



Employee Handbook

Approved by Resolution of Council on February 8th, 2022





RURAL MUNICIPALITY OF EDENWOLD NO. 158

EMPLOYEE HANDBOOK

February 2022

Contents

Welcome Message from the Chief Operating Officer	1
Employee Handbook Grievances	2
Introduction	3
A Typical Day in the Municipality	5
Making an Appearance - Dress Code	6
Payroll	7
Time Off	8
Benefits	12
Performance Review	14
Municipal Employee Code of Conduct	15
Harassment Prevention Policy	17
Professional Conduct, Progressive Disciplinary Action, Dispute Resolution, and Termination Conditions	21
Technology Use Policy	23
Substance Use Policy	27
Acknowledgement & Declaration Form	29



WELCOME MESSAGE FROM THE CHIEF OPERATIONS OFFICER



We are pleased to welcome you to the RM of Edenwold No. 158.

We believe that our employees are our greatest asset. As employer, it's our obligation to provide all possible resources to help and support our staff members. As such, this Employee Handbook outlines expectations and values for employees while also clearly laying out employer requirements. By ensuring communication is maintained, employer and employees can mutually take advantage of the benefits and requirements listed in this document. Employees must know what's expected of them, and we hope this document will give staff that clarity.

This document outlines our Municipality's policies and employees' rights. It lays out the obligations of the Municipality to its employees and gives them an overall perspective on the Municipality's culture and expectations.

All employees, whether seasoned or new, may occasionally need to consult the Employee Handbook. This document is intended as an easy-to-use reference tool containing answers to your main concerns. If you cannot find what you are looking for, please feel free to pass your questions on to the Administrator. They will be able to supplement the information in this Handbook and provide you with additional details.

Finally, the Employee Handbook is an evolving document that will be adapted as appropriate to reflect cultural and organizational changes within the Municipality, as well as modifications to government regulations.

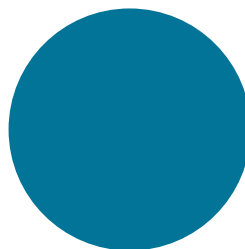
On behalf of the whole team, welcome to the RM of Edenwold!



EMPLOYEE HANDBOOK GRIEVANCES

Should a dispute arise between an employee and their manager, or a manager and the Administrator, regarding the interpretation, meaning, operation, or application of the Employee Handbook, all involved parties shall make an earnest effort to resolve the issue in the following manner:

1. Where a dispute involving a question of general application or interpretation occurs, either an employee or manager may submit their grievance in writing to their manager or the Administrator. The involved persons should then attempt to resolve any dispute to the best of their abilities.
2. Failing to find satisfactory agreement within five working days after submittal pursuant to Step 1, either the employee or manager may submit a written statement of the particulars of the grievance to the Administrator. Upon receiving the written grievance, the Administrator shall render their decision within three working days.
3. Failing to find satisfactory agreement within five working days after submittal pursuant to Step 2, either the employee, manager, or Administrator may submit a written statement of the particulars of the grievance to Council. Upon receiving the written grievance, Council shall render its decision within three days following the next scheduled Council meeting. The decision of Council will be final.



INTRODUCTION

This handbook is designed to outline the policies and benefits employees gain while working for the RM of Edenwold No. 158 (the Municipality). The benefits listed in this handbook apply to all employees who have successfully completed their probation period. This handbook takes into account the provisions of:

- The Saskatchewan Employment Act;
- The Municipal Employees' Superannuation Plan;
- The Workers' Compensation Act;
- Payroll Deduction Tables established by Revenue Canada;
- Short-term & Long-term Disability Plans; and
- Extended Health and Dental Benefits Plans.

The Administrator, with approval of Council, shall amend this handbook from time to time to reflect changes in legislative regulations, municipal policies, and human resource best practices.

In accordance with the provisions of The Municipalities Act, the Council of the Municipality shall appoint an Administrator and any other employees that the Council considers necessary. The term of office for each employee shall be set out by resolution, and each municipal employee shall perform the duties assigned to them.

Note:

Throughout this handbook, any reference to:

- "employee" shall mean an employee of the Municipality; and
- "employer" or "Council" shall mean the Council of the Municipality.

Employee Organization

The following page has an organizational chart that outlines the Municipality's overall employee structure. This chart illustrates the relationship between different employees and departments.

Council has established the following classifications and may amend these classifications by resolution. Each employee shall be classified under one of four classifications:

Managerial	<i>The Administrator, Chief Operating Officer (COO), Manager of Engineering & Public Works, Public Works Superintendent, and Manager of Planning & Development, each acting as the supervisor of their respective departments.</i>
Permanent	<i>An employee who regularly works full-time hours, as established by the Municipality, and who has passed their probationary period. This classification includes temporary full-time employees.</i>
Seasonal	<i>An employee who works seasonally during select summer months, normally from April to October, or as required by the Municipality. This classification includes summer students.</i>
Casual	<i>An employee who is hired for a short-term assignment, and who works only when required during the course of that assignment.</i>

A TYPICAL DAY IN THE MUNICIPALITY

MUNICIPAL OFFICE

As a general rule, the municipal office is open Monday to Friday from 9:00 am to 5:00 pm. Many employees work during this period, though some may begin their day earlier (at 8:00 or 8:30 am). If you are interested in starting work before 9:00 am, please speak to your manager. All employees have a 1-hour unpaid lunch (unless otherwise noted). This schedule results in a 7-hour workday and a 35-hour workweek.

COUNCIL MEETINGS

All office employees are expected to arrive at work by 8:30 am on Council Meeting days. Employees who work more than 7 hours a day can bank time-in-lieu or be paid out. You may choose to bank time using the Time Bank Agreement.

OFFICE EXCEPTIONS

If the Administrator or COO calls a special staff meeting over the lunch period, the Municipality shall pay wages over that lunch hour.

On occasion, there may be special events that occur after 5 pm, including Public Hearings or Council Meetings. These hours can be banked for time-in-lieu or paid out as determined using a Time Bank Agreement.

Please see the "Payroll" section for more details on time-in-lieu and overtime for municipal office employees.



PUBLIC WORKS

As a general rule, the public works department workday is 8-hours long, for a 40-hour workweek. Public work employees have variable start and end times determined by their manager. Lunches are 30-minutes long and unpaid. However, if an employee cannot return to the public works shop during this time, the 30-minute lunch shall be paid, conditional upon manager approval and timesheet indication.

SEASONAL EXCEPTION

Public works employees may be required to work additional hours during peak seasonal periods. Overtime hours are paid out at 1.5 times hours worked.

Please see the "Payroll" for more details on time-in-lieu and overtime for public works employees.

MAKING AN APPEARANCE - DRESS CODE

Municipal Office

- Button-up, collared, or long-sleeved shirts or blouses
- Turtlenecks, sweaters, cardigans, or blazers
- Slacks, khakis, capris, work-appropriate jeans, and dress pants
- Skirts or dresses that allow you to sit comfortably in public
- Walking shoes, loafers, sneakers, boots, flats, work-appropriate sandals, heels, and dress shoes
- During meetings, office staff are expected to dress in appropriate business attire

Public Works

- Jackets, vests, or sweaters suitable for outdoor work
- Jeans or comfortable pants
- High-Visibility Vest or High-Visibility Coveralls
- Steel-toed shoes
- T-shirts or long-sleeved shirts
- Long hair tied back
- Other safety equipment as required, including hard hats, safety glasses, earplugs, and gloves

Casual Friday

On Fridays, employees can dress more casually. This can include t-shirts, shirts with logos, and other casual clothing.

Team Pride

On Roughrider Game Days, please wear your jerseys, golf shirts, and branded gear to show your support!

Footwear Allowance - \$200 for footwear

Permanent employees may receive an allowance for the purchase of steel-toed shoes in March of each year. Boots must be CSA-approved, and reimbursement is only provided with manager approval and a receipt. Seasonal employees receive this allowance at the end of their first pay period of work each year. New employees receive this allowance after successfully completing their probationary period.



PAYROLL

SALARIES

Salaries for managerial and permanent employees are based on annual remuneration. Salaries for seasonal and casual employees are based on an hourly wage.

TIMESHEETS AND PAY PERIODS

Pay periods are semi-monthly - from the 1st to the 15th and the 16th to the last day of the month. All employees must submit timesheets twice a month on the 1st and the 16th, with pay being directly deposited to your account by the 3rd and the 18th. Should the 3rd or 18th fall on the weekend or a statutory holiday, your deposit may be one day late. The Administrator will advise you if a pay period is affected.

DEDUCTIONS

The Municipality shall provide a statement of earnings for each pay period and deductions will be made for Income Tax, Canada Pension Plan, Employment Insurance, Municipal Employees' Pension Plan, Long-Term Disability premiums, and Group Life Insurance premiums. These deductions are based on the information you provided on your TD1 form. If this information changes, please contact the Administrator to ensure accurate payroll deductions.

PROBATION PERIOD

Newly hired employees are subject to a probationary period of 3 months, unless extended by their manager and adopted by motion of Council. New hires are eligible to receive the benefits outlined in this document after completing their probation.

OVERTIME FOR MUNICIPAL STAFF

Employees have the option to bank time in lieu of pay. To bank time, you must sign a Time Bank Agreement.

Regular Bank Time

Applies to time worked over 7 hours but under 8 hours in a day. Regular bank time is banked at time-for-time.

Overtime Bank Time

Applies to time worked over 8 hours in a day or over 40 hours in a week. Overtime bank time is banked at 1.5 times hours worked and requires manager or Administrator approval. Banked time cannot exceed 50 hours, at which point all extra hours shall be paid out.

Managerial staff are unable to receive overtime bank time, and all time worked over 8 hours a day, or 40 hours a week, is banked at time-for-time.

Public Works employees may be called to work in an emergency. The minimum call back in this situation is 3 hours.

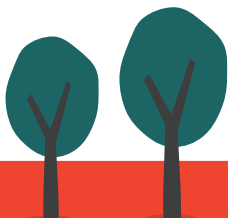
Employees asked to work on Saturdays or Sundays receive overtime bank time for each hour worked.

PERSONAL INFORMATION

Please update your personal information when the following information changes:

- Address
- Personal Phone Number
- Personal Email
- Emergency Contact
- Family Status

These changes will likely impact your benefits coverage, and it is important to update benefit providers so there is no lapse in coverage.



TIME OFF

The Municipality encourages work-life balance for its employees. The Municipality determines the amount of paid vacation each employee receives by tracking the number of years they have worked for the Municipality. Individual contracts may provide for more vacation time than the amounts provided below. An employee may transfer one week of their unused vacation time over from one year to the next (or two weeks with Administrator approval); however, any transferred vacation time must be used by March 1st, with the Municipality paying out unused vacation time after this date.

Paid Vacation Rate for Managerial & Permanent Staff

0-9 Years	<i>15 days/3 weeks a year</i>	<i>1.25 days per month</i>
10-19 Years	<i>20 days/4 weeks a year</i>	<i>1.67 days per month</i>
20-24 Years	<i>25 days/5 weeks a year</i>	<i>2.08 days per month</i>
25+ Years	<i>30 days/6 weeks a year</i>	<i>2.50 days per month</i>

VACATION LEAVE FOR OFFICE STAFF

Vacation leave must be formally requested and approved by the manager or Administrator using the Vacation Request Form at least 2 weeks before the first day of vacation.

Employees may appeal to the Administrator if they require vacation days above those provided in this policy.

Vacation leave is recorded at 7 hours a day.

VACATION LEAVE FOR SEASONAL & CASUAL EMPLOYEES

Seasonal and casual employees receive vacation pay based on their total wages over a 12-month period and at the following rates:

0+ Years	— $3/52 \times \text{wage}$
10+ Years	— $4/52 \times \text{wage}$
20+ Years	— $5/52 \times \text{wage}$
25+ Years	— $6/52 \times \text{wage}$

Vacation Pay will be paid during each pay period.

VACATION LEAVE FOR PUBLIC WORKS

Vacation leave must be formally requested and approved by the manager or Administrator using the Vacation Request Format least 2 weeks before the first day of vacation.

Employees may appeal to the Administrator if they require vacation days above those provided in this policy.

Vacation leave is recorded at 8 hours a day.

VACATION DEFICIT

Employees wanting access to vacation days before they are earned should contact their manager or the Administrator. If approved, the employee must sign a Vacation Deficit Agreement to gain access to vacation days. They will go into vacation deficit and will not begin accruing new vacation days until the deficit has been returned through months worked.

TIME OFF - CONT.

PUBLIC HOLIDAYS

The Municipality observes the following paid public holidays:

- | | |
|-------------------|---------------------|
| 1. New Year's Day | 6. Saskatchewan Day |
| 2. Family Day | 7. Labour Day |
| 3. Good Friday | 8. Thanksgiving Day |
| 4. Victoria Day | 9. Remembrance Day |
| 5. Canada Day | 10. Christmas Day |

If a public holiday falls on a Saturday or Sunday, the following Monday will be observed as a public holiday. If the following Monday also falls on a public holiday, the following Tuesday will be observed as a public holiday. Further, if a public holiday falls on an employee's scheduled vacation day, they shall be granted an additional paid day off.

Statutory Working Pay

In abnormal circumstances where an employee is asked to work on a public holiday, they may bank time at 2.5 times hours worked or be paid out as determined using a Time Bank Agreement.

Employees who are absent from work because of a leave of absence, workers' compensation, long-term disability, or layoff, are not entitled to pay for holidays that occur during their absence.

*Additional Municipal Holidays**

The Municipality observes the following days as designated paid holidays for employees:

- | | |
|--------------------|---------------|
| 1. Easter Monday | 3. Boxing Day |
| 2. Christmas Eve** | |

*Statutory working pay does not apply to employees called to work in emergency situations as the above dates are not legislated public holidays in Saskatchewan. Regular overtime applies if hours worked exceed 40 hrs. a week.

**Only observed if Christmas Eve falls on a regular business day.

SICK LEAVE

All permanent employees accrue 7-8 paid sick hours per month at a rate of:

- 7 hours for office staff
- 8 hours for public works staff

Employees may have a maximum accumulated bank of 140-160 sick hours (i.e. 20 days). This bank may allow for coverage of the 1-week waiting period for Short Term Disability Benefits. Any hours earned above the maximum of 140-160 hours will be considered void.

Sick hours are meant for any time an employee cannot work due to a physical or mental distress or condition.

Part-time employees earn sick hours on a pro-rated basis.

Sick hours do not accumulate for employees absent from work because of a leave of absence, workers' compensation, long-term disability, or layoff. Employees requiring sick hours should contact their manager or the Administrator as soon as possible to keep them aware of the situation and to allow them to plan for the employee's absence.

The Administrator may request a doctor's note from employees taking 21-24 hours of consecutive sick leave (i.e. 3 days).

Managers or the Administrator must ask employees to take sick hours when they:

- need to recover from sudden illness
- are sent home from work due to illness

Employees who become sick should stay home to protect others and avoid spreading illness. When employees go home sick, work areas must be cleaned and disinfected.

In case of a pandemic, please refer to the relevant Municipal Occupational Health and Safety policy.

As sick leave is an insurance-type benefit, there will be no paid settlement of accrued or earned sick leave upon termination of employment.

TIME OFF - CONT.

SPECIAL VACCINATIONS

All employees are allowed a total of 3 consecutive hours of paid leave to receive COVID-19 vaccinations as outlined in Section 6-22.1 of the Occupational Health and Safety Regulations.

EMERGENCY LEAVE

The Municipality recognizes that employees may be absent from work due to family responsibilities or emergency situations. Employees must make requests for emergency leave to the Administrator. Circumstances that may merit emergency leave include:

- Death in the immediate or extended family
- Sickness or injury in the family; sickness includes illness, surgery, and periods of rehabilitation
- Family obligations that an employee is unable to carry out after regular work hours
- Other emergency or unforeseen circumstances such as severe weather, fire, flood, accident, or household emergencies

When required, all employees may receive up to 5 days of paid emergency leave per year. Any days in addition to those provided must be approved by the Administrator.

Sickness or Injury in the Family

Compassionate care and critically-ill care leaves are defined and outlined by the Saskatchewan Employment Act. Please visit [Saskatchewan.ca](https://www.saskatchewan.ca) for more information on these types of leave.

EMPLOYEE OR COUNCILLOR DEATH

In the event of the passing of a current or past employee or a current or past councillor, the municipal office may close to allow employees to pay their respects. When the office closes, all employees will receive paid time off.

VOTING

All employees are allowed a total of 3 consecutive hours of paid leave to vote in municipal, provincial, or federal elections.

JURY DUTY LEAVE

While serving as a juror, employees will receive their regular pay for the day, less any jury duty fees received.



TIME OFF - CONT.

MATERNITY LEAVE

The Municipality provides maternity leave in accordance with Section 2-49 of the *Saskatchewan Employment Act*, 2013. If the employee wishes to continue contributing under the Municipal Employees' Pension Plan, they shall be responsible for paying the employee and employer portion of benefit coverage.

ADOPTION LEAVE

The Municipality provides adoption leave in accordance with Section 2-50 of the *Saskatchewan Employment Act*, 2013. If the employee wishes to continue contributing under the Municipal Employees' Pension Plan, they shall be responsible for paying the employee and employer portion of benefit coverage.

Giving notice of leave

An employee taking adoption leave must provide written notice to the Administrator four weeks before the day leave begins. This notice should also state what date the child is expected to come into the employee's care. If this date is not known, the notice should include whatever information Social Services, the adoption agency, or the birth parents have provided.

PARENTAL LEAVE

The Municipality provides parental leave in accordance with Section 2-51 of the *Saskatchewan Employment Act*, 2013. If the employee wishes to continue contributing under the Municipal Employees' Pension Plan, they shall be responsible for paying the employee and employer portion of benefit coverage.

Giving notice of leave

If an employee is on maternity or adoption leave and requests parental leave, they must provide written notice to the Administrator at least four weeks before the employee was to return to work. The employee should include the new estimated date of return to work in the notice. Parental leave notice can also be included with the maternity or adoption leave notice.

MATERNITY, ADOPTION, AND PARENTAL TOP-UP

In the case of maternity, adoption, or parental leave, permanent and managerial employees are eligible for a 'top-up' that would bring them to 75% of their regular salary for 12 months. For example, a person on maternity leave eligible for top-up will receive 55% of their income through Employment Insurance. The Municipality will then pay the remaining 20% of their salary to bring them to 75%. Employees wishing to receive a maternity, adoption, or parental top-up must sign a Maternity, Adoption, or Parental Top-Up Agreement.



BENEFITS

Employees can find clarification on benefit programs by contacting the following agencies:

- Saskatchewan Workers' Compensation Board (SWCB)
- Municipal Employees Pension Plan (MEPP)
- Saskatchewan Association of Rural Municipalities (SARM)

WORKER'S COMPENSATION

The Municipality is committed to a strong safety program that protects its staff, property, and the public from incidents. The Municipality pays all applicable premiums. Employees should immediately report any injury that occurs during regular employment to a manager.

An employee must complete a prescribed form for submission to the SWCB to qualify for compensation benefits. Following an incident, the claim form must be completed and immediately submitted to the municipal office.

Workers' Compensation Claim

When an employee is approved under a claim, the Municipality will not pay an additional percentage of wages lost while the employee cannot work.

Employees will be paid for hours they would have otherwise worked. It is the employee's responsibility to document hours of work lost for submission to SWCB for payment.

BENEFITS PLAN - HEALTH, DENTAL, EYE CARE, DISABILITY, TRAVEL INSURANCE

Please refer to the applicable program handbook for more information. If you have questions, please contact the Administrator. While on Mat./Pat./Adop. Leave, the Municipality will pay all premiums.

PENSION

The Municipality registers employees in the Municipal Employee Pension Plan (MEPP). For more information on this program, please consult the MEPP Benefits Booklet. You can access this booklet online through the MEPP website or by contacting the Administrator.

MEAL STIPEND

Any employee who must attend a municipally-sanctioned event after 5 pm will receive \$23 as a meal stipend.

MUNICIPAL CELLPHONE

Employees required to use their personal mobile cellular phones for work related purposes and approved by the Administrator shall be reimbursed an amount set annually by Council.

BENEFITS - CONT.

CAREER DEVELOPMENT

Subject to Administrator approval, the Municipality may reimburse any employee for up to 100% of tuition fees for an approved class, certificate, or diploma. This reimbursement will come from a pre-assigned budget established by Council. The Municipality will only process reimbursement following the successful completion of the class, certificate, or diploma. To be eligible, the class, certificate, or diploma must be provided by an accredited academic institution, the program must relate in some manner to the current position and duties of the employee, and the employee must sign a Career Development Agreement.

If an employee voluntarily resigns or is terminated with cause within 12-months of completing the class, certificate, or diploma, they must reimburse the Municipality in full.

The Municipality may also pay the entire registration fee for programs or workshops that are not part of an extended education program, but that enhance employee skills, subject to manager approval.

LONG-TERM SERVICE RECOGNITION

A long-term service gift certificate shall be provided to employees in recognition of service to the Municipality for each five-year period of continuous employment. At the employee's discretion, this gift certificate may be a gift card for a local restaurant or business.

The gift certificate will be equal to \$15.00 for each year of service. For example, after 5 years of municipal service: \$75; after 10 years of municipal service: \$150; after 20 years of municipal service: \$300.

MUNICIPAL VEHICLES

Employees may have access to municipal vehicles for day-to-day operations. All employees who intend to drive municipal vehicles must submit a driver's abstract to the Administrator before their first day of work, when they take on a position that requires driving, or annually by October 1st. Drivers are personally responsible for paying all fines for tickets received while using a municipal vehicle and must use municipal vehicles for work purposes only.

On call public works employees may also take a municipal vehicle home to assist them in getting to and from emergencies, with Manager approval.

WORKING FROM HOME

Subject to manager or Administrator approval, employees may choose to work from home. While working from home, employees must adhere to all municipal policies and bylaws. Employees are expected to work during the regular workday and be reachable by call, text, email, and Microsoft Teams.

Employees may take work technology (i.e. laptop) home, but they must ensure it is kept in a safe and secure place. Pursuant to the Technology Use Policy, while out of the office, an employee is responsible for all municipal technology, information, and documents.



PERFORMANCE REVIEW

Municipal management is committed to ensuring employees are performing at their best. To support this goal, managers may undertake semi-regular employee performance reviews.

QUARTERLY REVIEW

Approximately every 3 months, each cross-function area manager will meet one-on-one with employees to discuss employee strengths and areas to improve, exchange points of view on the direction of the department and Municipality, and review changes needed to balance employee and employer expectations. Quarterly reviews will also involve discussing goals set during the annual review and the employee's short- and long-term career and professional development.

ANNUAL REVIEW

Once a year in December, cross-function area managers will meet one-on-one with employees and conduct an employee performance evaluation. This evaluation will involve reviewing the employee's successes over the year, areas to improve, and overall job performance. The annual review's findings should establish career development plans and areas for improvement.

After each annual review, the cross-function area manager will create an employee annual performance report. This report will grade the employee's performance as:

- Exceeding Objectives
- Meeting Objectives
- Some improvements required to meet Objectives, or
- Failing to Meet Objectives

Depending on employee performance, the employee will receive a performance salary increase in an amount determined by Council. The minimum increase will be tied to that year's inflation.

360 EVALUATION

In the future, the Municipality may conduct a 360 evaluation. This evaluation, conducted by an external consultant, provides an encompassing review of all employees. This includes employee-to-employee, employee-to-manager, and manager-to-employee relations.

Whereas quarterly and annual reviews focus on workplace performance, the 360 evaluation focuses on inter-personal relations and building a welcoming workplace for all. If the Municipality chooses to conduct a 360 evaluation, the Administrator will share more information with you.



MUNICIPAL EMPLOYEE CODE OF CONDUCT

PRINCIPLES

Employees must observe the highest standards of conduct in the performance of their duties, regardless of personal consideration. Employees must avoid situations in which their personal interest conflicts, or appears to conflict, with the Municipality's interests in their dealings with persons doing or seeking to do business with the Municipality.

Employees must not engage in any conduct or activity that contravenes municipal bylaw, policy (including the Employee Handbook), or Saskatchewan law which might:

- detrimentally affect the Municipality's reputation;
- make the employee unable to perform their employment responsibilities properly;
- cause other employees to refuse or be reluctant to work with the employee; or
- otherwise inhibit the Municipality's ability to manage and direct its operations efficiently.

PURPOSE

This Code of Conduct is intended to:

- provide an understanding of the fundamental rights, privileges, and obligations of employees;
- protect the public interest;
- promote high ethical standards among employees;
- provide a means for employees to obtain authorization for conduct in circumstances where they are uncertain as to the ethical appropriateness of that conduct; and
- set out corrective measures for unethical conduct.

CONFIDENTIALITY

Every employee must hold in strict confidence all information of a confidential nature acquired in the course of their employment with the Municipality. Confidential information means information that is not part of the public domain and information designated by Council as confidential, such as personal information, internal policies, items under any legal proceeding, etc.

Without restricting the scope of this principle, it is considered a breach of the Code of Conduct for an employee to use information obtained through their employment and that is not available to the public to:

- further, or seek to further, their private interests or those of their family; or
- seek to improperly further another person's private interests.

GIFTS

An employee shall not accept a gift, favour, or service from any individual, organization, or corporation other than during the customary exchange of gifts between persons doing business together; or the usual presentation of gifts to persons participating in public functions.

CODE OF CONDUCT - CONT.

USE OF INFLUENCE

The Municipality strives to ensure fairness and objectivity in its decision-making process.

Without restricting the scope of this principle, it is considered a breach of the Code of Conduct for an employee to use their position to seek to influence a decision of another person to:

- further, or seek to further, their private interests or those of their family; or
- seek to improperly further another person's private interests.

POLITICAL ACTIVITY

An employee is permitted to partake in the following political activity but is expected to be politically neutral in their municipal duties. Employees must conduct political activities during non-work hours and outside of the workplace.

Municipal Elections

- The Local Government Election Act entitles employees to a leave of absence without pay to run as candidates in municipal elections.
- If the employee is elected, they must resign from their municipal employment to take on the position of Reeve, Mayor, or Councillor.
- Volunteering and campaigning during an active election has no legislative restrictions.

Federal & Provincial Elections

- An employee is entitled to take a leave of absence without pay during candidature for a provincial or federal election or by-election.
- If the employee is elected, they must resign from civic service.
- An employee who is not elected is entitled to return to the same, or similar, employment effective the day following the election.

Any employee may:

- Join a provincial or federal political party or other political organization;
- Participate actively in the internal affairs of a provincial or federal political party or organization;
- Hold an office in a provincial or federal party or organization; and
- Solicit financial or other contributions for provincial or federal elections or campaigns.

PROCEDURES

Employees are expected to comply with the Code of Conduct. Employees are responsible for requesting an interpretation of the Code from the Administrator if they are unsure whether their behaviour, circumstances, or interests contravene the Code.

Where an employee suspects that they are, or may potentially be, in conflict with any of the provisions of the Code, the employee must disclose the conflict, or potential conflict in writing, to:

- their manager, in the case of any employee; or
- the Administrator, in the case of a manager; or
- Council in the case of the Administrator.

The disclosure should include a detailed description of the conflict or potential conflict.

Where disclosure is made, the matter will be treated seriously and in confidence. The Administrator must review the disclosure within five (5) business days, from the date the disclosure is made, and determine an appropriate course of action to address the actual or potential conflict.

Should an employee fail to disclose a breach, or potential breach, of the Code of Conduct, they shall be reprimanded pursuant to the "Professional Conduct, Progressive Disciplinary Action, and Termination Conditions" policy.

HARASSMENT PREVENTION POLICY

The RM of Edenwold is committed to preventing harassment in the workplace and promoting a harassment-free workplace. Every employee is entitled to employment free of harassment. Maintaining such an environment is a responsibility shared by each member of Council, the Administrator, all managers, and all employees. Harassment will not be tolerated in the workplace or any work-related setting, including work-related conferences, travel, and Municipality-sponsored social events.

No individual shall participate in, or encourage, the harassment of another individual. All individuals must co-operate with harassment complaint investigations and keep all information confidential pursuant to this policy.

SCOPE

This policy applies to all Council members, managerial, permanent (full-time and part-time), seasonal, and casual employees. This policy also applies to independent contractors, agents, applicants, and representatives of the Municipality when conducting business or performing duties or services on behalf of the Municipality.

While attending a municipal workplace, members of the public, visitors, and individuals conducting business with the Municipality, including but not limited to contractors, consultants, vendors, or delivery persons, are expected to refrain from any form of harassment.

HARASSMENT - REFERS TO:

Discriminatory Harassment - Inappropriate conduct, comment, display, action, or gesture by an individual that is made on the basis of race, creed, religion, colour, sex, gender identity, sexual orientation, marital status, family status, disability, physical size or weight, age, nationality, ancestry or place of origin, or any other ground prohibited by provincial human rights legislation, and constitutes a threat to the health and safety of an employee.

Sexual Harassment - Discriminatory harassment which may include conduct, comment, gesture, or contact of a sexual nature that is offensive, unsolicited, or unwelcome. Sexual harassment may include, but is not limited to:

- A direct or implied threat of reprisal for refusing to comply with a sexually-oriented request;
- Unwelcome remarks, jokes, innuendoes, propositions, or taunting about an employee'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 behaviour of a sexual nature; or
- Refusing to work with or have contact with individuals because of their sex, gender, or sexual orientation.

Personal Harassment - Inappropriate conduct, comment, display, action, or gesture by an individual that adversely affects a worker's psychological or physical well-being, and which the perpetrator knows, or ought reasonably to know, would cause the individual to be humiliated or intimidated. Personal harassment is sometimes referred to as "bullying."

HARASSMENT PREV. POLICY - CONT.

HARASSMENT - REFERS TO: - CONT.

Personal harassment may involve repeated conduct or a single, serious incident that causes a lasting harmful effect on the employee. Examples of personal harassment include, but are not limited to:

- Verbal or written abuse or threats;
- Insulting, derogatory, or degrading comments, jokes, or gestures;
- Personal ridicule or malicious gossip; or
- Refusing to work with, cooperate with, or acknowledge others.

Harassment does not include any reasonable actions taken by the RM of Edenwold, a manager, or a supervisor relating to the performance, management, and direction of an employee's work or the workplace. This includes, but is not limited to:

- Day-to-day management or supervisory decisions;
- Job assessment and evaluation;
- Performance discussions;
- Expectation for work productivity and quality; and
- Disciplinary action.

Harassment can exist even where there is no intention to harass or offend another. Every individual must take care to ensure that their conduct is not offensive to another.

OTHER PROHIBITED BEHAVIOUR

The Municipality recognizes that while inappropriate or disruptive, certain conduct may fall short of the definition of "harassment" within the meaning of this policy or applicable legislation. Council or the Administrator, at their discretion, may nonetheless determine that disruptive or inappropriate conduct falling short of harassment still warrants some form of corrective or disciplinary action.

COUNCIL HARASSMENT

If the alleged harasser is a Council member, please refer to the Code of Ethics Bylaw No. 2016-50, as amended or repealed and replaced from time to time, for harassment procedures and available sanctions.

MUNICIPAL RESPONSIBILITY

The Municipality, Council members, the Administrator and Chief Operating Officer, and managers will take all complaints of harassment seriously. The Municipality is committed to implementing a harassment-free environment and will make every reasonably practicable effort to ensure that no individual is subjected to harassment, whether from a Council member, supervisor, co-worker, or non-employee (including members of the public.)

TEMPORARY/INTERIM MEASURES

In the event of an allegation of harassment, the Municipality has complete discretion to take whatever temporary measures it deems appropriate to ensure the workplace remains a safe and productive environment. These actions can include, but are not limited to, removing an individual from the workplace with or without pay.

HARASSMENT PREV. POLICY - CONT.

VARIATIONS FROM THE GENERAL PROCEDURE

The steps set out in this policy, and how an investigation is carried out, are intended to be flexible to permit the Municipality to respond to the specific circumstances at issue in each case. The Municipality reserves the right to engage in a different procedure as it deems appropriate in any given circumstance. If an individual does not proceed with a formal report of harassment or decides to later withdraw a written report, the Municipality may still initiate a formal investigation of the conduct reported if necessary to ensure the health and safety of individuals at the workplace or to comply with applicable laws.

PROCEDURE

Informal Process

An individual who believes that they have been the subject of conduct that violates this policy is encouraged, where possible:

- to clearly and firmly make it known to the offending individual that the conduct is unwelcome and must stop;
- to attempt to resolve the issue by direct discussion with the offending individual; and
- following the above, report the matter to the Administrator. If the Administrator is the accused harasser, then the matter may be reported to the Reeve. Depending on the nature and severity of the alleged conduct, and subject to the consent of the individual reporting the harassment, the Municipality may first try to resolve the issue informally.

Formal Process

Where the informal process is unsuccessful, or the individual does not feel comfortable addressing the issue directly, the individual should document the details of the alleged harassment (including name(s), date, time, place, particular details of alleged harassment, and any witness(es)) and submit a written report to the Administrator. If the Administrator is the accused harasser, then the written report may be submitted to the Reeve. The individual receiving the written report or designate will notify the alleged harasser of the written report and provide the alleged harasser with information concerning the circumstances of the written report.

If there is a sufficient basis in the written report, or if the Municipality otherwise deems it necessary to do so, the Administrator (or Reeve) or designate will carry out a formal investigation into the conduct contained in the written report in a prompt, fair, and impartial manner.

The investigation process may include interviews with the individual reporting the alleged harassment, the alleged harasser, and, as and to the extent determined by the investigator, others with information relevant to the matters in question. All written reports, response statements, witness statements, interview notes, and other documentation gathered as part of an investigation will be securely stored in a confidential file.

The Municipality may decide on any action taken as a result of the findings of an investigation. The individual who reported the alleged harassment and the alleged harasser will be informed of the outcome of the investigation.

Where harassment is substantiated, the Municipality will take appropriate corrective or disciplinary action, up to and including termination of employment. Where harassment is not substantiated, the Municipality may not act against an individual who made the allegation of harassment in good faith.

HARASSMENT PREV. POLICY - CONT.

RETALIATION & FRAUDULENT/MALICIOUS REPORTS

The Municipality does not condone acts of retaliation against an individual who has either reported harassment, informally or formally, or participated in any manner in the investigation or resolution of a report of harassment. However, a report of harassment that is fraudulent or malicious (as distinct from unfounded) may itself be regarded as major misconduct subject to corrective or disciplinary action, up to and including termination of employment.

CONFIDENTIALITY

The Municipality will not disclose the name of the individual who reported the harassment, the alleged harasser, or the circumstances related to the report of alleged harassment to any individual except where disclosure is necessary for investigation of the alleged harassment, where such disclosure is required by law, or to facilitate decisions concerning corrective or disciplinary action.

All individuals involved with the investigation of an incident shall treat all information related to the matter as strictly confidential. Unwarranted or inappropriate breaches of confidentiality may be subject to corrective or disciplinary action, up to and including termination of employment.

OTHER LEGAL RIGHTS

Nothing in this policy shall prevent or discourage an individual from exercising:

- their statutory rights as set out in Part III of the *Saskatchewan Employment Act*, including, but not limited to, the right to request the assistance of an occupational health officer to resolve a complaint of harassment;
- their statutory rights as set out in The *Saskatchewan Human Rights Code* as it relates to discriminatory practices, including, but not limited to, the worker's right to file a complaint with the Saskatchewan Human Rights Commission; and
- any other legal rights pursuant to any other law.

PROFESSIONAL CONDUCT, PROGRESSIVE DISCIPLINARY ACTION, DISPUTE RESOLUTION, AND TERMINATION CONDITIONS

PROFESSIONAL CONDUCT

The Municipality expects that all employees will conduct themselves in a manner that protects municipal business, the Municipality's reputation, and the health and safety of staff, residents, and contractors at all times. An employee who conducts themselves in a way that does not meet accepted policies and practices may be subject to progressive disciplinary action, up to and including termination. The goal of employee correction and discipline is to ensure that the subject employee becomes more successful in their role within the Municipality. Council reserves the right to decide on the level of disciplinary action for each situation.

The following is a list of examples of unacceptable behaviour that may result in progressive disciplinary action, but does not encompass all examples of misconduct:

- Theft or misuse of municipal intellectual property, information, or assets;
- Violation of municipal policies, including those listed in the Employee Handbook;
- Abuse of emergency leave;
- Poor personal hygiene;
- Harassment, bullying, violence, discrimination, or retaliation against past, current, or future employees, contractors, Councilors, or other persons;
- Failure to report to work or tardiness;
- Insubordination (failing to obey a direct order, or defiance towards a Manager, COO, or Administrator);
- Failure to perform job duties or responsibilities; or
- Acting in an offensive manner.

PROGRESSIVE DISCIPLINARY ACTION

The Municipality has designed the following progressive disciplinary action process to help correct an employee's performance or conduct. These actions can take many different forms, including but not limited to verbal and written warnings, suspension (with or without pay), and termination. The Municipality may bypass this process for serious infractions.

- 1) First offence – verbal warning. A conversation between the manager, Administrator, and employee outlining the nature of the concern and the corrective action to be taken. This meeting shall be documented by the Administrator in case further action is necessary. This documentation should be kept in the employee's personnel file.
- 2) Subsequent offence – written warning. If the problem persists (or other problems emerge), the manager will provide the employee with a written warning detailing the objectionable behaviour, along with the consequences of continued offence. This written warning will include a time frame in which the employee is expected to correct problem concerns, and the standards to which they will be held. This document shall be signed

PROFESSIONAL CONDUCT - CONT.

by the manager and employee and shall be kept in the employee's personnel file ; and

3) Further offences may result in suspension or termination. If the situation requiring corrective action persists, the employee will receive a final written warning, signed by the manager and Administrator, and may be placed on an unpaid suspension. If the situation requiring correction persists following the unpaid suspension or final written warning, the Administrator may terminate the employee with cause.

DISPUTE RESOLUTION

Should a dispute arise between an employee and their manager, or a manager and the Administrator, regarding any policy, municipal direction, or other concern, all involved parties shall make an earnest effort to resolve the issue in the following manner:

Note: Throughout the dispute resolution process, an employee has the right to be accompanied by one other employee of the Municipality during all discussions.

1. Where a dispute arises, either an employee or manager may submit their grievance in writing to their manager or the Administrator. The involved persons should then attempt to resolve any dispute to the best of their abilities.
2. Failing to find satisfactory agreement within ten working days after submittal pursuant to Step 1, either the employee or manager may submit a written statement of the particulars of the grievance to the Administrator. Upon receiving the written grievance, the Administrator shall render their decision within three working days.
3. Failing to find satisfactory agreement within ten working days after submittal pursuant to Step 2, either the employee, manager, or Administrator may

submit a written statement of the particulars of the grievance to Council. Upon receiving the written grievance, Council shall render its decision within three days following the next scheduled Council meeting.

TERMINATION CONDITIONS

The Administrator has sole authority to terminate employees. The Administrator may also go directly to suspension or termination where there has been a gross violation of conduct or a serious violation of safety rules. Reasons, including but not limited to, for immediate termination or suspension of an employee include:

- working under the influence of alcohol or drugs;
- use or possession of liquor or drugs on municipal property;
- theft of municipal property or property of a fellow employee or resident;
- willful damage of municipal property or property of a fellow employee or resident;
- reckless disregard of safety rules, including dangerous and hazardous driving; and
- failure to disclose the events surrounding an accident.

TECHNOLOGY USE POLICY

The Municipality provides certain information technology to employees depending on their job responsibilities. All provided equipment, services, and technology are municipal property and must be treated, used, and safeguarded as such. If technology is lost, damaged, or stolen, the employee must notify the Administrator and I.T. Specialist immediately. All communication on municipal technology is subject to Freedom of Information Requests.

NETWORK & DEVICE SECURITY

Each employee using municipal technology is reasonably responsible for its security. Appropriate security measures include:

- Reporting a possible technological security breach to the Administrator and I.T. Specialist immediately;
- Report any incident or suspected incident of:
 - Viruses or worms;
 - Unauthorized access of municipal resources, databases, or networks; and
 - Unauthorized or malicious programs or code.
- Immediately cease use of the device or computer to avoid network infection;
- Devices and computers should be password protected at all times when not in use:
 - Desktop and laptop computers should time out within 15 minutes of inactivity; and
 - Municipal mobile and tablet devices should time out within 1 minute or less of inactivity; and
- Perform regular scheduled scans and updates of security software.

Employees must take care not to:

- use municipal technology to harass or intimidate other persons, commit unlawful activity, or send, receive, store, display, or distribute libellous, obscene, violent, or pornographic materials;
- violate any provincial or federal laws, such as the distribution of copyright-protected materials; and
- tamper with, willfully destruct, or allow the theft of any information technology.

LAPTOPS

Employees in possession of a Municipal laptop must keep the laptop secure at all times. If the laptop is taken outside the Municipal office, it is to be transported in an appropriate case and kept with the employee, or locked in the trunk of the vehicle or in a secure place at all times. If the laptop is left in the Municipal Office, it must be kept in a file/desk drawer or any other locked cabinet.

COMPUTER & DEVICE USE

Each employee is expected to adhere to the following when using municipal information technology:

- abide by provincial and federal laws; and
- ensure appropriate and lawful use of municipal resources and licenses.

TECHNOLOGY USE POLICY - CONT.

INTERNET ACCESS

Internet access is provided to staff for work-related activities or approved educational/training activities. Internet use for personal use should be occasional and should not be abused. This privilege may be withdrawn if personal use is considered excessive.

Municipal Right to Monitor

Internet and email systems are the property of the Municipality and may be subject to the following:

- be monitored at any time to track, log, or gather statistics on employee internet activity; and
- the Municipality reserves the right to block specific websites without notice to staff.

Each employee is responsible for the content of all text, audio, or images that they place or send over the Internet. All messages communicated on the Internet should have the employee's name attached and no messages will be transmitted under an assumed name. Users may not attempt to obscure the origin of any message. Information published on the Internet should not violate or infringe upon the rights of others.

Copyrighted materials belonging to entities other than the Municipality may not be transmitted by employees on the Internet. Users are not permitted to copy, transfer, rename, add, or delete information or programs belonging to other users unless given express permission to do so by their manager or the Administrator. Failure to observe copyright or license agreements may result in disciplinary action from the Municipality or legal action by the copyright owner. To prevent computer viruses from being transmitted through the system, employees should not download unauthorized software.

EMAIL

All electronic mail [i.e., email] is municipal property if sent from a municipal account. Employees must archive emails in accordance with the Municipality's record retention bylaw., Bylaw No. 2017-41.

Electronic mail is like any other form of municipal communication and may not be used for harassment or other unlawful purposes. Your email account is municipal property.

Employees are not authorized to utilize the e-mail system for any personal correspondence including receipt, transmission, or retrieval of personal information.

Employees will not use their personal e-mail address for conducting municipal business. All correspondence with customers, dealers, and employees is the property of the Municipality and will be done using municipal e-mail addresses only.

The use of e-mail in ways that may be disruptive, offensive to others, or harmful to morale is prohibited. Included, but not limited to, would be the display or transmission of sexually explicit images, messages, jokes, and cartoons, as well as the use of ethnic slurs, racial epithets, impersonation or forgery, or anything that may be construed as harassment or disparagement of others.

SOCIAL MEDIA

This policy provides guidance for employee use of social media, which should be broadly understood to include blogs, wikis, microblogs, message boards, chat rooms, electronic newsletters, online forums, social networking sites, and other sites and services that permit users to share information with others in a contemporaneous manner.

TECHNOLOGY USE POLICY - CONT.

The following principles apply to professional use of social media on behalf of the Municipality, as well as personal use of social media when referring to the Municipality:

- Employees should be aware of the effect their actions may have on their images and the Municipality's image. The information that employees post or publish online may be permanently saved and made public;
- Employees should be aware that the Municipality may observe content and information available by employees through social media. Employees should use their best judgement to post material that is neither inappropriate nor harmful to the Municipality, its employees, or residents;
- Some specific examples of prohibited social media conduct include: posting commentary, content or images that are defamatory, pornographic, proprietary, harassing, or content that can create a hostile work environment;
- Employees should not publish, post, or release any information that is considered confidential. If there are questions about what is considered confidential, employees should speak with their manager;
- Social media networks, blogs, and other types of online content sometimes generate press and media attention or legal questions. Employees should refer these questions to the Administrator;
- If employees encounter a situation while using social media that threatens to become antagonistic, employees should disengage from the dialogue politely and seek the advice of their manager;
- Employees should get appropriate permission before referring to or posting images of current or former employees, members, vendors, or

suppliers. Additionally, employees should get appropriate permission to use 3rd party copyrights, copyrighted material, trademarks, service marks, or other intellectual property;

- Social media use should not interfere with an employee's responsibilities at the Municipality. Use of social media for municipal purposes is allowed, but personal social media use is discouraged and may result in disciplinary action;
- Subject to applicable law, after-hours online activity that violates the Municipality's Technology Use Policy or any other policy may result in corrective or disciplinary action; and
- If employees publish content after-hours that involves work or subjects associated with the Municipality, a disclaimer should be used, such as:
 - "The postings on this site are my own and do not represent the RM of Edenwold's position, strategies, or opinions."

SOFTWARE

The Municipality respects all computer software copyrights and adheres to the terms of all software licenses to which the Municipality is party.

Employees must not:

- duplicate licensed software;
- use or install software that has not had municipal approval on municipally-owned technology;
- Personal software may be installed on tablet or mobile phone devices but must be documented in case of device sanitation;
- Software updates and upgrades are at the Municipality's discretion; and
- Any unauthorized duplication of software may subject employees to civil and criminal penalties under provincial or federal law.

TECHNOLOGY USE POLICY - CONT.

Employees must not remove or unauthorized disclosure of any database or computer information, in whole or in part, to any third person or entity.

Software must not be used or installed on any municipal computer unless there is an underlying software license agreement permitting such, or unless the software is known to be freeware and has been approved by the Municipality.

Any and all software obtained by employees for municipal purposes must be approved by and purchased through appropriate municipal procedures.

CELLULAR PHONES

In accordance with provincial law, the Municipality prohibits all drivers from using hand-held cell phones to talk, text, email, or surf the internet while driving. This includes using mobile devices, text pagers, two-way radios and other wireless devices.

The ban on the use of wireless communication while operating a vehicle applies:

- to all vehicles while on duty, whether owned by the Municipality or the employee;
- to all wireless devices, whether owned by the Municipality or the employee during work hours; and
- to all conversations, whether personal or work-related.

Employees are expected to pull over when it is safely possible to do so to make any calls and return incoming calls.

Noncompliance with this policy will be considered a serious safety offence and may result in discipline up to and including termination.

PASSWORDS

All passwords for programs, documents, and websites created or accessed on municipal business are the responsibility and ownership of the Municipality and must be made available to management if necessary.

Log-in information and passwords are specific to each and every employee and should not be shared with any other employee. This information is confidential and should not be easily accessible.

You are responsible for all entries, emails, etc. that are made under your name. If any other employee asks you for your personal log-in information, refer them to their manager.

If you have difficulty logging in, contact your manager and in his or her absence, contact the I.T. Specialist.

REQUIREMENTS FOR REPORTING COMPUTER POLICY VIOLATIONS

Please be aware that the Municipality reserves the right to the following:

- Monitor employee computer activity, including internet usage and e-mail correspondence;
- Use, disclose, or remove both personal and business communications and information without warning;
- Audit computer information on a random basis; and
- Investigate complaints by internal and external organisations and entities.

SUBSTANCE USE POLICY

The Municipality is committed to the health and safety of its employees, Council members, the environment, and the public. The Municipality prohibits the use and possession of alcohol and drugs at all municipal buildings and property. The use of drugs and alcohol can create unacceptable safety risks for everyone at the workplace.

Employees have the right to work in an environment free of substance abuse and with persons free from the effects of drugs or alcohol. Drugs and alcohol are hazards to the workplace and to the credibility and reputation of the Municipality.

DEFINITIONS

For the purposes of this policy, the following definitions shall apply:

- “Illegal Drugs” are drugs that are illegal to possess, sell, and consume, or drugs that are legal to possess, sell, and consume when prescribed by a physician, but are then misused by the person to whom the drugs have been prescribed, or are used by individuals not under a prescribing doctor’s care, and who may have obtained the drugs by illegal means.
- “Impairment” is defined as the inability to perform essential job functions and interact safely and effectively with others.

APPLICATION

During the workday, including during paid or unpaid breaks, employees shall not:

- Use, consume, possess, distribute, offer for sale, or sell alcohol, cannabis, cannabis derivatives, illegal drugs, illegal drug paraphernalia, prescribed drugs for which the employee does not have a prescription or prescribed drugs which may cause impairment;
- Be impaired or under the influence or be unfit for work due to drugs, alcohol, or other substances which may be illegal or cause impairment;
- Be impaired or under the influence while operating any municipally-owned vehicle, equipment, or personal vehicle for municipally-related purposes; and
- Have a strong odour on their person of alcohol or cannabis.

Employees are expected to demonstrate reasonable and responsible use of alcohol or cannabis at municipal sponsored social gatherings or events, or at social gatherings or events hosted by other organizations when the employee is representing the Municipality.

The use of tobacco by smoking or vaping is prohibited in and on all municipal-owned facilities, vehicles, and machinery subject to Bylaw No. 2018-42, as amended or repealed and replaced from time to time.

CONSEQUENCES FOR BREACH

Employees who report to work under the influence or are determined to be under the influence while at work will be sent home via safe transportation with further follow-up required.

Violation of this policy will lead to corrective or disciplinary action, up to and including termination of employment.

An employee found guilty of driving while under the influence of alcohol or performance inhibiting drugs while on municipal business shall be responsible for all related costs.

SUBSTANCE USE POLICY - CONT.

DISCIPLINARY ACTION

At the sole discretion of the Municipality, an employee who is subject to discipline for a breach of this policy may be required to do any, or all, of the following:

- Continue with counselling as recommended by a physician or addictions counsellor;
- Provide correspondence from the treating physician that the employee can return to work and safely perform the required duties;
- Comply with return-to-work alcohol or drug testing, if appropriate; and
- Provide updates from the employee's physician regarding treatment on a predetermined schedule.

USE OF PRESCRIBED DRUGS AT WORK FOR ACCOMMODATION PURPOSES

All employees shall immediately disclose to the Administrator if they have been prescribed any prescription drug which may have the potential to cause impairment.

Possession or use of prescription drugs that may cause impairment may be allowed if required to accommodate an employee with a disability as defined by the Saskatchewan Human Rights Code.

To determine if an accommodation is required, the employee shall provide to the Administrator a medical report from the employee's doctor setting out:

- the medical restrictions which require the use of the prescription medication during work hours;
- the details of the prescription including the following:

- whether or not the prescription drug must be taken during working hours or so close before working hours that impairment would be present during working hours;
- the name and dosage of the prescription drug that must be taken during working hours;
- the specific method by which the prescription drug will be administered, i.e., oral, injection, smoking or vaping;
- the length of time after taking the prescription drug that impairment may persist; and
- the expected duration the prescription drug will need to be taken by the employee.

The employee must provide updates to the Administrator in the event of any changes to their prescription information.

Upon receiving the required medical information from the employee, the Administrator shall determine what, if any, accommodation is required.

As part of an accommodation plan, the Municipality will set out the requirements for the possession, use and storage, and security of the prescription drug and any associated equipment while on municipal property.

Any prescribed drug allowed as part of an accommodation plan must be used solely for the intended purpose as currently prescribed by the employee's physician and must be used solely by the employee for whom it has been prescribed.

Reciprocal agreement of confidentiality must be observed.

EMPLOYEE ACKNOWLEDGEMENT & DECLARATION FORM FOR THE RM OF EDENWOLD NO. 158

I, _____, an employee of the Rural Municipality of Edenwold No. 158 acknowledge that I have been provided with a copy of the policies listed below and have read and understood them and acknowledge that I will abide by those policies. I understand that if I violate these policies, I may face disciplinary action, up to and including termination of employment.

Code of Conduct;

Harassment Prevention Policy;

Professional Conduct, Progressive Disciplinary Action, and Termination Conditions;

Technology Use Policy; and

Substance Use Policy.

Dated this _____ day of _____, 20 __, at the RM of Edenwold Municipal Office, 100 Hutchence Road, Emerald Park, Province of Saskatchewan.

Employee Name (Print)

Employee Signature

Witness Name (Print)

Witness Signature



