similar harassment of the complainant or others
- Whether the harasser acknowledges that conduct was unacceptable and makes a commitment to refrain from the future harassment;
- Whether the harasser has apologized to the complainant or taken action to repair any harm; or

- Whether the harasser has agreed to participate in awareness sessions, training, or other recommended counselling or treatment.

### **8) Third Party Harassers:**

This policy covers harassment connected to any matters or circumstances arising out of the worker's employment. Ratepayers, contractors, council members, or workers and others invited to the workplace could harass an employee.

The Town of Blaine Lake may have limited ability to investigate or control their conduct. However, The Town of Blaine Lake shall take reasonably practicable action to stop or reduce the risk to its workers or being harassed by third parties.

This action may include:

- Posting the harassment policy in a location visible to third parties; and
- Removing workers who participate in harassment

Where a ratepayer has been asked to stop abusing or harassing a worker and does not, workers are authorized to:

- End telephone conversations;
- Politely decline service; and
- Ask the ratepayer or client to leave the workplace.

### **Malicious Complaints**

Where an investigation finds a complainant has knowingly made a false allegation, the complainant will be subject to appropriate discipline.

### **Inquiries**

In the case of office personnel:

- Contact CAO or Council member appointed as OH & S Committee member.

In the case of maintenance personnel:

- Contact CAO, Council member appointed as OH & S Committee member, or Maintenance Supervisor.

In the case of the CAO:

- Contact Council member appointed as OH & S Committee member, Mayor/Deputy Mayor, RCMP or Ministry of Labour Relations

### **Other Options for Complainants**


HR-007

TOWN OF BLAINE LAKE

Policy Title: Respectful Workplace/Harassment

Date Issued: March 30, 2022 Res # 083/22

Replaced – Res # N/A



Mayor

Nothing in this policy prevents or discourages a worker from referring a harassment complaint to the Saskatchewan Occupational Health and Safety Division under *The Saskatchewan Employment Act* and regulations.

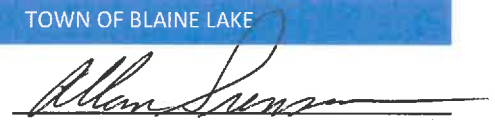
A worker may also file a complaint with the Saskatchewan Human Rights Commission under *The Saskatchewan Human Rights Code*.

A worker also retains the right to exercise any other legal avenues available.

HR-007

TOWN OF BLAINE LAKE

Policy Title: Respectful Workplace/Harassment  
Date Issued: March 30, 2022 Res # 083/22  
Replaced – Res # N/A

  
Mayor



## Town of Blaine Lake

# Employer Formal Harassment Complaint Form

### Complainant Information:

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Job title: \_\_\_\_\_ Supervisors Name: \_\_\_\_\_

### Witness Information:

List names of possible witnesses.

Name	Position	Contact Phone Number

Information about the individual(s) you feel has/have harassed you:

Name of person(s) against whom this complaint is made: \_\_\_\_\_

Date of incident (dd/mm/yyyy): \_\_\_\_\_

In your opinion is the harassment based on any of the following Circle all that apply to your situation.

Sexual Orientation

Religion

Sex

Nationality

Disability

Age

Place of Origin

Family Status

Creed

Physical Weight or Height

Color

Race

Marital Status

Ancestry

None of the Above

If not based on any of the above grounds, is the harassment based on either of the following:


HR-007

TOWN OF BLAINE LAKE

Policy Title: Respectful Workplace/Harassment

Date Issued: March 30, 2022 Res # 083/22

Replaced – Res # N/A

  
Mayor

a) Repeated incidents that have caused you to be humiliated or intimidated.      Yes      No

b) A single serious incident that has had a lasting harmful effect on you.      Yes      No

**In your own words, describe the conduct, comments or display you found objectionable.  
Give details of date and location of the incident(s) that is/are the basis of your complaint.**

**What type of resolution do you seek? (Ex: supervisor to direct or counsel person to correct conduct; facilitated meeting with alleged harasser; apology; workshops or training sessions; mediations; or other.)**

**Declaration:**

I hereby confirm that the statement(s) contained in this complaint are true to the best of my knowledge. I understand a copy of this complaint will be provided to the alleged harasser for the purpose of investigating this complaint.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I acknowledge receipt of this complaint.

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

HR-007

TOWN OF BLAINE LAKE

Policy Title: Respectful Workplace/Harassment  
Date Issued: March 30, 2022    Res # 083/22  
Replaced – Res # N/A

  
Mayor



## Town of Blaine Lake

<u>Policy Title</u>	<u>Policy #</u>	<u>Resolution</u>	<u>Resolution Date</u>	<u># of pages</u>	<u>Forms</u>
Employee Benefits	HR-008	084/22	March 29/2022	1	NO

**Policy Objective:**

To give direction and set up Benefits for employees

**Policy:****1. Employee Benefits**

a. The Town of Blaine Lake shares in the Employee benefits as follows:

- i. Canada Pension Plan - as legislated
- ii. Employment Insurance - as legislated
- iii. Municipal Superannuation - matching contributions as set out in MEPP agreement
- iv. Workers Compensation - Town pays full premium
- v. SUMA Group Benefits - Town pays full premium
  - 1. Life Insurance
  - 2. Accidental Death and Dismemberment
  - 3. Extended Health Benefits - family
  - 4. Vision
  - 5. Dental – family
- vi. Short Term Disability - Employer pays full premium
- vii. Long Term Disability - Employee pays full premium

HR-008

TOWN OF BLAINE LAKE

Policy Title: Employee Benefits

Date Issued: March 30, 2022 Res # 084/22

Replaced – Res # N/A

  
Mayor



## Town of Blaine Lake

<u>Policy Title</u>	<u>Policy #</u>	<u>Resolution</u>	<u>Resolution Date</u>	<u># of pages</u>	<u>Forms</u>
Employee Leaves/Retirement	HR-009	085/22	March 29/2022	2	NO

**Policy Objective:**

To establish a Policy on the regulations for Leave of Absence/Bereavement/Retirement

**Background:**

1. On occasion, employees may require a leave of absence, bereavement leave, compassionate leave, Civic Duty Leave, or Maternity/Paternity Leaves;
2. As well for retirement the Municipal Employees Pension Plan requires that each Town of Blaine Lake must assign the appropriate staff member as the authorized official to complete Retirement Declaration Forms.
3. The Town of Blaine Lake respects and acknowledges the years of service that is given by each employee within the Town of Blaine Lake.
4. The Town may acknowledge their years of service and set a policy to show this acknowledgement. With this the Council may complete a recognition program.
5. There are members of the staff who have provided the Town with many years of service and continue to serve.

**Policy:****1. Definition**

- a. "Immediate Family" member shall include spouse, child, parent, sister, brother, mother and mother-in-law, father and father-in-law, grandparent, grandchild, common-law spouse, guardian, fiancée or some other person with whom the employee has had a similar relationship with.

**2. Leaves of Absence**

- a. No leaves of absence will be considered until an employee has been employed by the Town of Blaine Lake for a period of 1 year unless otherwise governed by the Legislated Statutes.
- b. Mayor and Council must address any leave of absence requests

**3. Bereavement Leave**

- a. An employee shall be granted 3 consecutive days paid leave in the case of death of an "Immediate Family" member.
  - i. or for any other person for whom the employee may be required to deal with funeral arrangements.
- b. An employee may request extended bereavement leave without pay.


HR-009

TOWN OF BLAINE LAKE

Policy Title: Employee leave and retirement

Date Issued: March 30, 2022 Res # 085/22

Replaced – Res # N/A



Mayor

- c. If an employee has not been employed by the Town of Blaine Lake for 1 full year, permission for paid bereavement leave must be granted by Council
  - d. Bereavement leave must be approved by Council, however, where timing is a factor, the Mayor may grant approval
- 4. **Compassionate Leave**
  - a. An employee may be granted 3 consecutive days paid leave in the case of a serious illness in an Immediate Family member.
  - b. An employee may request extended compassionate leave without pay
  - c. If an employee has not been employed by the Town of Blaine Lake for 1 full year, permission for paid bereavement leave must be granted by Council
  - d. Compassionate leave must be approved by Council.
- 5. **Civic Duty Leave**
  - a. Full time employees who are called for or who are actively serving on jury duty, or who are required to appear as a witness in a court case, shall be granted paid leave.
  - b. In the even that the courts compensate an employee for jury duty, the Town of Blaine Lake will pay the employee the difference between the employee's regular pay and what they are paid by the courts.
  - c. Employees servicing jury duty are required to report to work whenever court is not in session with the exception of a sequestered jury.
  - d. No overtime will be paid for civic duty leave
- 6. **Parental Leave**
  - a. After 13 weeks of employment any employee shall be entitled to Maternity/Adoption/Parental leave.
  - b. Maternity/Adoption/Parental leave would be granted as per the Labour Standards Act
  - c. The period may be extended where circumstances, in the opinion of the employee's Doctor requires or recommends an extend leave. The employee would be required to provide a Doctor's certificate
- 7. **Retirement**
  - a. Appointments
    - i. The CAO shall be appointed as the representative for the Town of Blaine Lake in completing the Retirement Declaration Forms for all staff members.
    - ii. In the case of the CAO retiring, then the Mayor shall be the appointed designate.
  - b. Retirement Recognition
    - i. Provide the employee a Service Award noting the years of Service
    - ii. Retired employee and spouse will be invited to the final Christmas Supper.



## Town of Blaine Lake

<u>Policy Title</u>	<u>Policy #</u>	<u>Resolution</u>	<u>Resolution Date</u>	<u># of pages</u>	<u>Forms</u>
Personal Information Policy	HR-010	086/22	March 29/2022	1	NO

**Policy Objective:**

To set a policy to protect the personal information of the Employees of the Municipality

**Policy:**

The Town of Blaine Lake is committed to the protection and privacy of the personal information of all the employees and council that work for the Town of Blaine Lake.

**Procedure:**

1. Personnel files for the Town of Blaine Lake shall be kept in the office of the Chief Administrative Officer for the Town of Blaine Lake
2. Information from the files of individual employees shall not be shared with anyone unless a written consent is given by the employee for any others to access the information. This includes, but not limited to, the spouse or significant other of the employee, a council member of the Town of Blaine Lake, and other employees.
3. Only the Chief Administrative Officer is allowed access to the files. The Assistant Administrator may, from time to time, under the direction of CAO, be given access to the file in order to place information into the personnel file or to help the individual employee review their own file.

HR-010

TOWN OF BLAINE LAKE

Policy Title: Personal Information Policy  
Date Issued: March 30, 2022 Res # 086/22  
Replaced – Res # N/A

  
Mayor



## Town of Blaine Lake

<u>Policy Title</u>	<u>Policy #</u>	<u>Resolution</u>	<u>Resolution Date</u>	<u># of pages</u>	<u>Forms</u>
Occupational Health and Safety Policy	HR-011	087/22	March 29/2022	1	NO

**Policy Objective:**

To develop an Occupational Health and Safety Manual with forms to give Employee's information on the safe operations of equipment and work within the Municipality.

**Background:**

1. The Town of Blaine Lake employs many outside personnel as well as office personnel.
2. The Town requires that all their employees are allowed to work in a safe environment.
3. Through having a safe environment, the Town has developed an Occupational Health and Safety Policy Manual as well as various forms for the supervisors to fill out and file with the Human Resources personnel.

**Policy:**

1. Attached to this policy is
  - a. The Occupational Health and Safety Manual
  - b. Forms
    - i. Initial Incident Investigations – Form 1
    - ii. Employee Orientation
    - iii. Quarterly Safety Summary
    - iv. Practical Equipment Evaluation
    - v. Safety/Tool Box Meeting Form
2. All employees are required to obtain a copy of the OHS Manual upon employment with the Town of Blaine Lake and will be given to them by their Supervisory.
3. The forms shall be completed on a regular basis;
  - a. Initial Incident Investigations – shall be completed if an incident occurs in the workplace.
  - b. Employee Orientation – shall be completed upon hire
  - c. Quarterly Safety Summary – shall be completed four (4) times per year at the call of the supervisor
  - d. Practical Equipment Evaluation
    - i. Shall be completed for each employee by the **Evaluator** as appointed by the Town of Blaine Lake Council.
    - ii. Shall be completed for each piece of equipment that an employee operates with the certificate to be held on each employee's personnel file at the main office.
  - e. Safety/Tool Box Meeting – shall be completed by the Supervisory at each job site as required by the OHS Regulations.
4. This policy does not override the Occupational Health and Safety Regulations.


HR-011

TOWN OF BLAINE LAKE

Policy Title: Occupational Health and Safety Policy

Date Issued: March 30, 2022 Res # 087/22

Replaced – Res # N/A



Mayor



## Town of Blaine Lake

<u>Policy Title</u>	<u>Policy #</u>	<u>Resolution</u>	<u>Resolution Date</u>	<u># of pages</u>	<u>Forms</u>
Drug and Alcohol Policy	HR-012	088/22	March 29/2022	3	NO

**Policy Objective:**

To preserve a safe, drug and alcohol-free workplace. The Municipality is aware that drug and alcohol dependencies are protected and recognized as grounds of mental, psychological and physical disability under the provincial and federal human rights regulations, and therefore considered to be prohibited grounds of discrimination.

**Policy:**

1. Define Alcohol and/or Drug Dependence;
2. Define Recreational Use;
3. Discuss Drug and/or Alcohol dependency;
4. Provide employees with a set of expectations;
5. Provide guidelines for the Accommodation Process;
6. Results of loss of license due to drug or alcohol.

**Policy Statement**

The Town of Blaine Lake makes providing a safe working environment for all of its employees a priority. Employees and contract workers under the influence of drugs or alcohol on the job can pose serious safety and health risks both to themselves and their co-workers.

To help ensure a safe and healthy workplace, the Town of Blaine Lake reserves the right to prohibit certain items and substances from being brought on to, or being present on company premises. The Town of Blaine Lake strictly prohibits the use of some prescribed drugs and all non-prescribed drugs or alcohol during work hours.

Employees and contract workers are prohibited from reporting to work while under the influence of some prescribed drugs and all non-prescribed drugs or alcohol.

For the purposes of this policy, the following are prohibited:

1. Being impaired by alcohol/drugs while at work.
2. The possession or use of illicit drugs or alcohol on Company premises, at Company worksites, or in Company vehicles.
3. The presence in the body of illicit drugs (or their metabolites) or alcohol while at work.

Employees and contract workers who fail to adhere to the above expectations or who engage in illegal activities such as selling drugs and/or alcohol while on company premises will be subject to disciplinary action up to and including termination of employment and referral to legal authorities.

HR-012

TOWN OF BLAINE LAKE

Policy Title: Occupational Health and Safety Policy

Date Issued: March 30, 2022 Res # 088/22

Replaced – Res # N/A

  
Mayor

## Definitions

Drugs and/or Alcohol Dependency: is defined as a mental, physical or psychological dependence on drugs and/or alcohol that is considered as a mental, physical, and psychological disability and under Human Rights Law.

Recreational Drug and/or Alcohol Use: with recreational use of drugs and/or alcohol, there is no mental, physical or psychological dependence, therefore, this is not considered a mental, physical or psychological disability under Human Rights Law.

### Drug and/or Alcohol Dependency

1. The Town of Blaine Lake understands that employees may develop a chemical dependency to certain substance and that this is defined as a mental, physical and psychological disability. The Town of Blaine Lake promotes the early diagnosis of this disability and encourages employees with a dependency on alcohol or drugs to pursue medical and/or psychological treatment.
2. Any employee who suspects that he/she might have an emerging drug or alcohol problem is expected to seek appropriate treatment promptly from one of the many resources in the community.
3. All medical information shall be kept confidential.

### Expectations:

#### CAO/Manager of Public Works/Human Relations Committee

1. Shall identify any situations that may cause concern regarding an employee's ability to safely perform his/her job functions.
2. Shall ensure any employee who asks for help due to a drug or alcohol dependency will not be disciplined for doing so.
3. Shall remove or cause to be removed from the work place, any employee or contract worker that has been identified as under the influence of recreational drug and/or alcohol use.
4. Shall carry out disciplinary action; including but not limited to a letter of warning for a first instance and more severe actions, as deemed appropriate, for any further instances.

#### Employees and Contract Workers

1. All employees and contract workers are expected to abide by the provisions of this policy.
2. Employees are encouraged to communicate to the CAO or Manager of Public Works that they have a dependency or have had a dependency so that their rights are protected and they can be accommodated appropriately.

#### Accommodations Process

During the accommodation process, the Town of Blaine Lake will respect the dignity and privacy of the individual requesting accommodation. During this time, the following actions may occur:

1. The employee may take a leave of absence without pay or access his/her sick leave until sick leave is depleted, to seek assessment and treatment for a drug and/or alcohol dependency;
2. The employee will be allowed to return to work upon rehabilitation; and

3. The Town of Blaine Lake will accommodate relapses prior to, during, and post treatment, given the accommodation does not create undue hardship for the Town of Blaine Lake.

During the accommodation process, the Employee shall:

1. Inform the Town of Blaine Lake CAO if they are currently experiencing a drug and/or alcohol dependency;
2. Disclose previous problems with a drug and/or alcohol dependency only if it is relevant to their current job duties;
3. Provide medical documentation to confirm they have a drug and/or alcohol dependency; and
4. Fully cooperate with the recommendations of professional assessments required for the Short Term Disability Program or the Long Term Disability Program.

Results of loss of license due to drug or alcohol

1. Loss of license due to a drug or alcohol conviction may result in an automatic suspension without pay or may result in a loss of employment.



## Town of Blaine Lake

<u>Policy Title</u>	<u>Policy #</u>	<u>Resolution</u>	<u>Resolution Date</u>	<u># of pages</u>	<u>Forms</u>
Employee Development Policy	HR-013	089/22	March 29, 2022	2	NO

**Policy Objective:**

To develop a Policy on ensuring employee education and development that meets the legislated requirements

**Background:**

The Town of Blaine Lake is dedicated to ensuring employee education and development that meets the legislated requirements for their employment positions. This Policy, while providing opportunity for employees to further enhance their skills, education and interests, will address both the Employee and the Employers responsibility in obtaining and maintaining required education levels.

In addition, the Town of Blaine Lake recognizes the value of continued learning and encourages employees for all manners of educational development beyond the minimum requirements. Classes and workshops outside the employment purposes, but that aid for personal growth, may be approved at the discretion of Council

**1. Employer Responsibility**

- Tuition or workshop fees and any associated costs such as hotel, meals, mileage, etc., will be covered as per Policy HR- the first time the course is taken by the employee.
- Providing the course is mandatory, and the employee is unsuccessful at obtaining a passing grade, arrangements must be made to reschedule applicable exams within 30 days
- If a re-write is required, costs will be covered for the exam and the employee's wages only will be paid to re-write the exam one time only. Mileage to attend the re-write will be at the employee's expense and not reimbursed.
- Should the Employee wish to re-write the course or a 2<sup>nd</sup> or more re-write of the exam is required, the cost will be the responsibility of the Employee and the Employer will not reimburse. As well, the time taken from work and travel and meals will not be paid by the Employer.

**2. Employee Responsibility**

- Upon completion of the course, all receipts are to be submitted within thirty (30) days in order to be reimbursed.
- Employee is to notify CAO immediately if they do not successfully complete or pass the applicable exams

HR-013

TOWN OF BLAINE LAKE

Policy Title: Employee Development Policy  
Date Issued: March 30, 2022 Res # 089/22  
Replaced – Res # N/A

  
Mayor

- c. The employee will be responsible for the payment of the second re-write and wages will not be paid to re-write the exams. Meals and Mileage to rewrite the exam or course, will not be considered a reimbursable expense.
- 3. Education and Certification Requirements
  - a. The Town of Blaine Lake will make every effort to promote and ensure adequate training for all employees.
  - b. Administration Employees are required to obtain and maintain certification in the following as per employee requirements:
    - i. CAO
      - 1. Municipal Administration Certification
      - 2. CPR/First Aid
    - ii. Assistant Administrator
      - 1. CPR/First Aid
    - iii. Clerk
      - 1. CPR/First Aid
  - c. Full Time Maintenance Employees are required to obtain and maintain certifications in the following as per employment requirements:
    - i. Water Treatment Certification
      - 1. Foreman – minimum Level
      - 2. Assistant Foreman – minimum Level
    - ii. Water Distribution Certification
      - 1. Foreman – minimum Level
      - 2. Assistant Foreman – minimum Level
    - iii. Waste Water Treatment Certification
      - 1. Foreman – minimum Level
      - 2. Assistant Foreman – minimum Level
    - iv. Waste Water Collection Certification
      - 1. Foreman – minimum Level
      - 2. Assistant Foreman – minimum Level
    - v. CPR/First Aid
    - vi. WHIMIS
    - vii. Power Mobile Equipment
    - viii. As per the individual Employee Contractor
  - d. Full-time and permanent part-time Transfer Station Employees are required to obtain and maintain certifications in the following as per employment requirements:
    - i. CPR/First Aid
    - ii. WHIMIS
- 4. Notification of Final marks
  - a. That the CAO request the final marks and/or exam and certification of courses be submitted to the Town office.
  - b. Grades or Certificates must be submitted within 30 days of receipt.