

**NORTHWESTERN ONTARIO MUNICIPAL ASSOCIATION
POLICIES RELATING TO HUMAN RESOURCES**

Policy #: HR001

Policy Statement

The Association will attract and retain competent, effective and dedicated employees and will assist employees in developing and refining skills and competence required in order to achieve the objects of the Association.

Staff will demonstrate professional, positive attitudes in their interactions with government officials, members, customers and Board and Committee members.

Employees are expected to comply with the Ontario Health and Safety Act and to exercise caution in all work activities, including adhering to required safety procedures.

I. Code of Ethics

Association employees are subject to the same rules as members of the Board of Directors regarding conflict of interest.

II. Hours of Work, Overtime and Flexible Time Off

1. For the purpose of calculating overtime, sick time and lieu time, a work day is defined as 6 hours in length.
2. The Executive Director is remunerated for 30 hours of work per week. Timesheets are to be submitted at the end of each month.
3. Overtime is defined as any time greater than 30 hours weekly and shall be approved by the President.
4. Scheduling of time off in lieu of overtime or extended absences (more than 3 work days) will be done with the approval of the President.

III. Sick Days

Employees are granted a maximum of 9 sick days per year. There will be no accumulation of sick days beyond the calendar year.

IV. Bereavement Leave

Employees requesting time off for bereavement due to the death of a person who bears a relationship to the employee (Parent, Spouse, Child, Sibling, Grandparent, Grandchild, including “Step-”, “Half-” and “in-law”) will be granted a leave of absence with pay for up to three (3) working days. An additional two (2) working days leave with pay will be allowed as travelling time where the burial takes place outside of the District of Thunder Bay.

The leave of absence granted may be less than the maximum, where the circumstances and degree of bereavement warrant it.

Additional time-off without pay may be granted at the discretion of the President or Executive Committee, where the severity of the bereavement is such that more time is required by the employee to recover from the emotional loss.

V. Paid Holidays & Vacation

The following general holidays are recognized as paid holidays:

New Years Day
Family Day
Good Friday
Easter Monday
Victoria Day
Canada Day
Civic Holiday
Labour Day
Thanksgiving Day
Remembrance Day
Christmas Day
Boxing Day

Management employees will receive:

- 10 days paid vacation after 6 months
- 15 days paid vacation after 3 years
- 20 days paid vacation after 6 years

January 1st is the anniversary date for vacation entitlement. Vacation and/or lieu time can only be carried forward to March 31 of the following year, any unused time will expire after that date unless otherwise approved in advance by the President.

If circumstances necessitate, the Board may request that lieu time be carried forward past March 31.

VI. Benefits

The Association will deduct (where applicable) and submit remittances as required on behalf of each employee including CPP, EI and WSIB.

VII. Performance Review

Annual performance reviews will be conducted for each staff member.