

Grand River Conservation Authority Human Resources Policies



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1 GENERAL CONDUCT OF GRCA EMPLOYEES

1.1 General Conduct

1.1.1 General Policies

Employees of the GRCA shall:

- Give value for value received;
- Treat other Employees and the general public courteously and respectfully;
- Perform all duties in an efficient and professional manner;
- Observe and comply with the laws of Canada and Ontario and the Human Resources and Health and Safety Policies of the GRCA;
- Comply with the Regulations of the Workplace Safety and Insurance Board at all times as posted;
- Comply with the Ontario Human Rights code as it applies to discrimination and harassment in the workplace.

1.1.2 Conflict of Interest

Employees must carry out their duties and conduct themselves in such a manner that objectivity and impartiality are construed in both fact and appearance. Employees shall act in the best interests of the GRCA and it is the responsibility of the Employee to identify and report any potential or actual conflict of interest to their Supervisor.

An Employee will not use gifts in the solicitation of business for the GRCA.

~~1.1.1.3~~ Outside Activities-General

Employees of the GRCA shall not engage in any outside activity, office, or employment which, in the opinion of the Chief Administrative Officer, interferes with the performance of his/her duties, or which conflicts with the interests of the GRCA.

~~1.1.31.1.4~~ Outside Activities-Financial Interest

Employees of the GRCA shall disclose to the Chief Administrative Officer any financial interests where the Employee directly owns or indirectly owns, is beneficially entitled to or has an interest in any land, building, leases, mortgages, goods, services, or contract which is offered for option, sale, lease, or assignment to the GRCA.

~~1.1.41.1.5~~ Outside Activities-Payment for Services

Employees may act as a consultant, lecturer, advisor or work in his/her trade and accept remuneration for such activity, providing such activity:

- Is approved by the Chief Administrative Officer;
- Does not interfere with the performance of his/her duties as an Employee and is not engaged in during his/her hours of work;
- Does not conflict with the interest of the GRCA.

~~1.1.51.1.6~~ Acceptance of Gifts

Employees of the GRCA shall not accept any gifts, payments, services, privileges, or favours from

any person or business organization that has dealings with the GRCA except in instances where the value of such item is nominal, received infrequently, the item has no resale value and acceptance of such items does do not impair the ability (in fact or appearance) to perform one's duties in an objective and impartial manner.

Such gifts must always be of a form and substance such that an impartial observer could not construe them as an improper incentive. Employees should not accept gifts that do not conform to the above policy.

An Employee will disclose the receipt of any gift, favour, etc. to their Supervisor.

~~1.2~~ Entertainment

Employees of the GRCA engaged in any entertainment associated with business practices should ensure such entertainment:

- is infrequent
- legitimately serves a definite business purpose
- is appropriate to the business and responsibilities of the individuals involved
- is consistent with public sector practices

Such activities must always be of a form and substance such that an impartial observer could not construe them as an improper incentive.

~~1.1.6~~ 1.1.7 *Outside Activities-Elections within the GRCA watershed*

Employees may stand as a candidate for election to Federal office, Provincial office, or Municipal Council in the area over which the GRCA has jurisdiction, provided that:

- He/she has been granted leave of absence without pay for the period commencing on the day provided for the nomination of candidates and ending on the polling day
- If elected, he/she resigns his/her position
- Where an Employee has been granted leave of absence and was not elected, the period of leave of absence shall not be included in determining the length of service for any purpose, and the service before and after such period shall be deemed to be continuous for all purposes.

~~1.1.7~~ 1.1.8 *Outside Activities-Elections outside the GRCA watershed*

Employees may:

- Stand as a candidate for election to any Municipal office in any area outside the area over which the GRCA has jurisdiction
- Hold any Municipal office in any area outside the area over which the GRCA has jurisdiction

~~1.1.8~~

1.1.9 Confidentiality

Any confidential information obtained or developed by an Employee in the course of employment, must not be directly or indirectly disclosed to any third parties nor used outside of employment with the GRCA, unless written consent of the GRCA is first obtained from the Chief Administrative Officer prior to disclosure or use.

Collection, use, and disclosure of Personal Information must be in compliance with the *Municipal Freedom of Information and Protection of Privacy Act* (see also Human Resources Policy No.1.4.8).

1.2 Workplace Harassment, Violence and Discrimination

1.2.1 General Policies

In accordance with the Ontario Human Rights Code, the GRCA is committed to providing a workplace that is safe and free from harassment and discrimination where everyone is treated with respect and dignity.

The GRCA will not tolerate any behaviour which denies individuals their dignity and respect and which is offensive, embarrassing or humiliating. All GRCA Employees have a responsibility to respect the dignity and human rights of their co-workers. Harassment of another Employee in the carrying out of duties or in the provision of goods and services constitutes a disciplinary infraction and will be dealt with severely.

In addition, the GRCA will not tolerate acts of workplace harassment, sexual harassment, or workplace violence as defined in the Ontario Occupational Health & Safety Act.

Please refer to the complete Human Resource Policy 1.2 for greater detail and the GRCA Health & Safety Policies 34.1 and 34.2 for further information.

1.3 Diversity, Equity and Inclusion

This policy affirms GRCA's commitment to foster a diverse, equitable and inclusive (DEI) organizational culture that encompasses our legal, moral, and ethical responsibilities. This policy applies to all employees and volunteers.

Policy Statement:

- We are committed to creating an environment where everyone feels safe, respected, and valued; and where employees respect the differences of others and treat others with dignity.
- We will ensure that the provision of our programs and services are fair and equal to all individuals, regardless of their identities.
- We will act in a manner that is consistent with the Ontario Human Rights Code, Accessibility for Ontarians with Disabilities Act and/or any other applicable legislation.
- Grand River Conservation Authority will strive to build a culturally competent workforce by providing training about diversity, equity, and inclusion, encouraging positive attitudes towards cultural differences, raising awareness of unconscious biases and the harmful effects of prejudice, discrimination, and microaggressions.

Definitions:

Diversity: Diversity refers to the many identities that make us unique and affect our experiences and interactions with each other. This includes, but is not limited to our differences in race, national or ethnic origin, citizenship, color, religion, sex, sexual orientation, gender identity, gender expression, income source, age, and mental or physical ability.

Equity: Equity refers to fair treatment, access, and opportunities for all individuals. To produce equity, we must address the unequal conditions and positions of people and communities, created by historical

and systemic barriers.

Inclusion: Inclusion refers to an environment where everyone has the opportunity to fully participate, and each person is valued for their distinctive skills, experiences, and perspectives.

Dignity: Being treated respectfully.

Discrimination: Treating people unequally or making a distinction based on legally protected grounds that results in a burden, obligation, or disadvantage that is not imposed on others or which limits access to opportunities, benefits, and advantages available to other members of society.

Microaggressions: Everyday slights, insults, or insensitive actions that may be intentionally or unintentionally offensive and are directed at people who belong to marginalized groups.

Marginalized Groups: Refers to group(s) of people who are historically and persistently disempowered and/or rendered powerless. The marginalization can be social, political, or economic. It is important to remember that marginalization is not an aspect of the number of people, but rather is related to who holds the most power within a system.

Protected grounds: The characteristics that an employer must not use as reasons to discriminate against an individual or group under human rights legislation. Sometimes called prohibited grounds, these often include race, colour, creed, ethnic or national origin, religion, sex, gender identity, gender expression, sexual orientation, family status, marital status, age, and disability, but protected grounds may differ by jurisdiction.

Unconscious bias: The inclinations or assumptions that we all have that operate without our awareness and can include stereotypes and prejudices towards certain individuals or groups.

Responsibilities:

The employer and all employees and volunteers are responsible for the success of this policy.

The Human Resource Manager is responsible for facilitating the communication and operation of this policy to all staff and volunteers, including the provision of appropriate trainings that are available.

Concerns:

If an employee feels that this policy has been breached, they may file a verbal or written complaint with GRCA's Human Resource Manager. Attempts should be made to reach a resolution on an individual level or with the employee's direct manager before filing a formal complaint; however, if the employee does not feel comfortable approaching the individual or their manager about the matter, they may contact the Human Resource Manager directly. The complaint will be reviewed and addressed confidentially.

See Also:

- Canada Human Rights Act
- Ontario Human Rights Code
- Ontario Human Rights Commission: Policy on ableism and discrimination based on disability
- Accessibility for Ontarians with Disabilities Act
- Accessible Canada Act

If you have questions or need assistance please contact Krista Bunn, Human Resource Manager kbunn@grandriver.ca ; (519)621-2763

1.4 Smoking, Alcohol and Drugs

1.2

~~2-11.4.1~~ 1.4.1 ~~SS~~Smoking

Smoking and vaping of tobacco products and/or marijuana (cannabis) by employees is prohibited in all of the GRCA's facilities that are considered to be enclosed public places or enclosed workplaces, as defined in the Smoke-Free Ontario Act, in all GRCA owned, leased, or rented vehicles, and in all of the GRCA's non-enclosed workplaces or outdoor areas within 9 metres of an enclosed

workplace. Smoking and vaping of tobacco products is permitted but restricted to the designated smoking area directly outside of the GRCA's head office building or other designated smoking areas as applicable. See Health and Safety Policy 8.7 Drugs and Alcohol in the Workplace for direction regarding smoking of medically prescribed marijuana.

~~2-21.4.2~~ 1.4.1 Alcohol and Drugs

Employees are expected to perform their work duties safely and be fit for duty. It is the expectation that all employees are fit to safely and reliably perform their work duties throughout their shift and are free from impairment due to alcohol and/or drugs. Accordingly, all employees are prohibited from conducting their job responsibilities while under the influence of alcohol, recreational marijuana, or illegal drugs.

Employees concerned about or experiencing alcohol and drug problems are encouraged to seek assistance from the GRCA's Employee Assistance Program (EAP), Human Resource department, their primary care physician or appropriate community service before job performance is affected or violations occur. It is the employee's responsibility to self-identify if they have a dependency or addiction to drugs or alcohol. Once an employee self identifies, the GRCA will seek assistance and accommodate the employee at work and through appropriate medical programs. If an employee is found to be under the influence prior to or after an accident that puts the GRCA, staff, or the public at risk, the employee may be disciplined up to termination, subject to any accommodation obligation which might apply in the individual circumstances.

The following are expressly prohibited while on GRCA business or premises:

- the use, possession, distribution, purchase and/or sale of illegal drugs, recreational marijuana or drug paraphernalia;
- the unauthorized use, possession, distribution, purchase or sale of alcoholic beverages;
- possession and use of prescribed medications not authorized for personal use

Medical marijuana will be treated the same as all other regularly prescribed medication. The GRCA has the same expectations from employees who use medical marijuana asas those who use all other types of medication and will accommodate individuals up to the point of undue hardship. Use medications responsibly, be aware of potential side effects. Employees must notify their supervisor of any potential unsafe side effects where applicable that may impair their ability to effectively perform the essential functions of the job and/or may endanger the safety of the individual or other individuals in the workplace.

All information provided in regard to this policy is considered confidential and will be treated as such, keeping an employee's privacy as a top concern second only to safety.

Disciplinary action up to and including termination will be taken for violations of this policy and its related practices.

For additional information on this subject, please refer to Health and Safety Policy 8.7 Drugs and Alcohol in the Workplace

4.31.5 Acceptable Use of Information and Information Technology Resources

4.2.21.5.1 General

The GRCA uses a variety of computing and communications systems in carrying out its business. All communication and information transmitted by, received from, or stored in these systems is the property of the GRCA and, as such, is intended to be used for job-related purposes only.

~~In the course of~~ While carrying out business, ~~the electronic~~ electronic monitoring of employees may occur.

All Employees must read, understand, and conform to this policy before receiving access to the various systems in use at the GRCA. Any questions should be directed to the Employee's Supervisor or the Manager of Information Systems and Technology (IS&T).

4.2.31.5.2 Access

The GRCA will provide computer accounts to GRCA Employees as required. External people, such as volunteers or contractors, may also be ~~provided~~ provided with accounts as appropriate, and this will be determined on a case-by-case basis and all aspects of this Policy will apply to those users. The Employee managing the temporary or contract staff assumes responsibility for the identification of access requirements and use of the account. Accounts will be revoked on request of the user or Manager or when the Employee terminates employment at the GRCA.

4.2.41.5.3 Passwords

Initial passwords are assigned by the IS&T Department and Employees must change the provided passwords as soon as possible. The GRCA reserves the right to override any Employee-selected passwords and/or codes. Employees are required to provide the GRCA with any such codes or passwords to facilitate access as needed. Periodically, Employees may be required to change their passwords. At no time should an Employee allow a ~~temporary employee~~ contractor or another Employee use of their ~~user name~~ username or password. In the case where an Employee does provide another person access to ~~Human Resources Policies – May 2022 Page 9~~ their account, they will be responsible for the actions of the individual using their account. Passwords should not be stored in computer data files, on the network, or be displayed openly at any workstation.

4.2.51.5.4 Physical Security

Access to server rooms and communications closets will be limited to Employees who require access for the normal performance of their jobs. Computers with sensitive information installed on the local disk drive(s) should be secured in a locked room or office during non-business hours. Equipment which is to be removed from GRCA property must be approved in advance by the IS&T Department and an inventory of this equipment maintained by IS&T. Any equipment that is to be removed from the premises must be documented in accordance with Human Resources Policy No. 7.2 Moveable Assets. If the Employee leaves the employment of the GRCA, he or she must return the equipment to the GRCA prior to the last day of employment. To ensure protection of data, disposal of any surplus Information Technology equipment must be carried out by the IS&-T Department.

4.2.61.5.5 Network and Systems Security

The IS&T Department implements and maintains tools and procedures to provide adequate protection from intrusion into the GRCA's computer systems from external sources. No computer that is connected to the network can have stored, on its disk(s) or in its memory, information that would permit access to other parts of the network. Employees should not store personal, business or other credit card/account information, or passwords within word processing or other data documents.

All Employees are responsible for protecting the network against malware and/or virus attack by ensuring that tools installed on their devices, such as firewalls and anti-virus applications, are not disabled. Staff should lock their devices or log off of the network when they will be away from their workstation for an extended period.

[1.2.71.5.6](#) [Employee-owned Electronic Devices](#)

Employees may be authorized to access certain GRCA services such as email, calendars, contacts, etc. from Employee-owned electronic devices such as computers, tablets, smartphones, etc. Such access must be authorized by the Manager of the IS&T Department and the business use of such devices will be subject to HR Policy 1.4.11 pertaining to the Monitoring section of this Policy. The Employee will be responsible ~~to ensure~~for ensuring compliance to the Passwords, Message Content, and Network and Systems Security sections of this Policy at all times when accessing GRCA services or conducting GRCA business on ~~personally-owned~~personally owned devices. The GRCA reserves the right to withdraw this privilege at any time without notice.

[1.2.81.5.7](#) [Software](#)

Only legally licensed software will be installed on the GRCA's computers, smartphones and other endnode devices. Users are expected to read, understand and conform to the license requirements of any software product(s) they use or install. Employees are expected to use the standard software provided by the IS&T Department, or identify applications they need in the course of their work.

Employees are not permitted to install software, applications, demos or upgrades without the approval of the IS&T Department. Employees must use the standard email and messaging systems provided by the GRCA for official email communications.

[1.2.91.5.8](#) [Data](#)

Information and data created or obtained in the course of employment with GRCA is the exclusive property of the GRCA. Release of data owned or licensed by GRCA to others shall be in accordance with the GRCA's data licensing policies, which can be obtained from the IS&T Department.

Collection, use, and disclosure of Personal Information must be in compliance with the Municipal Freedom of Information and Protection of Privacy Act (see also Human Resources Policy 1.1.10).

[1.2.101.5.9](#) [Protection of Data and Backup Procedures](#)

All network files are backed up on a regular basis, and backup copies are stored off-site. Office 365 data, including SharePoint, Teams, and OneDrive are automatically retained and archived in the Cloud. Data stored on other devices, including local PC's or USB drives are,~~is~~ not routinely backed up, and as a result, important data and applications should not be stored locally on these devices.

Employees are responsible for ensuring that GRCA information, data and communication remain within the control of the GRCA at all times. The storage of GRCA information on personal or non-GRCA controlled environments, including devices maintained by a third party with whom the GRCA does not have a contractual agreement, is prohibited unless such storage has been approved by the Manager of the IS&T Department.

~~1.2.11~~1.5.10 Email Retention

All emails sent and received through the GRCA's email system will be automatically archived by a centralized secure email archiving application. Archived emails will be retained in accordance with regulatory requirements.

~~1.2.12~~1.5.11 Monitoring

The GRCA provides the server, storage, and network infrastructure, email system, personal computing devices (including PC's, smartphones and tablets) and other devices for employees' use on GRCA business. The GRCA reserves the right to monitor the use of its Information and Information Technology Resources at any time, with or without notice, to ensure that such use is appropriate and in accordance with this Policy.

The GRCA also maintains video surveillance equipment at various GRCA locations and GPS devices in vehicles. The GRCA may monitor the information on this equipment in accordance with the GRCA's Video Surveillance Policy and Procedure and Fleet Management System Policy.

The GRCA understands that occasional personal use of Information and Information Technology Resources by employees may take place. Employees should note that such use, which includes but is not limited to personal emails, documents, and other files, is subject to all other sections of this Policy and will not be deemed personal or private.

While the GRCA does not routinely monitor individual usage of its Information and Information Technology Resources, the normal operation and maintenance of these resources require backup of data and communication, the logging of activity, the monitoring of general usage patterns, and other such activities that are necessary for the provision of service. Personal monitoring of a particular employee's usage by the IS&T Department will only take place if required by law or if there is a reasonable belief that the Information and Information Technology Resources are being used inappropriately. Such personal monitoring and/or disclosure must be approved in advance by the Chief Administrative Officer or the Human Resources Department.

~~1.2.13~~1.5.12 Legal Proceedings

Electronic files, including emails, text messages, photos, MS Team chats, meeting recordings and/or transcripts, etc sent or received by Employees may be used in legal proceedings or subject to disclosure under applicable legislation. Employees should be aware that email messages are considered official written correspondence and are potentially the subject of discovery, subpoena, Freedom of Information requests, etc.

~~1.2.14~~1.5.13 Message Content

The email system is not to be used to solicit or promote commercial ventures, religious or political causes or other non-job-related solicitations. The system is not to be used to create any offensive or disruptive messages. Human Resources Policy No. 1 Code of Conduct shall be considered the prevailing authority in the event of possible misconduct. In addition, the email system may not be used to send or receive copyrighted materials, trade secrets, proprietary information, or similar materials without prior authorization.

Employees are not authorized to retrieve or read any email messages that are not sent to them and cannot use a password, access a file, or retrieve any stored information unless authorized to do so under the Monitoring section of this Policy.

~~1.2.15~~1.5.14 Internet Use

The Internet is to be used for business purposes only. Employees with Internet access are expressly prohibited from accessing, viewing, uploading/downloading, or printing material that is in violation of the laws of Ontario, Canada, and/or Human Resources Policy No.1 Code of Conduct. In addition, the internet may not be used to send or receive copyrighted materials, trade secrets, proprietary information, or similar materials without prior authorization. Employees should be mindful that there is no ~~assurance~~ assurance that e-mail, texts, and attachments sent within the GRCA and on the Internet will not be seen, accessed, or intercepted by unauthorized parties. Any Public Wifi Access points that have been

established for use by GRCA's visitors may be subject to limited access or a click-through acceptable use agreement, as determined by the IS&T Department, to ensure appropriate use consistent with this Policy.

1.2.16 1.5.15 Social/New Media

The GRCA makes use of various forms of social/ new media to promote programs, communicate topics of interest, educate and engage with the public (e.g. flood warnings, fire bans, promotion of GRCA programs, park events, etc.).

It is the responsibility of the Strategic Communications Department or their delegate(s) to manage the GRCA's official presence on social/new media networks and channels and to act as the official representative(s) of the GRCA for the purpose of posting content, answering questions, participating in discussions, etc. The GRCA acknowledges that other staff may be interested in following and/or contributing to the GRCA's official social media activities.

From time to time, posts on the GRCA's social media accounts or about the GRCA can become contentious or difficult. The Strategic Communications department monitors its social media channels on an ongoing basis. Employees should refrain from participating in these types of online discussions, as they require a corporate and strategic approach. For further information, please refer to the

GRCA's Social Media Framework.

Employees may wish to make their own posts about the GRCA, its activities and/or their program on their personal social media ~~channels, and~~ channels and are encouraged to contact the Strategic Communications Department and/or their supervisor for guidance.

Staff members participating in social media for personal ~~purposes,~~ purposes must not represent themselves as an official spokesperson of the GRCA. To ensure their personal posts or comments are not perceived as official GRCA communiques, staff should:

- not use a GRCA email address or user identification for personal social media activities;
- not use the GRCA's logo or other protected images on personal posts on social networks, blogs, etc
- not disclose any information entrusted to the GRCA that is confidential or protected by the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA);
- not violate any copyrights, trademarks, or intellectual property rights that involve the GRCA

and its partners; and

- not attempt to convey the GRCA's policies, practices, or position on an issue when participating in personal social media activities.

When making posts or comments on any social media channel, whether public or private, staff shall ~~conduct themselves professionally at all times~~ always conduct themselves professionally. Be advised that inappropriate comments, videos, photographs, links, etc. on social media should be avoided.

In keeping with Human Resource policies on workplace harassment, violence, and discrimination, defamatory or discriminatory content will not be tolerated and is meant to protect the health and safety of employees.

Staff shall abide by these guidelines whether they mention the GRCA by name or not. Even if the GRCA is not mentioned specifically, a link could be made to the GRCA, which could negatively affect the organization's reputation and may be considered a breach of this policy.

This policy is intended to ensure that the image, brand, and reputation of the GRCA are not negatively impacted.

Staff should also be aware that members of the public may use mobile phones and other devices to take photographs or make recordings. Staff should always represent the GRCA positively and professionally. Staff who are photographed or recorded acting inappropriately or unprofessionally may be considered to have breached this policy.

Staff are encouraged to refer to the GRCA's Social Media Framework to further their understanding of the GRCA's use of social media as a corporate communications tool. If an employee is uncertain about this policy or has questions about the Framework, they should speak with their Supervisor/Manager/Director.

1.2.17 1.5.16 Recording Conversations in the Workplace

Staff are prohibited from recording conversations (video and/or audio) of other staff members ~~while at work~~ (notwithstanding the GRCA's Video Surveillance Policy and Procedure). Exceptions for recording conversations with knowledge and consent include:

- Public meetings and workshops
- Education and training materials
- Communications and media materials

Authorization from HR can be requested in advance for any exceptional circumstances.

3.21.5.17 Failure to Comply

Failure to comply with the Acceptable Use of Information and Information Technology Resources Policy may result in disciplinary action up to and including termination of employment. Any Employee who does not understand any part of this Policy is responsible for obtaining clarification from his/her Supervisor or the Manager of the IS&T Department. If an employee feels that a particular use of ~~your~~ their computer, email, or Internet access should be permissible, but does not seem to be

covered by this policy, they should consult with their Supervisor/Manager/Director.

1.31.6 Storage of Personal Property

The GRCA will not assume any responsibility for personal articles that are damaged, lost, or stolen on GRCA premises, property or from vehicles. Personal property, including but not limited to trailers, boats, and vehicles, are not to be stored at the workplace, including remote worksites, except where such services are also available to the public in which case the same rules and fees are applicable.

2 GENERAL CONDITIONS OF EMPLOYMENT

1.42.1 Attendance

All Non-Union Employees shall work the days and hours as set out in Human Resources Policy No. 17. Bargaining Unit Employees shall work the hours as set out in the Collective Agreement.

All Employees shall complete and electronically submit individual weekly, monthly or such other attendance and work records as provided by the Payroll Department. These records shall show the Employee's name and location, time (days and hours worked), nature of work and periods of absence with reasons.

The work record shall be checked for accuracy and authorized by the Supervisor prior to being forwarded to the Payroll Department.

2.42.2 Police Record Check and Offence Declaration

The GRCA is committed to ensuring the safety and security of persons under the GRCA's care, protecting GRCA's assets and complying with applicable legislation and other requirements.

Accordingly, the GRCA will designate those positions and volunteer placements which require a Police Records Check (PRC). Employees or volunteers with a designated requirement, or those who have obtained a designation/credential that requires a police record check, must immediately inform Human Resources of any charges or convictions against them which may affect their ability to perform the essential duties of their job.

Definitions:

For the purposes of this policy, designated positions and designated volunteer placements include those where the essential duties/activities require:

- employees or volunteers to have contact with and /or operate in a position of trust or authority over children or vulnerable persons. (Vulnerable persons are those who, because of their age, disability, or other circumstances, are in a position of dependence on others or are otherwise at a greater risk than the general population of being harmed by persons in a position of authority or trust relative to them); or
- employees or volunteers whose job duties include financial transactions which involve a significant flow of money and/or involve handling purchase orders, credit cards or valuable property; or
- that the position, designation/credential or volunteer placement is required by statute or agreements with other agencies to have a Police Records Check. For example, Provincial Offense Officer designation.

For the purposes of this policy, Police Records Check (PRC) refers to a check of records held by the

police. The main source of data is the Canadian Police Information Centre (CPIC). PRC's are typically provided in three formats:

1. **CRIMINAL RECORD CHECK:** the most basic form of check and only contains information from the CPIC database.
2. **CRIMINAL RECORD AND JUDICIAL MATTERS CHECK:** similar to the Criminal Record Check and may also include a criminal offence where there are conditions or probation, outstanding charges or warrants for a criminal offence, and a court order made against an individual.
3. **VULNERABLE SECTOR CHECK:** a more complete search which includes not only CPIC data but also information from local police databases which provides information specifically for convictions of a sexual nature, whether or not a pardon has been granted. This level of search is only conducted where the bona fide occupational requirements/activities of the position or the volunteer placement require regular contact with children and/or vulnerable persons.

PRC Level Required:

- Vulnerable Populations – Vulnerable Sector Check
- Financial Transactions – Criminal Record Check
- Statute or Agreement – The type of PRC required will be defined in the agreement

For the purposes of this policy, an Employee Offence Declaration (EOD) refers to a written declaration signed by an employee/volunteer listing all of their convictions for offences under the Criminal Records Act (Canada) up to the date of the declaration for which a pardon has not been granted.

Operating Details:

Managers and Supervisors, in conjunction with Human Resources, will regularly review job descriptions and volunteer placement descriptions for their area to determine which will be designated as requiring Police Records Checks based on the bona fide occupational requirements for the job and/or applicable statutes or agreements. Any revisions to the list of designated positions and volunteer placements will be approved by the Manager of Human Resources.

Job or volunteer placement descriptions for designated positions will indicate the following:

- a PRC is required
- the bona fide reason the PRC is required (legislation, etc.)
- the type of PRC required
- if there is a requirement for updating the PRC post-hire

Job postings for designated positions/placements will indicate that a PRC is required. At the time interviews are scheduled, each candidate for a designated position or volunteer placement will be informed that a satisfactory, current PRC is a job requirement.

The successful candidate will be required to produce the PRC before commencing their job duties.

The PRC must be current (no more than 60 days old) and must either be the original paper document or digital document as applicable. Photocopies will not be accepted.

A PRC is not the only tool used to determine suitability for a position and minimize risk. Other screening and hiring evaluation measures are also used to determine suitability for a position or volunteer placement.

All employees working in positions designated as requiring a PRC; or those employees who have obtained a designation/credential that requires a police record check, will also require completion of an EOD form by September 1st annually.

Emergency Provision

Normally, a candidate shall not commence employment in a designated position until a current PRC has been supplied. Only in an exceptional case will a person be permitted to commence employment before the GRCA has received the PRC. In such cases, the candidate will be required to provide an EOD which may, at the GRCA's sole discretion, permit the candidate to commence employment for a maximum of twenty (20) working days, prior to the submission and receipt of the PRC. Before any such exception is made, ~~both parties will agree that a binding agreement shall be entered into between the employee and the GRCA, ensuring that~~ the verification be provided without delay and in a timely manner. This agreement will preserve the GRCA's power to revoke the offer of employment and dismiss the employee should the EOD provided by the employee prove to be false or misleading in any respect.

Responsibilities:

Human Resources will ensure the following:

CCandidates or Potential Volunteers

- ensure that the requirement for a current PRC is noted on applicable job postings
- when scheduling job interviews, advise candidates for designated positions that they must provide a satisfactory, current PRC prior to being offered a position
- will provide a form requesting written consent from the candidate to obtain the PRC and to disclose the PRC to the GRCA. Information received in response to a PRC will not be used or disclosed except for the purpose for which it was requested or as authorized by law. The type of PRC required will be identified on the form
- will provide a letter to the candidate to take to the applicable police department identifying the nature of their employment/volunteer position and the type of PRC required (if requested)
- review the PRC received from the candidate or volunteer and, if necessary, seek any further information regarding a PRC
- if a PRC contains information which may impact a candidate's suitability for a specific job based on the bona fide duties of the job, the PRC will be assessed
- advise the applicable Supervisor or Manager regarding whether or not the PRC is satisfactory
- seal the PRC in a marked, confidential envelope and retain in the employee's HR file or return to an unsuccessful candidate
- at no time will the specific information on a PRC or related documentation be shared or discussed outside Human Resources other than with legal counsel, the Deputy CAO and/or CAO, as required.

Current Employees & Volunteers

- ensure all current employees in designated positions and volunteers in designated placements submit an EOD by September 1st of each year
- Ensure all current employees who have obtained a designation/credential requiring a police record check submit an EOD by September 1st of each year
- if an EOD contains information which may impact a candidate's suitability for a specific job based on the bona fide duties of the job, the EOD will be assessed
- advise the applicable Supervisor or Manager regarding whether or not the EOD is satisfactory
- seal the EOD in a marked, confidential envelope and retain in the employee's HR file
- at no time will the specific information on an EOD or related documentation be shared or discussed outside Human Resources other than with legal counsel, the Deputy CAO and/or CAO, as required
- if it is the first time the employee is required to obtain a PRC ~~H~~human ~~R~~esources will provide a form requesting written consent from the employee to obtain the PRC and to disclose the PRC to the GRCA. Information received in response to a PRC will not be used or disclosed except for the purpose for which it was requested or as authorized by law. The type of PRC required will be identified on the form

Candidates for designated positions or volunteer placements

- Complete and submit written consent form to conduct the PRC
- Obtain the required PRC from the local or regional Police Services Department in the area in which an individual resides. ~~Police Services will generally require applicants to complete a form and provide one or two pieces of photo identification before they access the Canadian Police Information Centre (CPIC) database.~~
- Pay any fees required for their PRC; this may be reimbursable by GRCA Human Resources Dept.
- Return the PRC, in a sealed envelope or email, marked confidential, directly to the Human Resources Coordinator or Manager of Human Resources along with the consent form authorizing GRCA to receive and review the results

Employees or Volunteers

- Employees in designated positions, or those who have obtained a designation/credential requiring a police record check, and volunteers in designated placements must immediately inform Human Resources of any charges or convictions against them which may affect their ability to perform the essential duties of their job. For example,
 - a) Where a position/placement requires contact with, or involves a position of trust or authority over children or vulnerable persons, the employee/ volunteer is required to report past or current charges or convictions which would include, but are not limited to, the following:
 - any sexual offence under the Criminal Code
 - any violations under the Controlled Drug and Substances Act
 - any criminal offence involving minors
 - crimes of violence which include, but are not limited to, threats, assaults and

use, possession, distribution or concealment of a weapon or imitation of a weapon

- propagation of hate literature or incitement to hatred
- possession, distribution or sale of any pornographic or violent material
- theft, fraud, property related crimes, break and enter
- other offences involving dishonest or fraudulent acts
- other offences specifically related to the job

b) Where a position/placement is designated as requiring a PRC for any other reason (financial transactions, required by statute or agreements with other parties), the employee/ volunteer is required to report past or current charges or convictions which would include, but are not limited to, the following:

- theft
- fraud
- property-related crimes
- break and enter
- other offences involving dishonest or fraudulent acts

- All current employees in designated positions and volunteers in designated placements are required to submit an Employee Offence Declaration by September 1st of each year.
- Failure to disclose current charges or convictions may result in disciplinary action up to and including immediate dismissal.

See Also:

Municipal Freedom of Information and Protection of Privacy Act

Ontario Human Rights Code

Police Record Checks Reform Act, 2015

Collective Agreement Letter of Understanding #78, Police Reference Checks

4.52.3 Resignation

A Regular Employee, other than the ~~Secretary-Treasurer~~Secretary-Treasurer/Deputy CAO, ~~a Director~~, or a Manager, may resign from the GRCA's service by giving his/her immediate Supervisor two (2) weeks' notice in writing of his/her intention to resign with the last official day of work clearly defined. He/she may, by written notice and with the approval of the Chief Administrative Officer, withdraw the notice of resignation at any time before its effective date if no person has been appointed or selected for appointment to the position.

The ~~Secretary-Treasurer~~Secretary-Treasurer/Deputy CAO, ~~a Director~~, or a Manager shall give at least one (1) months' notice in writing to his/her immediate Supervisor.

The Chief Administrative Officer shall give at least two (2) months' notice in writing to the Chair and provide a copy to the Manager of Human Resources.

A Regular Employee who is absent from duty without authorization for a period of five (5) days may be declared in writing by the Chief Administrative Officer, to have abandoned his/her position and cease to be an Employee of the GRCA.

2.22.4 Redundant Positions and Layoff

The Chief Administrative Officer must approve the layoff of any Regular, Full-time Employee and the elimination of any position, excluding student positions.

A Manager, ~~Director~~ or the ~~Secretary-Treasurer~~Secretary-Treasurer/Deputy CAO may approve the layoff of any Seasonal, Temporary, Part-time or student Employee in their Department.

2.32.5 Complaint Procedures

An Employee with a complaint or concern related to the workplace must discuss the complaint with their immediate Supervisor as soon as possible after circumstances giving rise to the complaint have occurred. If satisfaction is not obtained, the Employee should then refer the complaint in writing to the next level of ~~command~~Supervisor -and then, if necessary, to the ~~Secretary-Treasurer~~Secretary-Treasurer/Deputy CAO and the Chief Administrative Officer, in that order.

3 OFFENCES AND PENALTIES

3.1 Termination and/or Suspension

Unless otherwise stipulated in the Conservation Authorities Act and amendments thereto:

The Chief Administrative Officer may:

- Dismiss any Employee for just cause, which includes failure to observe and comply with the Human Resources Policies of the GRCA;
- Release from employment any Employee during the probationary period of employment;
- Dismiss any Employee who is in violation of any federal law while in the workplace;
- Suspend up to five (5) days without pay in cases where, in the opinion of the Chief Administrative Officer, the circumstances do not amount to cause for removal from employment or dismissal of an Employee who:
 - habitually fails to comply with attendance regulations and directives
 - is absent without permission during their scheduled hours of work
 - reports for duty while incapable of performing assigned duties;
 - misuses GRCA property
 - fails to comply with the instructions of his/her immediate Supervisor
 - other
- Suspend without pay any Employee required to operate an Employee-owned or GRCA vehicle on GRCA business upon any occurrence in license suspension and/or driving prohibition as defined by law, covering that period of time that he/she cannot perform all regular duties unless:
 - It is possible to change jobs or negotiate an arrangement whereby the duties requiring a valid license can be assumed by another Employee with the approval of the Chief Administrative Officer.
 - He/she can use a taxicab or other form of public-transportation at his/her own expense
- Dismiss any Employee required to operate an Employee-owned or GRCA vehicle on GRCA business upon a second license suspension and/or driving prohibition as defined by law.

Exceptions may be granted in unusual circumstances, i.e. sufficient time must have elapsed since the prior suspension to enable it to be treated as a first offence by the courts.

~~A Director or~~ The Secretary-Treasurer ~~Secretary-Treasurer~~/Deputy CAO may:

- Suspend any Seasonal Employee in the Division for up to five (5) days from employment without pay for causes outlined in Human Resources Policies No. 1 and No. 3.1.
- Suspend a Regular Employee without pay, for a period of up to a maximum of four (4) days for causes outlined in Human Resources Policies No. 1 and No. 3.1.

A Manager or Supervisor may:

- After two (2) written warnings, suspend any Seasonal or Temporary Employee under his/her supervision for up to three (3) days from employment without pay for causes outlined in Human Resources Policies No. 1 and No. 3.1 provided that a copy of the warning plus a copy of the report listing cause is given to the ~~Director~~ Secretary-Treasurer/Deputy CAO, or his/her designate for approval prior to suspension;
- After two (2) written warnings outlining the cause, suspend a Regular Employee from service without pay for a period of up to four (4) days. This suspension along with a copy of the warning in report form must be given to ~~a Director or~~ The Secretary-Treasurer ~~Secretary-Treasurer~~/Deputy CAO or his/her designate for approval prior to suspension;
- Recommend through the established chain of command to the Chief Administrative Officer, the dismissal of a Regular Employee in report form along with copies of the warnings given.

3.13.2 **Hearing**

Before dismissing or removing a Regular Non-Union Employee from employment for causes as outlined in Human Resources Policy No. 3.1 above, the Chief Administrative Officer, or designate, may hold a hearing at which he/she is entitled to be present and make representation.

3.23.3 **Driving Privileges**

Employees required to drive Employee-owned or GRCA vehicles shall inform their immediate supervisor of any loss of driving privilege and/or driving prohibition. Failure to do so will result in immediate dismissal upon discovery.

3.33.4 **Disciplinary Notices**

In all cases where disciplinary notices are given in writing, a copy shall be forwarded to the Manager of Human Resources and placed in the Employee's Human Resources file.

4.4 **ESTABLISHMENT OF NEW POSITIONS AND HIRING PROCEDURES**

4.1 Establishment of New Positions

The establishment of a new position may occur where the need for such a position is identified by the Manager ~~and/or Director~~. An Employment Requisition Form must be completed and submitted for approval by the ~~Secretary-Treasurer~~ Secretary-Treasurer/Deputy CAO, ~~Director~~, Manager of Human Resources, and Chief Administrative Officer, if the position is:

- Seasonal, Temporary or Part-time and can be accommodated in the current approved budget, or
- Regular Full-time, including the conversion of a Seasonal, Part-time, or Temporary position

to Regular Full-time, and is accommodated in the current approved budget, or

- Regular Full-time and specifically identified as a change in a previously approved monthly forecast/ financial summary.
- Any other situation that would result in an increase to the staffing levels.

A Manager ~~or Director~~ may approve a student position if it can be accommodated in the current approved budget.

3.44.2 Filling of Vacant or New Positions

When a position becomes vacant or a new position is approved, the Supervisor shall fill the position as soon as practicable. The Human Resources Department will provide written confirmation of the terms of employment to the Employee.

A Temporary Employee, as defined in Human Resources Policy No. 14, may have the length of his/her term of service renewed annually or extended with the approval of the Manager, ~~Director,~~ ~~Secretary-Treasurer~~ Secretary-Treasurer/Deputy CAO and the Chief Administrative Officer. The Human Resources Department will provide written confirmation of the terms of employment to the Employee.

A position in a higher classification level may be filled on a provisional basis by a person lacking the necessary experience or training and that Employee will be paid at a rate to be approved by the Chief Administrative Officer. Subject to the approval of the Chief Administrative Officer, the Employee will be assigned to the classification level established for that position upon attaining the experience or training necessary to enable him/her to adequately fulfill the responsibilities attached to the position.

Salaried Regular positions, which become temporarily vacant due to illness, injury, leave of absence, etc., may be filled on a temporary or interim basis at the discretion of the Chief Administrative Officer.

Vacant or new positions may be filled on a temporary basis at the discretion of the Chief Administrative Officer.

Vacant or new Non-Union Salaried Regular positions may be open for competition at the discretion of the Chief Administrative Officer. The following procedures for hiring will apply:

- The vacant position may be advertised internally to the Employees of the GRCA and external advertising may run concurrently.
- The interview team will consist of a minimum of the Supervisor of the open position and a Human Resources representative.
- An offer of employment shall be prepared by the Human Resources Department and approved by the applicable Manager ~~or Director~~.
- A Human Resources representative will present the offer of employment to the selected applicant.

Prior to hiring, the selected applicant must provide required documentation such as a valid driver's license, proof of eligibility to work in Canada, registration/designation, degree, diploma and/or certificate, as applicable. For persons unable to provide this documentation, the following conditions will apply:

- For immediately necessary documentation, the selected applicant will not be allowed to commence employment and other candidates will be considered;
- For documentation not immediately necessary, the selected applicant will be allowed to commence employment, however, such documentation must be presented to the Human Resources Department within thirty-one (31) calendar days from the start date of his/her employment. Failure to do so shall result in termination of employment.

Upon hiring, Employees will be required to maintain current designations, licences, memberships, etc. that are requirements of their position.

3.54.3 Working Relationships

The GRCA will not discriminate in its hiring practices against or in favour of, the close family of any Employee, former Employee or Member of the Board, except where such hiring will result in an Employee being in a conflict of interest related to a reporting relationship or a financial or administrative matter.

For purposes of this policy, close family shall mean a spouse (including common-law spouse), child, sibling or parent. Circumstances may exist wherein a relationship between employees is outside of this definition but could be perceived to be a conflict of interest. As per Human Resources Policy No. 1.1.2, it is the responsibility of the Employee to identify and report any potential or actual conflict of interest to their Supervisor.

3.64.4 Employment Reference Check Policy

The Grand River Conservation Authority recognizes and acknowledges that current and former employees may depend on the provision of timely and accurate reference information. This policy outlines the acceptable provision of reference information by GRCA employees. This policy serves to fulfill the following purposes:

- To provide fair and equal treatment of existing and former employees of the GRCA when they apply for work at other organizations, and;
- To protect the GRCA from legal liability arising from issues surrounding the provision of references.

Requirements:

1. Requests for employment references for current or former GRCA employees must be handled by the Human Resources Department, ~~Division Directors~~, Managers, Deputy CAO, the CAO, and Supervisors to whom the employee directly or indirectly reported. No other employee is authorized to release references or any other information concerning current or former employees.
2. The supervisor/manager must confirm a positive reference from Human Resources prior to hiring a student who previously worked at the GRCA, in a different capacity/location.
2. A copy of any reference letter provided must be kept in the employee's file.
3. No references shall be provided to prospective employers without the written consent of the employee for whom a reference has been requested. If current and former employees would like a reference to be provided, they must consent to the provision of references in writing by signing the *Reference Check Release Form – GRCA*.
4. Information disclosed, in good faith, to prospective employers, will include:

- Dates of employment
 - Title of positions held and duration
 - Performance management information i.e. job performance, attendance record, etc.
 - Whether or not the former employee is eligible for re-hire
5. Information not provided by the GRCA to prospective employers of former GRCA employees includes:
- Conjecture, assumption, speculation, opinions, or any other disclosures that could be construed as subjective in nature and/or are unsupported by signed documentation.
 - Any information that is not related to the employment of the former employee (e.g. lifestyle, personal problems, race, gender, etc.)
 - Any information not requested by the organization seeking the reference in question.
6. The GRCA reserves the right to provide the requested reference and employee information either in writing or over the telephone. All prospective employers seeking the reference will be asked to acknowledge the confidentiality of the information requested.
7. The GRCA discourages employees from providing personal references, on behalf of the GRCA, for individuals who are currently or who have been employed by the GRCA.

NOTE: Requests for references for current or former volunteers, high school co-op students and participants in the naturalist-in-training program may be handled by a non-supervisory regular full-time employee upon receiving consent in writing by signing the *Reference Check Release Form – Other* and with approval from the Supervisor or Manager, as applicable. Alternatively, a reference letter may be prepared by a non-supervisory regular full-time employee and approved in advance by the Supervisor or Manager, as if applicable. All documentation related to reference checks must be forwarded to Human Resources.

45 UNIFORMS, CLOTHING AND SAFETY EQUIPMENT

5.1 Uniforms

Uniforms and clothing are issued to GRCA staff primarily for enforcement, safety, and public identification. It is therefore imperative that uniforms be worn in their entirety while working, so that a professional appearance is maintained at all times while carrying out the duties of their position.

Each Supervisor who has staff members required to wear uniforms, or other issued clothing will be responsible to ensure that Employees follow the requirements for proper, complete, and consistent wearing of said uniforms or clothing.

When required by virtue of their position and as approved by the Employee's Director/Manager and Manager of Human Resources, clothing will be issued to Employees for work. A list specifying approved uniform entitlement will be maintained by Human Resources and the items will be funded by the Uniform account. Any issuance of items above what is approved or for positions not included in the listing will be approved at the discretion of the Employee's Director/Manager and Manager of Human Resources.

4.15.2 Wearing of Uniform Clothing

Each Employee is responsible for keeping all GRCA uniforms and clothing issued in good repair and clean condition at the Employee's own expense.

All staff issued uniform and work clothing must wear it at all times during work hours unless approval to deviate from this policy is obtained from his or her Supervisor.

P.O.A. Officers and other staff as designated will receive replacement of issued clothing as required to maintain one complete duty uniform.

Upon leaving the service of the GRCA, all GRCA insignias from issued clothing must be removed and returned to the GRCA. POA badges must be returned to the Supervisor when the employee is no longer working in a POA role.

All clothing issued to Seasonal and Part-time staff is the property of the GRCA and shall be returned in a clean condition upon leaving the service of the GRCA.

Uniform clothing must not be worn in combination with non-uniform clothing at any time without approval of Manager/~~Director~~. No insignias shall be worn on any non-uniform clothing. No uniform clothing shall be worn without insignia.

Uniforms are a key element in the way GRCA employees see each other and the way others see GRCA employees. Standards are important to present an overall impression of professionalism. Uniformed employees, when dressed in their uniforms, whether on duty or off ~~duty~~duty, are subject to public scrutiny. Grand River Conservation Authority branded clothing should not be worn in places that would not represent the positive image of ~~Grand River Conservation Authority~~the GRCA. Some examples of activities where uniform clothing shall not be worn include, but are not limited to, the following:

- Do not participate in personal labour action activities;
- Do not participate in personal political activities;
- Do not engage in selling or soliciting activities of a personal nature;
- Do not engage in any other action or behaviour which society would deem inappropriate for a uniformed employee;
- Do not wear uniforms/clothing outside of work;
- If at work and attending to a personal errand the uniform must be covered up (ie personal shirt or jacket over the corporate shirt);
- Do not wear GRCA uniforms in personal online profile pictures or posts or other social media. Exercise good judgement while working, and do not knowingly pose for social media posts or pictures that are not required for work purposes;
- Do not use uniform clothing items for casual wear;
- Do not alter the original look of the uniform (work or dress) in any way;

GRCA insignias shall be worn on uniform or work clothing only as follows:

Shoulder patches shall be centered on the shoulder one-quarter inch (" ¼") below the shoulder seam or embroidered on the front left chest of jackets, shirts, coveralls, etc.. Uniforms for staff without POA designation will have GRCA logo crests on the shoulders until such designation changes.

- Cap badges shall be centered on the front of the cap.
- Security identification on uniforms shall be as directed by the Private Security and Investigative

Services Act, 2005 and Regulations. The term "SECURITY", in upper case letters not less than 1.5 centimetres high and in a contrasting colour must be (a) permanently affixed to the chest of the outermost piece of the uniform; and (b) affixed between two and three centimetres below the GRCA logo crest.

4.25.3 Boot Allowance

5.3.1 Regular Full Time Employees:

The Employer will contribute up to three hundred dollars (\$300) over two (2) calendar years on receipt of a proper invoice towards the cost of CSA-approved safety boots for all Regular Full-time Employees whenever deemed necessary or required by law with written approval of the applicable

~~Director~~Manager and Human Resources. Effective January 1, 2024, the boot allowance amount will be up to three hundred and fifty dollars (\$350). For staff employed in the arboricultural operations group who are required to wear specialized forestry safety boots, the Employer will contribute up to five (\$500) per employee towards the cost of Employer-approved safety boots with a receipt, over two (2) calendar years, or less as required, with approval from the Supervisor and Human Resources.

4.2.15.3.2 Seasonal Employees:

The Employer will contribute up to one hundred and fifty dollars (\$150), once the Employee has attained seniority (988 hours), not more than once (one thousand and forty (1,040) hours), and not more than once each one thousand and forty (1040) regular hours worked, on receipt of a proper invoice towards pairs of CSA-approved safety boots for seasonal Employees whenever deemed necessary or required by law with written approval of the applicable ~~Director~~Manager and Human Resources. This boot allowance will increase to up to two hundred dollars (\$200) effective January 1, 2024.

4.2.25.3.3 Temporary Full-Time Employees:

The Employer will contribute up to one hundred and fifty dollars (\$150.00), where the term of employment is equal to or greater than six (6) months in length, towards the cost of CSA-approved safety boots for Temporary Full-Time Employees whenever deemed necessary or required by law with written approval of the applicable ~~Director~~Manager and Human Resources. The one hundred and fifty dollars (\$150) will be payable after the Employee has worked six (6) months, and not more than once during the term of the temporary contract with a receipt that is dated within the term of the employment.

4.35.4 Safety Equipment

GRCA will provide safety equipment such as hard hats, work gloves, puncture proof gloves, dog deterrent options, soft body armour, Satellite GPS devices, safety goggles, safety glasses, coveralls, rain wear (high visibility), waders, and first aid supplies whenever deemed necessary or required by law.

Employees who are required to wear prescription safety glasses on a regular basis are eligible to receive up to a maximum of two hundred (\$200) dollars every two (2) years towards the purchase of a pair of prescription safety eye glasses in accordance with GRCA conditions and as authorized in advance, by the Employee's Manager. An original receipt from an optometrist must be provided and attached to the Prescription Safety Glasses Claim Form and submitted to Human Resources.

Prescription safety glasses must meet the following conditions:

- Lens material must be Duralite (polycarbonate) or Plastolite (CR39) material only – no glass lenses are permitted at a work site.

- If ultraviolet protection is required, Plastolite material requires UV400 dye. It may also be coated for scratch resistance. Duralite material does not require either.
- All safety glasses must be equipped with permanent CSA-approved side shields.
- All safety glass frames must be CSA-approved.

5.6 USE OF EMPLOYEE-OWNED VEHICLES

Whenever possible, GRCA owned or leased vehicles shall be used to transport Employees and goods of the GRCA.

~~Employee-owned~~Employee-owned vehicles may be used during emergencies or for occasional non-recurring travel, with the approval of the immediate Supervisor.

The approval may be given to an Employee for continuous use of his/her vehicle while carrying out any business of the GRCA of a like nature.

The GRCA assumes no financial responsibility for employee-owned vehicles other than paying the kilometric rate when used for approved work purposes. Those driving a personal vehicle on GRCA business cannot make claims to the GRCA or ~~their~~ GRCA's insurer for damages as a result of a collision, traffic or parking violations, or unlawful conduct.

Notwithstanding the above, the prior authorization by the immediate Supervisor is necessary under the following conditions:

- ~~If the round trip~~round-trip distance exceeds four hundred (400) kilometers;
- _____
- If the Employee has been assigned a GRCA owned or leased vehicle for his/her use; or
- If the Employee is taking, as a passenger, another Employee who has been assigned a GRCA owned or leased vehicle; _____

In each case, the distance shall be computed and reimbursed in accordance with Human Resources Policy No.23.

~~Employees using personal vehicles for GRCA business shall have a valid driver's license, provide required proof of Public Liability and Property Damage Insurance to the Accounting Department. Employees claiming mileage reimbursement for business use of a personal vehicle will certify by signing the Travel & Expense Claim form that they have a valid driver's license and automobile insurance policy covering Public Liability and Property Damage with a liability limit of at least \$2,000,000. and will abide with policies as set out in the Health and Safety Manual relating to use of Employee-owned vehicles.~~

6.7 USE OF GRCA-OWNED OR LEASED EQUIPMENT

7.4.7.1 Vehicles and Equipment

Employees in the service of the GRCA whose duty requires them to drive or have charge of a GRCA vehicle to use, or to have charge of GRCA equipment:

- Shall not permit unauthorized persons to operate vehicles or equipment.
- Must comply with rules relating to GRCA vehicles and equipment as outlined in the GRCA

Health and Safety Manual.

- Will be responsible for the payment of all and any fines imposed for traffic, parking, or other violations.
- May be assessed the cost of repairs if a result of improper maintenance, operation, and care of vehicle and equipment in their charge.

Only active Employees of the GRCA are authorized to drive or be passengers in GRCA vehicles. All drivers must have the proper license specified for the class of vehicle. All drivers of GRCA equipment and licensed vehicle drivers must have a G or G2 licence. In the case of students and others to whom the new graduated licensing system in the province of Ontario applies, drivers must hold a G2 licence. The GRCA reserves the right to request Drivers Abstracts from time to time, for Employees who drive GRCA owned vehicles.

The GRCA owned equipment shall not be available for use beyond GRCA approved projects, except as outlined in Human Resources Policy 7.2 when a vehicle is assigned to an employee.

Employees requiring a Motor Pool GRCA owned vehicle overnight must get prior approval from their Manager ~~or Director~~.

No Employee shall install any extra equipment in, or disfigure a vehicle in the Employee's charge.

4.47.2 GRCA Vehicles Assigned to Employees

GRCA vehicles will be assigned to Employees ~~on the basis of~~ based on economic benefit to the GRCA and not as part of the Employee's compensation. Any GRCA vehicles not conforming to this policy will be reassigned to motor pool.

All GRCA vehicles owned, rented, or leased and assigned to an Employee will be the direct responsibility of the Employee.

For rented or leased vehicles, all drivers must comply with the terms of the rent/lease agreement in all respects.

GRCA owned service vehicles which are assigned to Employees, are not to be driven for personal use, except between the Employee's residence and place of work (work place). Since this is personal use, it is not to be included in paid work hours.

Time spent travelling between an employee's residence and to a place other than the employee's normal workplace (work site or point of call) for performing work for the GRCA ~~is~~ is not to be included in paid work hours, unless the employee is called out after hours.

The mileage associated with driving the GRCA vehicle between the Employee's residence and place of work (personal use) is a taxable benefit and is reported on T4 forms. However, time spent travelling between an employee's residence and the worksite (point of call) is not considered personal mileage and is therefore not required to be reported. ~~—~~ A log book must be kept to record daily personal mileage and a form summarizing monthly personal mileage must be submitted to Payroll. The employee(s) assigned a GRCA owned service vehicle is responsible to support claims for business travel versus personal travel as reported to Revenue Canada on the T4 slip. Any tax assessment liability would be the responsibility of the employee.

Vehicles assigned to a Conservation Area will not be used as a personal vehicle except where the

employee obtains permission from the immediate Supervisor to take the vehicle home; for exampleexample, while serving as a Duty Officer. In instances where this occurs, personal use mileage must be recorded and reported to Payroll in the same manner as outlined above.

58 MOVEABLE ASSETS POLICY

5.48.1 Policy

Movable assets shall be managed in an efficient, effective, and economic manner ensuring that proper control and security measures are in place to safeguard the GRCA's assets.

5.28.2 Purpose

To outline acquisition, tracking, reporting, controls, and security, required for moveable assets.

5.38.3 Definitions

Moveable assets are defined as tangible moveable property owned by the GRCA that are either in use or being held for later use, trade-in or disposal. Moveable assets include tools and maintenance equipment, communications equipment, computer equipment, concession and recreation equipment, furniture and office equipment, lab and scientific equipment, motor pool vehicles and equipment.

Consumables are other moveable GRCA property or materials, not defined as moveable assets above such as materials, sanitation supplies and office supplies.

5.48.4 Guiding Principle

The amount of management effort put into safeguarding items should be directly related to the risk of loss and value of those assets.

5.58.5 Mandatory Requirements

(A) Acquisition

All moveable assets must be acquired in accordance with the GRCA Human Resources Policy No. 10 – Staff Purchasing Policy and Guidelines.

Moveable assets shall be identified at the time of purchase. The purchase order or supplier invoice should be flagged as including a moveable asset(s) so that proper set up in the moveable asset database will be initiated.

Managers should advise the Manager of Corporate Services if there are assets on loan or inherited that should be added to the moveable asset database.

(B) Moveable Assets Tracking

All moveable assets above the minimum values will be tagged with a unique GRCA number and assigned to a category as outlined in Appendix A and entered into the moveable assets database. Motor pool items are assigned unique M numbers. The Accounting department oversees the distribution of GRCA tags.

Local operating units may establish a lower minimum for tracking purposes if considered necessary.

The minimum details recorded in the moveable asset database shall include:

- GRCA Tag #
- item name
- serial #
- location of asset
- date of purchase
- supplier
- \$ value

The functions of ordering, receiving, and record keeping must be kept separate as practicable.

(C) Custody

Generally, assets are not to be utilized for personal use. Exceptions may be made where there is no additional cost associated with an asset that is assigned to an individual, such as a computer, a cell phone, or other personal device. Any personal use of an asset requires prior authorization from the manager of the department responsible for custody of the assets.

Moveable assets will be assigned to specific locations within the GRCA and individual Employees at those locations will be responsible for the care and control of those assets.

GRCA assets must not be assigned to non-GRCA staff unless authorized by the Manager of Corporate Services in writing.

The database will track all transfers of assets between locations or assignments to individual Employees and the Accounting department should be notified.

Security measures must be in place to ensure the safekeeping of assets.

(D) Disposal

Methods of disposal include: public sale (auction or other), transfer of ownership, scrap sales, and discarding of assets.

Accounting must be notified of all disposals. In cases of theft, loss, or destruction an "Incident Report" must be ~~completed~~completed, and the database updated accordingly.

(E) Inventories

At least once every three years staff will be requested to confirm the moveable assets assigned to them ~~with the exception of~~except for motor pool which has alternate controls and tracking in place.

Annually, a sampling of moveable assets will be subject to a physical inventory count by the Accounting department. The accounting staff person carrying out the physical count will not be the Employee assigned custody of the asset.

All moveable assets assigned to an Employee must be accounted for and returned to the GRCA upon

the departure of the Employee.

Annually, a report shall be provided to the Manager of Corporate Services detailing additions and disposals by category/sub-category.

An explanation must be provided for any variance of five percent (5%) or greater in the value of the closing inventory of each category due to stolen inventory and lost inventory which has been written off. The Manager of Corporate Services will discuss appropriate remedial action with the manager(s) of the program area(s) impacted.

(F) Responsibilities

The Accounting Department is responsible for administering this policy and associated procedures as well as for the monitoring and oversight of assets.

Accounting is responsible for maintaining the Moveable Assets Database. The Motor Pool database is dynamically populated by the moveable asset database and monitored by the Fleet Coordinator. The IS&T department maintains a separate database (~~spreadsheet~~) for IS&T equipment and reports additions/transfers/disposals ~~on a monthly basis~~ monthly to the accounting department and these two databases are reconciled annually.

The immediate supervisor is responsible for ensuring that staff receives appropriate direction for safeguarding assets in their staff's possession.

The Manager of Corporate Services or designate:

- Shall establish procedures as necessary to ensure adequate controls are in place to ensure the safeguarding of the assets.
- Shall approve the removal of movable assets from the database, upon disposition.
- Shall provide a complete listing of moveable assets to the ~~Secretary-Treasurer~~ Secretary-Treasurer/Deputy CAO annually.

(G) Controls

Controls to ensure the safeguarding of moveable assets include:

- Maintaining the moveable asset databases
- Assigning staff responsibility for safeguarding assets
- Carrying out periodic inventory counts
- Reviewing annual changes in moveable assets dollar amounts to identify trends and take remedial action where appropriate
- Segregation of duties between ordering, authorizing, and tracking where practicable.

5-68.6 Equipment Categories

APPENDIX A		
LIST OF EQUIPMENT CATEGORIES		
CATEGORY	MINIMUM VALUE	INVENTORIES

1	Furniture, Furnishings & Office Equipment	Over \$300 Under \$300 <u>Over \$300</u> <u>Under \$300</u>	Yes Local Discretion
2	Motor Pool	All	Yes
3	Computer and Communications Equipment	All	Yes
4	Lab and Scientific Equipment	Over \$300 Under \$300 <u>Over \$300</u> <u>Under \$300</u>	Yes Local Discretion
5	Tools and Maintenance Equipment	Over \$300 Under \$300	Yes Local Discretion
6	Concession and Recreation Equipment	Over \$300 Under \$300 <u>Over \$300</u> <u>Under \$300</u>	Yes Local Discretion

69 PETTY CASH

- A) Funds from petty cash will be used for the following purposes:
- For purchases less than two hundred dollars (\$200) as per Human Resources Policy No. 10.
 - For making change when accepting payment of accounts receivable or rent from lessees of the GRCA.
 - For advances not exceeding two hundred (\$200) dollars for anticipated GRCA expenses (lunch meetings, etc.). The Employee must sign a form acknowledging the advance and agree to repay it with cash or a paid invoice within twenty-four (24) hours. When repaid, the form will be surrendered to the Employee.
- (B) No advances shall be made to any Employee for personal purposes.

Any variance from this Regulation must be approved by an Authorized Buyer as defined in Human Resources Policy No. 10.

9-10 PURCHASING POLICY AND GUIDELINES

1.1. General Policies

Authorized Buyers shall procure the required quality and quantity of goods and services in a fair, transparent and timely manner at the best value to the GRCA, over the life of the product or service. This best value to the GRCA will be estimated by considering all factors including, but not limited to price, quality, service, terms, and warranties, within the financial controls outlined in this regulation. GRCA reserves the right to refuse to enter into any purchase contracts with vendors that have commenced litigation or other actions against the GRCA.

Authorized Buyers shall mean the Chief Administrative Officer or Secretary-Treasurer/Deputy CAO, and their designates as described in this Policy.

Authorized Signing Officers shall mean those persons designated to have signing approval under the by-laws approved by the General Membership of the GRCA.

Authorized Buyers not adhering to the purchasing regulations as written shall be subject to penalties

specified by the Chief Administrative Officer or Secretary-Treasurer/Deputy CAO, including loss of purchasing privileges and possible dismissal.

6.410.1 Purchasing Limits and Authorization

Authorized Buyers and their designates shall adhere to the following purchasing limits and procedural requirements:

- Dollar amounts are excluding sales taxes and before any discounts or rebates
 - For purchases of goods and services where delivery is expected over a long period of time, or at irregular intervals (under contract, blanket or open orders), the purchase amount is deemed to be the total estimated cost for the contract period
 - All Purchase Orders ~~in support of projects~~ are subject to ~~section~~ HR Policy 10 and 11
 - Purchase Orders and/or vendor Invoices will be approved in accordance with ~~section~~ HR Policy 140.6
 - Any changes must be supported by change order requests in accordance with ~~section~~ HR Policy 11.5
- i) Purchases less than two hundred dollars (\$200)
- Purchase orders not required
 - May be paid by the employee and refunded by GRCA via an expense claim or from petty cash. The original sales invoice must be attached to the travel expense claim form or submitted to the designated petty cash custodian for reimbursement (reference ~~section~~ HR Policy 9 – Petty Cash)
- ii) Purchases between two hundred dollars (\$200) and less than one thousand (\$1,000)
- Purchase orders are optional (based on Manager preference)
 - Vendors should quote the PO number or the GRCA staff contact who initiated the purchase (in absence of a PO) on the invoice
- iii) Purchases between one thousand dollars (\$1000) and less than ~~twenty five~~ twenty-five thousand (\$25,000) dollars
- Purchase Orders will be utilized in accordance with ~~section~~ HR Policy 11
 - Quotes and/or bid request process should be considered
 - Vendors should quote the PO number on the invoice.
- iv) Purchases between twenty five thousand dollars (\$25,000) and less than one hundred thousand dollars (\$100,000)
- Purchase Orders will be utilized in accordance with ~~section~~ HR Policy 11
 - A minimum of three (3) written quotations or bid requests (~~reference section~~ see HR Policy 10.8) must be obtained from suppliers
 - If three (3) written quotations or bids cannot be obtained, the reasons must be documented and noted on the Purchase Order
 - Reasons for accepting other than the lowest quotation must be documented and retained

on file for post-audit purposes

- v) Purchases greater than one hundred thousand dollars (\$100,000) before sales taxes must be obtained by one of the following open public processes in accordance with [section HR Policy 10.8 – Bid Request Formats](#) and requires Board approval:

- Public Tender
- Invitation to Tender
 - Use of a prequalification process is required
- Request for Proposals (RFP)
- Request for Quotation (RFQ)

- vi) Special Procedure for Purchases from Nurseries for Tree Planting Programs

Due to the relatively small number of tree nurseries with sufficient capacity to service GRCA's needs, and the need to grow nursery stock in advance of the tree-planting season, the purchasing procedure for the procurement of trees required for tree planting programs will be as follows:

- Staff will invite appropriate pre-qualified nurseries to participate in this program based on a five-year rolling forecast of [the](#) GRCA's requirements;
- Purchase Orders will be placed each year for the year's planting requirements, subject to minor adjustments each year;
- Trees will be priced at market value, based on published prices from other nurseries;
- The market price analysis will be retained with the Purchase Order for backup.

6-210.2 Purchases from Employees

For purposes of this policy, Employees shall include:

- GRCA staff members, their immediate family and any relative, whether by blood or marriage;
- Any business, incorporated or not, [within](#) which any of the above hold either alone or collectively more than ten percent (10%) interest.

Purchases from Employees may be allowed, if approved by the Chief Administrative Officer or Secretary-Treasurer/Deputy CAO who will ensure that all other purchasing policies and procedures have been adhered to.

The Chief Administrative Officer or Secretary-Treasurer/Deputy CAO shall not approve a purchase from an Employee if in his/her discretion:

- It can be reasonably assumed the completing of a purchase contract would detract from a staff member's ability to carry out his/her normal duties under the contract of employment
- The contract is similar in nature to responsibilities and duties contained in the staff member's employment contract
- It can reasonably be assumed an Employee had particular knowledge that would allow the competitive process to be undermined

6-310.3 Purchases by Employees

No private use of GRCA-owned supplies [or vendor accounts](#) is permitted and items for personal use

cannot be purchased through the GRCA unless specific authorization is obtained from the Chief Administrative Officer or Deputy CAO/~~Secretary-Treasurer~~Secretary-Treasurer.

6.410.4 Procurement of Consulting Services

Consulting Services include professional and technical services. Legal services do not apply to ~~this~~ section 10.5.

~~GRCA procedures for consultant selection are summarized in table 10.1.~~

~~Approval of the Secretary-Treasurer/Deputy CAO must be obtained whenever the estimated consulting fees are between twenty thousand dollars (\$25,000) and less than fifty thousand dollars (\$50,000) or the Chief Administrative Officer when fees are between fifty thousand dollars (\$50,000) and one hundred thousand dollars (\$100,000).~~

~~General Membership approval of consultants must be obtained whenever the estimated fees are likely to be greater than one hundred thousand dollars (\$100,000).~~ HR Policy 10.2 Purchasing Limits and Authorization apply in addition to the following consultant selection procedures summarized in Table 10.1:

Table 10.1 SUMMARY OF CONSULTANT SELECTION PROCEDURES		
Small Regular Assignments Between \$25,000 And less than \$50,000 (within approved Budget)	Large Regular Assignments Between \$50,000 And less than \$100,000 (within approved Budget)	Complex Assignments \$100,000 and over (within approved Budget)
<ul style="list-style-type: none"> - Approval of Terms of Reference by Secretary-Treasurer<u>Secretary-Treasurer/Deputy CAO or Chief Administrative Officer</u> - Identify qualified consultants - Select consultant - Request proposal - Negotiate fee and scope of work - Approval of Consultant by Secretary-Treasurer<u>Secretary-Treasurer/Deputy CAO</u> - Execute Agreement 	<ul style="list-style-type: none"> - Approval of Terms of Reference by <u>Secretary-Treasurer/Deputy CAO or Chief Administrative Officer</u> - Identify qualified consultants - Invite proposals - Evaluate proposals - Negotiate fee and scope of work - Approval of Consultant by <u>Secretary-Treasurer/Deputy CAO or Chief Administrative Officer</u> - Execute Agreement 	<ul style="list-style-type: none"> - Approval of Terms of Reference by Chief Administrative Officer - Identify qualified consultants - Invite proposals - Evaluate proposals (may interview consultants) - Negotiate fee and scope of work - Approval of Consultant by General Membership - Execute Agreement
For small assignments costing less than \$25,000, <u>section HR Policy 10.2 (iii)</u> will apply. Applicable agreements must be attached to the purchase requisition.		

6.510.5 Purchasing Limits/Authorized Buyers

All purchases will be approved by an Authorized Buyer. Limits for purchase approvals are as follows:

Staff	Approval Limit (aggregate value of purchase before sales tax)
Chief Administrative Officer Secretary-Treasurer <u>Secretary-Treasurer</u> /Deputy CAO	\$25,000 and greater
Directors and Managers (and others as approved by the Chief Administrative Officer)	Under \$25,000
All Other Authorized Buyers*	Under \$35 ,000

*Other Authorized Buyers Include:

Area Superintendents

~~Property-Lands~~ Analyst

Property Superintendent

Supervisor of Resource Planning

Supervisor of Conservation Outreach

Supervisor of Natural Heritage

Supervisor of Forestry Operations

Superintendent of Arboriculture

Supervisor of Maintenance and Operations

Project Supervisor

Architect/Supervisor of Information Technology Operations

Executive Director (Foundation)

Senior Engineer(s)

Water Quality Engineer

Water Control Structures Maintenance Supervisor

~~Executive Assistant~~Supervisor of Administrative Services

The above positions constitute the list of Authorized Buyers who can approve purchase requisitions, generate purchase orders, or approve invoices within their authorization limit and in accordance with section-HR Policy 10.2.

Purchasing authority for items included in the annual approved budget shall relate only to the program under which the Authorized Buyer is employed, unless Management approves a designated buyer for centralized purchasing of designated supplies, equipment, and services on behalf of the GRCA.

6-610.6 Preliminary Efforts

The following procedures can be utilized as considered appropriate, prior to conducting bid request efforts:

- **Request for Information (RFI)**

A RFI is used to determine the interest of the marketplace to provide goods or services which the GRCA is contemplating purchasing. An RFI can also be used to canvass the marketplace for insights into a specific need. Presumably, results would lead to a subsequent bid request document that incorporates the information acquired.

- **Request for Expression of Interest (RFEI)**

A RFEI can be used to develop a list of potential vendors for a specific project, often for procurement of a good or service. This in turn will be used if a formal bid process is embarked upon. The RFEI is not a bid opportunity document.

- **Request for Pre-Qualification (RFPQ)**

A RFPQ can be used to screen vendors or contractors for a project. Respondents are evaluated ~~in order to~~ develop a short list of the most qualified vendors or contractors. Weighted evaluation criteria must be used. The RFPQ leads to a subsequent bid request process.

6.710.7 Bid Request Formats

i) Public Tender

A Public Tender can be used for purchases greater than one hundred thousand dollars (\$100,000) before sales taxes to obtain the best price when the specifications of the required goods or services are clearly defined.

The Tender Opening Committee shall be comprised of:

- ~~Either the Chief Administrative Officer, Secretary-Treasurer/Deputy CAO, Manager of Corporate Services, or Financial Controller~~

- ~~_____~~

- The applicable Manager ~~or division Director~~
- The Project Manager

In the event of a break in board meetings beyond one month, tenders that fall within the approved budget/forecast may be approved by a committee comprised of:

~~•~~ The Chief Administrative Officer

~~•~~ ~~Secretary-Treasurer~~ Secretary-Treasurer/Deputy CAO

~~•~~ Chair

~~•~~ Vice-Chair

ii) Invitation to Tender

An Invitation to Tender can be used as a competitive tendering process where qualified suppliers or contractors are invited to submit sealed bids for construction or for supply of specific and clearly defined goods or services during a specified timeframe. Use of a prequalification process is required.

iii) Request for Proposal

A Request for Proposals (RFP) will be used for purchases greater than one hundred thousand dollars (\$100,000) before sales taxes to obtain best value solution to resolve a problem or to obtain a good or service when the exact specifications of the solution are not known. Weighted evaluation criteria must be used.

The Evaluation Committee shall be comprised of a minimum of:

- The Secretary-Treasurer/Deputy CAO ~~or Director~~

- The appropriate Manager
- The Project Manager.
- If a consultant has been retained to assist with the RFP, the consultant may be invited to act as a resource to the Evaluation Committee, as required

iv) Request for Quotation

A Request for Quotation (RFQ) can be used for purchases greater than one hundred thousand dollars (\$100,000) before sales taxes to obtain the best value when the specifications of the required goods or services are clearly defined. A minimum of three quotations are requested, and copies are kept on file for audit or reference purposes. Weighted evaluation criteria must be used.

Table 10.2 SUMMARY OF BID REQUEST PROCEDURES		
PUBLIC TENDER & INVITATION TO TENDER	REQUEST FOR PROPOSALS (RFP)	REQUEST FOR QUOTATION (RFQ)
1. A Project Manager will be appointed by the Chief Administrative Officer, or the Secretary-Treasurer/Deputy CAO, or Director and <u>the Project Manager</u> will prepare the bid document (i.e. Tender, Invitation to Tender, RFP, or RFQ)		
2. Approval of Terms of Reference by Secretary-Treasurer <u>Secretary-Treasurer</u> /Deputy CAO or CAO		
3. Log and safeguard all bid documents received		
4. Bid Documents will be reviewed in the presence of the defined opening committee (committee composition based on bid request format – Section <u>HR Policy</u> 10.8 i. to iv.)		
	<i>The Evaluation Committee (RFP) or Project Manager (RFQ) may conduct interviews and/or request additional information or clarification.</i>	
Table 10.2 SUMMARY OF BID REQUEST PROCEDURES		
5. If purchases are greater than \$100,000 before HST, Approval of General Membership is required for the awarding of the successful bid		
6. GRCA Signing Officers shall sign the appropriate documents as required		
<i>Bid requests are mandatory for purchases greater than one hundred thousand dollars (\$100,000) before sales tax and are optional for purchases less than one hundred thousand dollars (\$100,000) before sales tax.</i>		

The Project Manager will:

- Set a budget for the project
- Advise the Financial Controller or designate when the project starts (open project)
- Initiate all Purchase Orders, and track all Purchase Orders compared to budget
Advise the Manager of Corporate Services or designate when the project has been completed (close the project)

6-810.8 Emergency Purchases

Emergency situations may arise where the normal requirements of the Purchasing Policy would put the health or safety of people at ~~risk, or risk or~~ cause a risk of significant property damage.

Emergencies include, without limitation:

- an imminent or actual danger to the life, health or safety of an official or an employee while acting on the GRCA's behalf
- an imminent or actual danger to the life, health, or safety of the public due to a flood, a spill, a pollutant, a fire, extreme weather or other occurrence
- an unexpected and serious failure of a flood or erosion control structure owned or operated by the GRCA
- an unexpected interruption of an essential public service that poses a serious risk to the public (e.g. flood forecasting and warning system)
- an imminent or actual danger of destruction of real property belonging to the GRCA or others.

In an emergency, the following shall apply:

- Emergency Purchases underp to \$25,000

In certain emergency circumstances, work or purchases may be authorized by the Authorized Buyer that exceeds their approved purchasing limit to a maximum of \$25,000. As soon as possible after the work or purchase has been authorized, the appropriate authorized buyer must be notified and the Purchase Order must be approved in accordance with section-HR Policy 10.6.

- Emergency Purchases over \$25,000

Any ~~Director or~~ Manager shall be authorized to make emergency purchases in excess of \$25,000. As soon as possible after the work or purchase has been authorized, the CAO, Secretary-Treasurer/Deputy CAO or "acting" designate must be notified and the Purchase Order must be approved in accordance with section-HR Policy 10.6. A report may be presented to the General Membership where the expenditure exceeded one hundred thousand dollars (\$100,000) at the next scheduled meeting, outlining the nature of the emergency and the goods and services purchased under this exception.

711PURCHASE ORDERS

7.411.1 Use of Purchase Orders

Consistent use shall be made of electronic purchase requisitions according to the conditions outlined in section-HR Policy 10.2 and in accordance with exceptions indicated in section-HR Policy 11.4

Electronic Purchase Requisitions

- Any staff person can initiate an electronic purchase requisition, which must then be delegated to the authorized buyer(s) for approval in a hierarchal manner in accordance with section-HR Policy 10.6. Contracts, quotations and/or supporting documentation should be attached to the requisition.
- Once the purchase requisition is approved, Accounting will generate the Purchase Order (PO) and forward a copy via e-mail to the staff person who initiated the purchase

requisition. Suppliers may be forwarded a PDF of the PO. Suppliers must quote the PO number on their invoice and will be asked to submit invoices electronically to accountspayable@grandriver.ca.

- Invoices received against an approved PO may be authorized for payment by the requester if the item/service has been received in good order and the invoice amount does not exceed the remaining PO amount.
- Once the PO has been completely fulfilled, the staff person who initiated the requisition will advise [Accounts Payable](#) of PO completion either by email or when submitting the final supplier invoice to Accounting.

Purchase Orders for Commodities

Due to changes in economic conditions, ~~contracts~~ purchases related to commodities may have significant pricing fluctuations over the contract term. HR Policy 10.2 must ~~apply~~ be followed upon ~~contract establishment~~ at the time of initial purchase, and HR Policy 11.5 applies for any applicable increase requests.

Purchase Orders for Multi-year contracts

The purchase order must reflect the total value of the ~~contract~~ purchase in accordance with HR Policy 10.2, and ~~should~~ outline the annual contractual amounts on separate line items on the PO. If an increase request is required, then HR Policy 11.5 would apply per fiscal year(s). Invoices can only be applied to the line item related to the year in which the goods/service is received.

7.211.2 Use of Purchase Cards

Purchase cards may be issued to Superintendents, the Secretary-Treasurer/Deputy CAO, and others as authorized by the Chief Administrative Officer.

The following limitations on the use of Purchase Cards apply:

- Five thousand dollars (\$5,000) per transaction
- Up to ~~Twenty~~ twenty thousand dollars (\$20,000) per month

The cardholder matches all original vouchers to the monthly statement, indicates the appropriate general ledger accounts to allocate expenses to, obtains approval from the appropriate Manager ~~or Director~~ who approves the statement and forwards the package to Accounting for processing.

7.311.3 Use of Blanket Purchase Orders:

Blanket Purchase Orders should be used when the total dollar value that will be expended is known or can be reasonably estimated for the duration of the fiscal year, and where the purchase relates to regularly stocked items or recurring similar services (i.e. budgeted expenditure).

7.411.4 Conditions Where Purchase Orders Are Not Required

It would not normally be considered necessary to issue Purchase Orders for the following expenditures:

- Purchases of less than one thousand dollars (\$1000) in accordance with ~~section~~ HR Policy 10.2 ii)
- Purchases of professional services including, insurance, audit, and legal where an alternative agreement exists (a signed contract/ agreement for a specific service, an engagement letter, etc.)

- Specific payments related to land purchases and easements, payroll and employee benefits, membership dues and subscriptions, travel expenses, postage, and other similar administrative expenditures
-
- Recurring purchases including utility, communications or tax charges where they are charged to pre-approved accounts
-

11.5 Approval Requirements for Expenditures Exceeding Original Purchase Order Limit

9.2 Original Purchase Order under \$100,000 (before HST)

A change request will be completed via email or memo and sent for approval using the same hierarchical authorization levels as obtained for the initial purchase order.

Original Purchase Order over \$100,000 (before HST)

~~Where any purchase of goods or services has been authorized under the staff purchasing policy and guidelines~~ The following approval rules apply:

~~(A), T~~he Chief Administrative Office or Deputy CAO/~~Secretary Treasurer~~ Secretary Treasurer may authorize disbursement of additional funds provided that the at least one of the following criteria related to additional funds the increase request is met.

Additional funds:

~~(a) — Do (ia) Do~~ Must not exceed the greater of \$100,000 or ten percent 10% of the original contract board approved project budget

~~(b) (iib) Are available within the program budget or board approved forecast adjustment, or board approved project budget~~

~~(c) — (iiic) Are required to complete works that are necessary as part of the original contract~~

~~— If all three conditions in 11.5 (a), (b), and (c) are not met, approval of the General Membership is required. Approval by the General Membership is required if all of the following criteria related to the increase request is met:~~

Additional funds:

~~(i) exceed the greater of~~ Must not exceed the greater of \$100,000 or ten percent of the board approved project budget

~~(b) (ii) Are not available within the program budget or board approved forecast adjustment~~

~~(iiic) Are not required to complete works that are necessary as part of the original contract~~

Where any purchase of goods or services has been previously authorized under this By-law, the Chief Administrative Officer or Secretary-Treasurer/Deputy CAO may authorize disbursement of additional funds provided that the additional funds:—

(a) shall not exceed the greater of \$100,000 (before HST) or ten percent (10%) of the original contract price:—

(b) are available within the program budget or forecast; and—

(c) are required to complete works that are necessary as part of the original contract.—

10-12 STAFF ORGANIZATION

7-512.1 General Responsibilities of Officers and Senior Staff

(A) Chair/Vice-Chair(s)

The Chair and Vice-Chair are elected annually by the General Membership and are officers of the GRCA charged with responsibilities set out in the By-laws of the GRCA

(B) Chief Administrative Officer

The Chief Administrative Officer is appointed by, and reports to the General Membership of the GRCA consistent with the By-laws of the GRCA.

The Chief Administrative Officer has full charge and direction of all Employees of the GRCA, including the approval of position specifications and salary administration, and is responsible for directing and co-ordinating the implementation of programs, policies, and decisions which the GRCA approves or adopts.

The Chief Administrative Officer provides information and liaison to Member Municipalities, Provincial/Federal bodies, and members of the public and client groups as requested by the GRCA and conducts the official correspondence of the GRCA.

(C) Secretary-Treasurer

The Secretary-Treasurer is appointed by the General Membership of the GRCA and fulfills the requirements of the Secretary-Treasurer as defined in the Conservation Authorities Act and the By-laws of the GRCA. The Secretary-Treasurer reports to the Chief Administrative Officer.

7-612.2 Management Committee

The Management Committee is composed of the Chief Administrative Officer, the Secretary-Treasurer, ~~the Directors,~~ Managers, and others named by the Chief Administrative Officer.

The Management Committee meets at the call of the Chief Administrative Officer. The Chief Administrative Officer or his/her designate shall act as Chair.

The function of this Committee in general terms shall be to discuss, co-ordinate, and recommend to the Chief Administrative Officer an appropriate course of action to be taken by the GRCA regarding matters which impact ~~the on~~ GRCA. All such matters must be within staff jurisdiction.

Special functions of this Committee shall be:

- To review the material being presented to the Committees of GRCA and to contribute recommendations to the Chief Administrative Officer that will reflect the best interests of the GRCA;
- To review budget estimates;
- To review the progress of various projects and programs of the GRCA;
- To review new or revised policies and procedures.

7-712.3 Acting Chief Administrative Officer

In the absence of the Chief Administrative Officer for any reason, the ~~Secretary-Treasurer~~Secretary-Treasurer/Deputy CAO is “Acting” Chief Administrative Officer. If both the Chief Administrative Officer and ~~Secretary-Treasurer~~Secretary-Treasurer/Deputy CAO are absent, they will appoint an alternate “Acting” Chief Administrative Officer.

813REGULAR SERVICE EMPLOYEE REQUIREMENTS

8-413.1 General Requirements:

Regular Employees shall mean all Salaried and Hourly-Rated Employees in Regular Service positions who have satisfactorily completed the required probationary period.

Applicants hired for Regular Service shall:

- i. Serve a probationary period of six (6) months which may be extended for a further period in exceptional cases as authorized by the Chief Administrative Officer;
- ii. Be evaluated during the probationary period as to performance and ability;

A probationary review shall be conducted with the Employee, upon notification and receipt of the Probationary Appraisal form from the Manager of Human Resources, by his/her Supervisor at least two (2) weeks prior to completion of the probationary period. A report of this interview (Probationary Review Report) must be filed by the appropriate Manager with the Manager of Human Resources, prior to the expiration of the probationary period outlining recommendations.

All Regular Employees shall be entitled to annual vacations, sick leave, and statutory holidays with pay and to other Employee benefits in accordance with the Human Resources Policies of the GRCA.

All Regular Employees shall participate in the GRCA’s Group Insurance Plan. The mandatory effective date for enrollment is six (6) months from the start date in a Regular, Full-time position, excepting those Employees who can claim exemption through their spouse, etc.

For the purposes of employee benefits, the probationary period may be waived at the discretion of the ~~Secretary-Treasurer~~Secretary-Treasurer/Deputy CAO for Regular Employees. Approval from the insurer is required.

All Employees appointed to Regular Service must be enrolled in the Ontario Municipal Employees Retirement System (OMERS) pension fund on the date of appointment with no probationary waiting period.

914SEASONAL, TEMPORARY, PART-TIME, AND CASUAL EMPLOYEE and STUDENT REQUIREMENTS

1.2. Seasonal Service

- i. Seasonal Employees, excluding summer students, shall mean all Employees hired by GRCA on a Seasonal basis.
- ii. Seasonal Employees shall:
 1. Receive remuneration only for the actual time worked;
 2. Receive vacation pay each pay period at the rates stipulated in the current Employment Standards Act and/or the Collective Agreement;
 3. Contribute to employment insurance in accordance with the current

- Employment Insurance Act as required;
- 4. Contribute to the Canada Pension Plan;
- 5. Contribute to OMERS Pension Plan as applicable;
- 6. Receive remuneration for Paid Holidays that fall within their working season in accordance with the Employment Standards Act and the Collective Agreement (where applicable); and
- 7. Contribute to the Group Health and Dental Insurance Plan if applicable

1.3. Temporary Service

A temporary position typically relates to employment for a specific project for a defined period of time usually less than fifteen (15) months however, under certain circumstances, this term could be longer. In addition, a temporary Employee is defined as an Employee who fills in for a full time or seasonal Employee who is absent due to an approved leave of absence, illness, vacation, temporary transfer or accident. Jobs that become vacant while Employees are on layoff, may be filled by a temporary Employee.

A Temporary Employee shall:

- iii. Receive remuneration only for the actual time worked;
- iv. Receive vacation pay each pay period at the rates stipulated in the current Employment Standards Act and/or the Collective Agreement;
- v. Contribute to employment insurance in accordance with the current Employment Insurance Act as required;
- vi. Contribute to the Canada Pension Plan;
- vii. Contribute to OMERS Pension Plan as applicable;
- viii. Receive remuneration for Paid Holidays in accordance with the Employment Standards Act and the Collective Agreement (where applicable); and
- ix. Contribute to the Group Health and Dental Insurance Plan if applicable

1.4. Part-Time Hourly-Rated Service

Part-Time Hourly-Rated Employees shall mean all Employees working regularly scheduled hours less than a normal work week as established by the immediate Supervisor.

A Part-Time Hourly-Rated Employee shall:

- x. Receive remuneration only for the actual time worked;
- xi. Receive vacation pay each pay period at the rates stipulated in the current Employment Standards Act;
- xii. Contribute to employment insurance in accordance with the current Employment Insurance Act as required;
- xiii. Contribute to the Canada Pension Plan;
- xiv. Contribute to OMERS Pension Plan as applicable; and
- xv. Receive remuneration for Paid Holidays in accordance with the Employment Standards Act and the Collective Agreement (where applicable).

1.5. Casual Part-Time Service

Casual Part-Time Employees shall mean all Employees who work on an intermittent basis where no minimum or regularly scheduled hours are established.

A Casual Part-Time Employee shall:

- xvi. Receive remuneration only for the actual time worked;
- xvii. Receive vacation pay each pay period worked at the rates stipulated in the current Employment Standards Act;
- xviii. Contribute to employment insurance in accordance with the current Employment Insurance Act as required;
- xix. Contribute to the Canada Pension Plan;
- xx. Contribute to OMERS Pension Plan as applicable; and
- xxi. Receive remuneration for Paid Holidays in accordance with the Employment Standards Act and the Collective Agreement (where applicable).

1.6. Students

Students performing work of the bargaining unit (with the exception of except for post-secondary co-operative education students) employed during the school vacation period only are Non-Union, and therefore excluded from the bargaining unit. Other student positions may also be considered Non-Union, depending on the nature of their work. Students are employed on an hourly basis for a normal workweek of five (5) days and work either thirty-five (35) or forty (40) hours per week at such times as scheduled by the immediate Supervisor. Students may have the opportunity to work beyond the school vacation period up to Oct. 15. If they do so and work less than 30 hours per week their status remains as a student, however, if they are not going back to school or they are working more than 30 hours per week, they will convert to a unionized temporary Labourer job level 2 position for this period of time. Co-op students, both paid and unpaid, may be hired by the GRCA.

Students shall:

- xxii. Receive remuneration only for the actual time worked;
- xxiii. Receive vacation pay each pay period worked at the rates stipulated in the current Employment Standards Act;
- xxiv. Contribute to employment insurance in accordance with the current Employment Insurance Act as required;
- xxv. Contribute to the Canada Pension Plan;
- xxii-xxvi. Contribute to OMERS Pension Plan as applicable; and
- xxiii-xxvii. Receive remuneration for Paid Holidays in accordance with the Employment Standards Act and the Collective Agreement (where applicable).

Students shall receive compensation for a Paid Holiday in accordance with Employment Standards.

15 SALARY AND WAGE ADMINISTRATION

9-15.1 Establishment of Salary and Wages

15.1.1 Salary and Wage Scales

A Salary Scale shall be established which shall be applicable to Non-Union Employees.

A Wage Scale to be contained in the Collective Agreement shall be established for Bargaining Unit Employees.

~~15.1.2~~ 15.1.2 *Pay-for-Performance*

Employees may progress through the steps in their Salary/Wage Grade based on satisfactory performance as evaluated by their individual Supervisors and approved by the Manager ~~and/or Director~~. Employees are assessed based upon the preceding year's performance and is tied to the Staff Development Program. The effective date of Pay-For-Performance grid step increases is July 1st of each year for non-union, regular full-time employees only.

Employee salary and wage increases must be:

- Approved by the Chief Administrative Officer;
- Within budgetary limits;
- Within the approved Salary & Wage Scale for the positions.

When applicable, wage scale adjustments shall be effective on the first day of January each year or at such other times as approved by the Board or as specified in the Collective Agreement for Bargaining Unit Employees.

Salary scales shall be reviewed annually and at such other times as may be deemed necessary by the Chief Administrative Officer to take into consideration market conditions and the cost-of-living index as published by Statistics Canada and recommendations for adjustment shall be made through a Confidential Report to the General Membership for approval.

Bargaining Unit Employees shall adhere to the terms and conditions of the Collective Agreement with respect to increment adjustments.

Reclassification of positions may occur where the nature of the responsibilities attached to a position change and where the job evaluation system indicates a change. This change must be approved by the Chief Administrative Officer.

The pay period shall be on a bi-weekly basis, and payment is subject to procedures as set by the Chief Administrative Officer.

The Payroll Department will not issue any remuneration, in advance of the day it is due.

9.215.2 *Staff Development Program*

Full-Time, Regular Part-Time, Seasonal, and Temporary Employees are required to participate in a Review Meeting with their Supervisor on an annual basis. Annual Staff Development Review Meeting forms will be completed and returned to Human Resources by February 28th for ~~Directors and~~ Managers and April 30th for all other Employees.

~~An non-union~~ non-union regular full time Employee, who is active on January 1st of any year, is eligible for consideration for a grid step on July 1st of the same year (i.e. has completed six (6) months continuous full-time service).

The Staff Development Program is based on the premise that:

- ~~The~~ The GRCA is responsible for assisting in the development of its Employees; ~~and~~

- Employees are a partner in this process and should communicate their career ambitions, training needs, and career goals and development plans.
 - Goals for the year will be jointly developed and aligned with the strategic priorities and goals of the department and of the GRCA.
 - Employees have the right to know how they are performing and how their career is progressing.
- This process will include the GRCA corporate values.

1016 STAFF POSITION LISTING

Human Resources maintains a current listing of positions and their corresponding wage grades and salary and wage scales.

1117 HOURS OF WORK

11.117.1 Minimum Hours of Work

The following minimum hours of work shall apply to all non-union Employees in the GRCA's service:

NON-UNION SALARIED – Regular hours are thirty-five (35) per week, normally Monday to Friday from 8:30 a.m. to 4:30 p.m. with one (1) hour lunch break, and at such other times as directed by the Chief Administrative Officer, ~~Secretary-Treasurer~~Secretary-Treasurer/Deputy CAO or the appropriate ~~Director~~Manager.

NON-UNION LAND MANAGEMENT ~~DIVISION~~ FIELD STAFF (including Area Superintendents, Supervisor of Central Services, ~~Nursery Superintendent~~, Supervisor of Forestry Operations and the Superintendent of Arboriculture Operations) – Shall work a minimum of eighty (80) hours per pay period (ten (10) – eight (8) hour days) during peak season and a minimum seventy (70) hours per pay period (ten (10) – seven (7) hour days) during off-season. Peak season is normally April 1 to October 31, but the appropriate Manager may modify dates for individual areas.

Area Superintendents shall:

- work Saturday and Sunday when scheduled;
- work normal working hours unless otherwise directed as set out in approved work schedules for each Conservation Area and other times as deemed necessary by the appropriate Manager or the Employee's immediate Supervisor.

Salaried "Temporary" Employees shall work the regular days and hours of work established at the time of hiring. Hours of work must also be designated on the hiring form by the hiring Supervisor.

Students are non-union and therefore excluded from the Bargaining Unit. Students are employed for the school vacation period on an hourly basis for a normal workweek of five (5) days and either thirty-five (35) or forty (40) hours per week at such times as scheduled by the immediate Supervisors.

Students may have the opportunity to work beyond the school vacation period for less than 30 hours per week. If they are working under 30 hours per week their status will remain student. If they are not going back to school or they are working more than 30 hours per week they will convert to a unionized temporary Labourer ~~job level 2 position~~.

11.217.2 Hours of Work - Bargaining Unit Employees

Hours of work for bargaining unit Employees will be as described in the Collective Agreement between the GRCA and Ontario Public Service Employees Unit (OPSEU – Local 259).

11.317.3 Overtime Non-Union

Non-Union Employees, excluding Land Management Field Staff as listed above, will receive compensating time off in lieu of overtime on an hour for hour basis, for approved overtime to a maximum net accrual of thirty-five (35) hours. Exceptions whereby Land Management Field Staff receive pay for overtime must be authorized by the Chief Administrative Officer.

Claims beyond thirty-five (35) hours in Human Resources Policy No. 17.3 must be authorized by the Chief Administrative Officer.

Compensating Time Off for Overtime: Non-Union Staff

Approved overtime credits for the purpose of compensating time off shall be forfeited unless taken prior to December 31st of the year in which it was earned.

Where overtime hours are earned, they must be recorded on the electronic time sheet of the Employee on the day in which they were earned, and the eligible accumulation reported in the electronic accrual balances.

When overtime hours are used for time off, they must be recorded as such on the electronic time sheet. An Employee shall not be recorded as present if he/she is not at work.

Overtime shall be pre-approved by the Manager or a Supervisor who is authorized by the Manager for that purpose and the approval shall be given before the overtime is performed. In an emergency where it is not practical to approve overtime before it is performed, for example for Senior Flood Operators and Duty Officers, the overtime shall be approved after the work has been performed.

11.417.4 Overtime – Bargaining Unit Employees

Overtime for bargaining unit Employees will be as more specifically described in the Collective Agreement between the GRCA and Ontario Public Service Employees Unit (OPSEU – Local 259).

11.517.5 Standby

Non-union Employees who are assigned to standby duty by the appropriate Manager and approved by the Chief Administrative Officer shall receive thirty-five (\$35.00) dollars per day, Standby pay amount will be forty (\$40.00) dollars per day effective January 1, 2024. Employees who perform work while on standby duty will receive compensating time off based on actual time worked resulting from standby calls.

Standby duty for bargaining unit employees will be as described in the Collective Agreement between the GRCA and the Ontario Public Service Employees Unit (OPSEU – Local 259).

All employees assigned to standby duty must be fit for duty. -It is the expectation that all employees are fit to safely and reliably perform their work duties while on standby and are free from impairment due to alcohol and/or drugs. -In accordance with HR Policy 1.3.2, all employees are prohibited from being under the influence of alcohol, recreational marijuana, or illegal drugs while on standby.

Standby response expectations ~~for~~ include the following requirements:

- Conservation Area employees during operating season include:
 - Phone response 7 days a week, 24 hours a day; attend on site for critical injury, staff harassment, staff injury, severe weather event, major damage to property, in full uniform and fit for work, ready and available to work without encumbrances
- Dam Operators:
 - Dam response time to be on-site within of 450 minutes or less, except where specific exceptions have been authorized. Additional expectations for response time and duties Dam Operators are as can be found outlined in the memo "Staff Roles in Flood Management and Dam Operations".
- Duty Officer:
 - Phone response 7 days a week, 24 hours a day; be located within the general area; be able available to report to the Flood Control Center at the GRCA Administrative Office or other location as required during a flood event. Additional expectations regarding response time and duties are as per the Duty Officer Manual.
- Senior Operator:
 - Phone response 7 days a week, 24 hours a day; be located within the general area; Be able to report to the Flood Control Center at the GRCA Administrative office or other location as required available during flood events. Additional expectations regarding response times and duties are as per the Duty Officer Manual and in the memo "Staff Roles in Flood Management and Dam Operations".

IT:

- Part of a 3 week rotation after hours to support Engineering Water Management, Senior Operator(s), and the Conservation Area operations with respect to: the monitoring network and connectivity; be available during flood events; be accessible by cell phone and have laptop available to respond to calls within one hour; be located within the general area of the watershed and be able to return to the administration centre if required within two hours of the call.

Flex-Time

16.117.6 Flex-Time Schedules

11.5.117.6.1 Flex Hours

A Manager may approve a 'flex-hours' schedule that differs from the regular hours of operation for the GRCA on the recommendation of the appropriate Supervisor. Core hours of work shall be maintained between 9:30 a.m. to 3:00 p.m. with not less than thirty (30) minutes for a lunch break.

An Employee's schedule, as approved by the Manager, will remain the same each week unless a change is approved. (see Human Resources Policy No. 17.9).

11.5.217.6.2 Flex Work Week

A Manager may approve a 'flex work week' schedule. A staff member must submit a written proposal and implementation of a flex work schedule must ensure that operational needs continue to be met.

The implementation of any variation in hours shall not result in any additional overtime work or additional payment by reason only of such variation, nor shall it be deemed to prohibit the right of the GRCA to schedule any hours of work permitted by the terms of employment.

Work hours may be flexed over no more than four (4) weeks and the arrangement should clearly define the hours of work over the relevant time period. This work arrangement may, if appropriate, be applied on a seasonal basis. Attendance reporting shall be mutually agreed between the Employee and the GRCA.

Where a flex work week arrangement is proposed for a Bargaining Unit Employee, the Union must be informed of the proposal and consent to any individual arrangement.

~~11.5.3~~17.6.3 Flex Schedule Review

Alternative work arrangements may be defined in length, and/or reviewed in accordance with the written agreement. At a minimum, a review must occur every two (2) years. The GRCA retains the right to terminate the arrangement upon providing four (4) weeks of written notice to the Employee and signed by the Supervisor and the Manager in consultation with the Human Resources Department. The GRCA will provide a twenty (20) day notice period to the Union prior to terminations of individual flex work week schedules of bargaining unit employees.

~~11.6.1~~17.7 Inclement Weather/Office Closures

The safety and health of Employees and Volunteers is of primary concern to the GRCA. Employees and Volunteers will not be expected to work in adverse weather conditions that place their health and safety at significant risk.

~~11.6.1~~17.7.1 Definition - Inclement Weather

Intense adverse weather conditions such as heavy snow, ice, rain, or fog, excessive heat, humidity, or wind, or other similar weather conditions that create significant risk to the health and safety of Employees and Volunteers.

~~11.6.2~~17.7.2 Management PracticesEmployee Responsibility

~~Responsibility of Employee~~—In situations of inclement weather, each Employee is responsible for making a reasonable effort to arrive at his/her work location and/or his/her clients. If the Employee is unable to attend work due to inclement weather, he/she must contact his/her Supervisor (or designate) immediately. An Employee will not be disciplined for failing to attend work due to inclement weather, if he/she has satisfactorily followed the procedures contained in this policy.

~~11.6.3~~17.7.3 Family Demands

Those Employees who are unable to attend work due to family responsibilities resulting from inclement weather (i.e. Schools, daycare facilities being closed, etc.) must contact their Supervisor (or designate) immediately. In this case, the Employee may request an Emergency day as outlined in Human Resources Policy No.20.2.

~~11.6.4~~17.7.4 Payment

In consultation with the Employee, the Supervisor will select one of the following options for addressing the Employee's lost work time (whole or partial day) due to inclement weather (excluding operation closures):

- Loss of pay for the lost work hours
- Vacation (where the Employee is eligible and if the absence is equal to one half or one whole day)
- Accumulated Overtime
- Making up the lost time (at home on the day of the inclement weather or working

additional hours outside the Employees normal working hours, with the Supervisor's approval)

~~11.6.5~~17.7.5 Sick days

• (i.e. short term disability) are not to be used for making up time lost due to inclement weather.

Operation Closures

If weather conditions are such that travel to and from work is extremely hazardous, the Chief Administrative Officer may declare operations closed for a day or part thereof. The most senior Supervisor (or designate) at the office location has the authority to close the respective office location or shorten the work day and they must advise their Manager ~~and Director~~ of their actions.

If the Chief Administrative Officer declares operations closed for a day or any part thereof, Employees shall be paid on the same basis as if they worked their regularly scheduled hours.

~~11.7~~17.8 Scheduled Time

In order to allow management to address the current priorities of their Departments (i.e. attend night meetings, etc.), weekly hours may be scheduled, which vary from the hours normally worked by an Employee. The scheduled time is not restricted to core hours as defined in Human Resources Policy No. 17.7, when approved by the ~~Secretary-Treasurer~~Secretary-Treasurer/Deputy CAO, ~~Director~~ or Manager. The hours worked outside of the normal hours will be offset by compensating time off within two (2) weeks, or the Overtime Policy will apply.

~~11.8~~17.9 Disconnect from Work

Disconnecting from work is important for an individual's wellbeing, and helps employees achieve a healthy and sustainable work-life balance. Disconnecting ~~form~~from work means to not engage in work-related communications, including emails, telephone calls, video calls, or the sending or reviewing of other messages, ~~so as to~~be free from the performance of work.

This policy applies to all employees of the GRCA considered employees under the ESA.

In the ordinary course of business there will be situations when it is necessary to contact other employees outside of an employee's normal working hours, including but not limited to:

- a) when assigned to standby duty as per HR Policy 17.6 or as per the Collective agreement;
- b) checking availability for scheduling;
- c) to fill in on short notice for a colleague who has called in sick or is unavailable for work;
- d) where unforeseeable circumstances may arise;
- e) where an emergency may arise;
- f) where employees voluntarily wish to communicate with one another for work-related purposes outside of their normal working hours; or
- g) other business or operational reasons that require contact outside of an employee's normal working hours.

Nothing in this Policy precludes the GRCA or other employees of the GRCA from contacting employees outside their normal working hours for circumstances as outlined above, or as otherwise

required to meet operational needs, subject to any rights or other entitlements the receiving employee may have under the ESA.

Employer Responsibilities

The GRCA will make reasonable efforts to ensure that all employees, regardless of their place of work, are:

- a) informed of what their normal working hours are reasonably expected to be and are informed of the circumstances in which they will be expected to engage in work-related communications outside their normal working hours;
- b) able to take applicable meal, rest periods, and hours free from work as required by law, policy and/or applicable collective agreement language; and
- c) able to take vacation or other leave entitlements as required by law, contract, and/or applicable collective agreement language.

Employee Responsibilities

All employees should make reasonable efforts to comply with the following in the course of their work:

- a) to disconnect from work where possible after fulfilling their required hours based on their employment letter or applicable collective agreement provisions;
- b) are not expected or required to respond to work-related communication outside their regular working hours, while on break, or during any paid or unpaid time off;
- c) cooperate fully with any applicable mechanism ~~utilised~~utilized by the GRCA to record working time or update their working status (e.g. out-of-office messages), including when working remotely, flexibly or when mobile;
- d) be mindful of other employees', customers/clients', vendors' and other third parties' working hours; (e.g. by not routinely emailing or calling outside of normal working hours or expecting answers or responses outside of normal working hours)
- e) comply with the GRCA's overtime policy, Call In policy, Standby policy, and Flex Time Schedules, including any requirements to obtain prior approval before performing overtime work; For the purposes of this policy, an employee being compensated to be on standby/on call does not have the right to disconnect from work related to the reasons for being on-call (communication unrelated to being on-call may be addressed during normal working hours).
- f) employees who, on a regular basis, cannot manage their workload during their regularly scheduled hours should meet with their direct supervisor/manager to evaluate their current workload, priorities, and due dates. Managers/supervisors should work with employees to come up with a solution to ensure regular job duties can be completed during their normal work day.

Ability to Disconnect from Work

An employee's normal working hours are as set out in the HR Policies and/or applicable collective agreement. Normal working hours for employees may vary. It is important to remember that all employees' ability to disconnect from work is within the context of their own individual work schedules and GRCA's operational needs and the duties and obligations of the employee's position.

Despite the establishment of normal working hours, all employees recognize that there may be busier periods or other circumstances where work must be completed outside of normal working hours.

Nothing in the Policy precludes the GRCA or other employees of the GRCA from contacting other employees outside of what may be considered normal working hours or standard business hours, subject to any rights or entitlements the receiving colleague or employee may have under their employment letter, applicable collective agreement and/or their minimum statutory entitlements under the ESA.

This Policy does not afford employees a “right to disconnect” beyond what is within their individual employment letter, applicable collective agreement and/or their minimum statutory entitlements under the ESA, which may include rights or entitlements speaking to: normal hours of work and hours free from work, overtime pay, meal and/or rest periods, public holidays and public holiday pay, and vacation.

Nothing in this Policy is intended to amend or supersede any grievance procedure or other aspect of any applicable collective agreement.

It may be necessary to communicate with or forward important information to an employee who is not working. If employees do send communications to others who are not at work, they should not expect a response until the other employee returns. If the matter is urgent or an emergency and requires an immediate response from a colleague, employees should reach out to their manager/supervisor, or other management designate, if their manager/supervisor is also away from work.

The GRCA understands the importance for employees to have time off away from work. Employees should use their breaks and annual vacation time in accordance with the Collective Agreement and Human Resources Policies.

Reporting Concerns

All employees are expected and required to report any concerns or issues to their immediate supervisor that they feel is impacting their ability to ~~disconnect from work~~disconnect from work. If that is not appropriate or the matter cannot be resolved by doing so, employees should direct their concerns or issues to Human Resources. Employees will not be subject to reprisal for reporting such concerns as outlined above.

Posting, Notice, and Retention

The GRCA shall provide a copy of this Policy to each employee within 30 calendar days of implementation. Should any changes be made to the Policy after its implementation, the GRCA shall provide each ~~employee~~employee with a copy of the revised Policy within 30 days of the changes being made.

The GRCA will provide a copy of this Policy to all new employees upon onboarding and within 30 calendar days of the employee commencing employment with the GRCA.

The GRCA will retain a copy of this and any revised version of this Policy for three years after it ceases to be in effect.

12.18 PAID HOLIDAYS

12.18.1 Paid Holidays

The following days are Paid Holidays:

- New Year's Day
- Family Day
- Good Friday
- Easter Monday
- Victoria Day
- Canada Day
- Civic Holiday
- Labour Day
- National Day of Truth and Reconciliation
- Thanksgiving Day
- Remembrance Day
- Christmas Day
- Boxing Day
- And such other days as may be authorized by the General Membership.

When any of the above-named Holidays fall on a Saturday or Sunday, the Friday preceding or the Monday succeeding such Holiday shall be designated by the Chief Administrative Officer as the day in lieu of the Holiday.

Paid Holidays reported on attendance records and work reports, must be designated as such ~~so as to~~ not confuse them with vacation time or time off. If these Holidays are accumulated and taken at a later date, the name of the Holiday must be listed on the report for ease of identification.

The Employment Standards Act sets out rules for entitlements, pay and premium pay for Public Holidays. The GRCA will follow these rules for all days identified in (18.1) as Paid Holidays. As outlined in the Employment Standards Act, to qualify, Employees must work their last regularly scheduled work day before and their first regularly scheduled work day after the Holiday, unless reasonable cause exists for not doing so. Paid holiday pay is based on the regular wages and vacation pay over the four (4) weeks preceding the Holiday, divided by twenty (20).

12.218.2 Working on a Paid Holiday

Salaried Employees who are required to work on a Paid Holiday will receive time and one-half (1 and 1/2) for the day and a day to be taken at a time mutually agreeable to the Employee and Supervisor.

Superintendents I, II, and III, Supervisor of Forestry Operations, Supervisor of Arboriculture and Supervisor of Maintenance and Operations who work on any of the Paid Holidays listed above, will receive compensating time off on an hour for hour basis:

Bargaining Unit Employees, who are required to work on a Paid Holiday, will be compensated for such Holiday as per the Collective Agreement.

12.318.3 Christmas Eve and New Year's Eve - Early Closure

When an employee is normally scheduled to work on Christmas Eve and New Year's Eve, the employee shall be given a half-day off for both days not to exceed 3.5 hours each day, when those

dates fall on weekdays.

13.19 ANNUAL VACATION

13.19.1 General

Annual vacation period shall be based on the calendar year.

Vacation periods shall be scheduled to the satisfaction of the Chief Administrative Officer or the appropriate Manager.

13.19.2 Regular Employees

Regular Full-time Employees may be entitled to an annual vacation period with pay as follows:

Length of Service (Based on Calendar Year)	Vacation Entitlement
1 – 4 continuous years	15 working days
5 – 9 continuous years	20 working days
10 – 14 continuous years	22 working days
15 – 20 continuous years	24 working days
21 -26 continuous years	27 working days
27 continuous years	28 working days
28 continuous years and up	29 working days

Included in the calculation of a Regular Full-time Employee's length of service shall be:

- Prior Regular Service;
- Continuous Temporary Service with the GRCA;
- Any service credited upon hire.

Regular Full-time Employees terminating their service during the year who have not taken their annual vacation shall be paid for their entitlement pro-rated for those months worked. If, on the date of termination, the number of vacation days already taken that year exceeds their pro-rated entitlement, the credit for the unearned vacation shall be deducted from the Employee's pay.

A Regular Full-time Employee may be permitted to transfer unused vacation days from one (1) year to another on the following basis:

- Written approval from the Chief Administrative Officer must be obtained by December 31 of the calendar year in which the unused vacation days are accumulated;
- An Employee can carry over up to ten (10) days of their annual entitlement from one (1) calendar year to the next. In the event of exceptional circumstances, the Chief Administrative Officer may grant permission for the Employee to carry over more than ten (10) days.
- Vacation carryover will only be allowed in compliance with the Employment Standards Act.

A Regular Part-Time Employee shall receive vacation in the same manner as a Regular Full-time Employee except that it shall be based on length of service and pro-rated based on regular or seasonal part-time hours of work divided by the hours of work for the equivalent full-time position (either one thousand, eight hundred and twenty (1820) hours or one thousand, nine hundred and

seventy-five (1975) hours as applicable). Where no full-time position exists the hours will be divided by one thousand, eight hundred and twenty (1820) hours.

For Hourly Rated Bargaining Unit Employees, vacation entitlement and procedure will be as described in the Collective Agreement.

13.319.3 Seasonal Employees

Seasonal Employees shall be entitled to vacation pay as per the Employment Standards Act and outlined in Human Resources Policy No. 14

14.20 LEAVE OF ABSENCE

All leaves of absence must have a leave of absence request form completed and approved by the Chief Administrative Officer in advance.

14.20.1 Leave of Absence with Pay

The Chief Administrative Officer may grant a leave of absence with pay for not more than one (1) month in any calendar year to a Regular Employee upon special or compassionate grounds and the period of leave shall be charged against the sick pay credits of the Employee. This leave will only be granted in exceptional circumstances wherein other options have been exhausted. The length of service and past attendance record will be taken into consideration when granting such leave.

The Chief Administrative Officer may grant a leave of absence with pay for not more than one (1) month in any calendar year to a Temporary, Part-time, or Seasonal Employee for sickness, special, or compassionate circumstances beyond his/her control. The length of service and past attendance record will be taken into consideration when granting such leave.

14.220.2 Leave of Absence without Pay

16.1.220.2.1 Unpaid Leaves

The Chief Administrative Officer may grant a leave of absence without pay for not more than six (6) consecutive months, in any calendar year to a Regular Employee provided that such leave shall be:

- For multiples of one (1) week duration and that the total weeks granted be taken consecutively;
- Recommended by the ~~appropriate Director or Secretary-Treasurer~~ Secretary-Treasurer/Deputy CAO who must make provisions to carry on the duties of the Employee in his/her absence;
- Considered a saving of expense for the GRCA which can be used to carry on the duties of the Employee in their absence;
- Approved at least one (1) month in advance of the period of leave;
- Granted in a fair and equitable manner in the event that two (2) Employees request to be absent at the same time;
- Not supplemented by or used in combination with sick leave credits;
- Vacation time and accrued overtime shall be exhausted prior to requesting a leave of absence without pay;
- Granted only if the Employee agrees to prepay the cost of all employee benefits provided by the GRCA's benefits plan.

Leaves of absence for Bargaining Unit Employees shall be as specifically described in the Collective Agreement.

~~14.2.1~~20.2.2 *Sick Leave*

Employees will be entitled to up to 3 unpaid days of leave per calendar year for personal illness, injury or medical emergency as per the Employment Standards Act (ESA). Note, if an employee is eligible for GRCA sick pay credits, the sick credits will be counted as ESA leave.

~~14.2.2~~20.2.3 *Family Caregiver Leave*

As per the Employment Standards Act employees are entitled to unpaid, job protected leave of up to 8 weeks per calendar year per specified family member. Family Caregiver leave may be taken to provide care and support to a specified family member for whom a qualified health practitioner has issued a certificate indicating the family member has a serious medical condition.

~~14.2.3~~20.2.4 *Family Responsibility Leave*

As per the Employment Standards Act employees are entitled to 3 unpaid, days of leave per calendar year for illness, injury, medical emergency, or urgent matter relating to a prescribed family member.

~~14.2.4~~20.2.5 *Bereavement Leave*

Employees are entitled to up to 2 unpaid days of leave per calendar year for the death of a prescribed family member as per the Employment Standards Act. Note, if an employee is eligible for the GRCA bereavement leave, the GRCA bereavement leave will be counted as ESA bereavement leave.

~~14.2.5~~20.2.6 *Critical Illness Leave*

Employees are entitled to unpaid, job-protected leave of up to thirty-seven (37) weeks to provide care to a critically ill child and are also entitled to take up to seventeen (17) weeks' unpaid leave to care for a critically ill adult who is 18 years or older as per the Employment Standards Act. Employees may be eligible to receive Employment Insurance (EI) special benefits for caregivers of critically ill minor children who are family members for up to 35 weeks. There is a similar benefit for family members who take leave from work to care to critically ill adults for up to 15 weeks.

~~14.2.6~~20.2.7 *Child Death Leave or Crime-Related Child Disappearance Leave*

As per the Employment Standards Act, employees are entitled to unpaid, job-protected leave of:

- up to one-hundred and four (104) weeks if a child of the employee dies.
- up to one-hundred and four (104) weeks if a child of the employee disappears and it is probable, considering the circumstances, that the child disappeared as a result of a crime.

~~14.2.7~~20.2.8 *Domestic or Sexual Violence Leave*

As per the Employment Standards Act, employees are entitled to take up to ten (10) days and up to fifteen (15) weeks of leave the first 5 days of which are paid at the amount prescribed by legislation, if they or their child experiences domestic or sexual violence, or threats of domestic or sexual violence.

~~14.2.8~~20.2.9 *Family Medical Leave*

As per the Employment Standards Act, employees are eligible for up to twenty-eight (28) weeks' leave without pay in a 52 week period to provide care or support to specified family members who are terminally ill with a significant risk of death occurring within a period of 26 weeks.

~~16.1.3~~20.2.10 *Declared Emergency Leave*

As per the Employment Standards Act, Declared Emergency Leave gives employees the right to a

leave without pay if the employee will not be performing the duties of his or her position because of an emergency declared under the ~~e~~Emergency Management and Civil Protection Act (the “EMCPA”), and one or more of the qualifying conditions exist.

~~16.1.4~~20.2.11 *Reservist Leave*

As per the Employment Standards Act, job protected, unpaid leave exists for military reservists serving on international or domestic operations and to an employee in treatment, recovery or rehabilitation for a physical or mental health illness, injury or medical emergency that results from participation in such deployment or training.

~~16.1.5~~20.2.12 *Organ Donor Leave*

As per the Employment Standards Act, employees are entitled to take up to 13 weeks of unpaid job protected leave from work for organ donation; an extension of which may be required for a maximum of an additional 13 weeks of unpaid leave.

~~14.3~~20.3 **Leave of Absence – Bereavement**

For the purposes of this policy, immediate family shall mean spouse, common-law spouse, child, mother, father, father-in-law, mother-in-law, sister, and brother.

~~The Chief Administrative Officer, Secretary Treasurer, Secretary Treasurer/Deputy CAO, or appropriate Director may grant a leave of absence with pay to a Regular Full Time, Seasonal, and Temporary Employee for bereavement. Employees may take bereavement leave on the~~ The leave of absence may be granted on the following basis, for days on which the Employee was otherwise scheduled to work:

- Five (5) days for a death in the immediate family;
- Two (2) days for the death of a grandparent, grandparent-in-law, grandchild, sister-in-law, brother-in-law, daughter-in-law or son-in-law;
- One (1) day for the death of an aunt, uncle, niece or nephew.

Bereavement leave days may be taken at the time of death, memorial service, and/or interment.

Regular Part-time Employees will be eligible for bereavement leave in accordance with this Regulation for those days on which they were otherwise scheduled to work. The benefit level will equal the number of hours they were scheduled to work on that particular day(s).

~~14.4~~20.4 **Leave of Absence – Pregnancy/Parental**

Pregnancy/Parental leave shall be in accordance with the Employment Standards Act.

Upon written request of an employee who is the biological birth mother and has worked continuously for the GRCA for a period of thirteen (13) weeks preceding the date of birth, the GRCA shall grant an unpaid leave of absence without pay, for a period of up to one and a half (1.5) years. This one and a half (1.5) year period will be comprised of a combination of up to seventeen (17) weeks pregnancy leave and ~~sixty-one~~sixty-one (61) weeks parental leave. For birth mothers, parental leave must normally be taken immediately following the pregnancy leave.

The employee shall give the GRCA two (2) weeks' notice, in writing, of the day upon which she intends to commence her leave of absence and the date upon which she intends to return.

New parents have the right to take parental leave when the child is born or first comes into their care.

Upon written request birth mothers who do not take pregnancy leave, and other new parents who have worked continuously for the GRCA for a period of thirteen (13) weeks preceding the date of birth of the child, the GRCA shall grant a parental leave, without pay, for a period of up to sixty-three (63) weeks. Such leave must be taken no later than seventy-eight (78) weeks after the child was born or came into their care. -Such leave of absence shall be granted upon two (2) weeks' written notice by the Employee of the commencement of the leave.

An Employee wishing to return early from a pregnancy leave or parental leave of absence or extend the leave shall give the employer four (4) weeks' written notice of his/her intention to return to work.

The GRCA will continue to pay its share of an Employee's group benefits during pregnancy/parental leave, unless the employee requests to suspend enrollment during the leave and that request is approved by the insurer. Similarly, if an Employee advises in writing that he/she intends to pay his/her share of the pension contribution for the leave period, they have until December 31st of the year following the year in which the employee returned to work to make those arrangements and then the GRCA will pay the matching pension contribution. If an Employee elects not to pay his/her share of the pension contribution, the

GRCA does not pay its share either, and a period of broken service will result. If, at a future date, the Employee wishes to buy-back the period of broken service, he/she would be responsible for both the Employee and the Employer contributions.

Pregnancy/Parental Leave and Vacation Entitlement

The Employee may take vacation at the end of his/her leave or at a later time if requested and the GRCA agrees. A payout can only be made if the Employee makes the request in writing.

14-520.5 Leave of Absence – Adoption

An unpaid parental leave for adoption will be considered provided for an Employee in accordance with the Employment Standards Act.

A request in writing for an unpaid leave of absence of no greater than sixty-three (63) weeks must be submitted to the Chief Administrative Officer for approval.

Unpaid leave of up to sixty-three (63) weeks is available to adoptive parents (mother or father). Requests for parental leave must be in writing and a minimum of two (2) weeks' notice provided. This leave is available no later than seventy-eight (78) weeks after the child was born or came into their care.

14-620.6 Personal Day

Regular full-time, seasonal full-time employees (with a season of at least five months) and temporary full-time employees in a position that is at least 12 months in length will be granted two (2) paid personal days per year. A personal day must be used in its entirety and not in partial increments. An unused personal day cannot be carried from one year to the next and it is not eligible to be paid out.

Please note, the two paid Personal Days are considered a greater right or benefit than the Sick Leave, and Bereavement Leave under the Employment Standards Act (ESA) if the reasons for the leave overlaps. Therefore, for employees that are eligible for the paid personal days, they are not eligible for these ESA leave days.

1621 SERVICES of EMPLOYEES AS JURORS OR WITNESSES

An Employee who is required to serve as a Juror or is subpoenaed as a Witness in a non-GRCA-related court case, will be compensated for loss of pay from their regular scheduled shift due to such jury service or appearance in court. Compensation will be based on regularly scheduled hours at straight-time hourly rate less the payment received for services as a juror or witness excluding payment received for travelling, meals, or other expenses. Time spent in such service as a juror or witness shall not constitute a break. If the Employee reimburses the GRCA the total amount received for service as a Juror or Witness, excluding mileage or traveling expense, the Chief Administrative Officer may authorize the payment of full salary or wage for the period the Employee was absent while serving as a Juror or Witness. If an Employee refuses to pay the GRCA the monies received for the period of service they shall forfeit the right to claim any part of salary or wages for the period of absence from duty.

1622 TRAINING AND DEVELOPMENT

Two (2) categories of training and development have been established: Job Skills Training and Corporate Training. They differ in terms of how expenditures are approved and where the funding comes from.

16.122.1 Job Skills Training Programs

Types of training and development in this category include technical training (job-related), professional conferences or job-related conferences, seminars, and workshops. Attendance at training and conferences represents the GRCA's commitment to professional development opportunities. It is considered part of the employee's regular work day and therefore employees will not be eligible for over-time or accumulated time on the days or time spent travelling to and/or attending training and conferences.

Approval of Job Skills Training is at the discretion of the Manager, subject to:

- The applicability of the particular course;
- The availability of funding for eligible expenses;
- The ability of the Department to permit the Employee time off, if necessary, to take the course;
- The approval from Human Resources.

Approved courses are funded through the applicable Department's budget and require prior authorization by appropriate management staff. The following approval limits apply:

- ~~Directors and~~ Managers may approve events within Ontario, within budgetary limits, where the total cost does not exceed two thousand, five hundred dollars (\$2500);
- The Chief Administrative Officer may approve any events outside Ontario and/or any event exceeding two thousand, five hundred dollars (\$2500).

In calculating costs when determining the nature of required authorization, the following expenses should be included and estimated where necessary:

- registration fees
- travel
- accommodation

- meals
- other identifiable expenses

The Manager of Corporate Services will provide, on an annual basis, a summary report to the Chief Administrative Officer on Employee attendance at conferences, seminars, and workshops including the costs incurred.

16.222.2 Corporate Training Programs

Types of training and development included in this category are:

- Health and Safety
- Orientation Programs
- Tuition Fees
- Corporately mandated training and development programs

Approval of Corporate Training is managed and funded by an account overseen by the Human Resource Department. However, attendance during working hours at such courses is at the discretion of the Employee's ~~Director or~~ Manager. This fund will be accessed on a first-come-first-come, first-serve basis throughout the year until the fund has been depleted. Any surplus funds forecast for the end of year may be used to assist with outstanding Job Skills Training requests where the Department can demonstrate an inability to subsidize through its own budget.

16.2.122.2.1 Tuition Fees:

Subject to budget limitations, tuition fees for Regular Full-time Employees will be funded at one hundred percent (100%) up to a per course maximum amount equal to the average cost of an undergraduate university course, if in accordance with the following criteria:

- The course is conducted by an accredited educational institution or professional association;
- The course will improve the skills of the Employee in performing the duties of the GRCA either immediately or in the future;
- The maximum reimbursement is two (2) courses in any calendar year;
- The employee has satisfactory job performance
- The request for financial assistance is made prior to the actual enrollment in the course;
- One-half (1/2) of the tuition fee will be reimbursed upon enrollment and requires the completion of a "Tuition Claim Form". The Employee must provide evidence of successful completion and a claim for final reimbursement must be made within six (6) months of having completed the course;
- Financial support shall be limited to tuition fees (textbooks, other course material, supplies, other fees and/or travel expenses are not eligible expenses);
- If the Employee's employment terminates within two (2) years of completing a subsidized program, the Employee may be required to reimburse the GRCA for funding received on a pro-rata basis. (i.e. the repayable portion will be equal to the percentage of the two (2) years that the Employee is not in the employment of the GRCA);
- Tuition reimbursement will be made via an A/P cheque Accounts Payable and will not be included in taxable benefits on T4's or T4A's. It is the responsibility of the Employee to

properly complete their Income Tax Return.

16.2.222.2.2 Graduate Programs:

Reimbursement for a graduate program (or equivalent) taken at an accredited educational institution is approved at the discretion of the Chief Administrative Officer prior to enrollment in the program. Such courses must be job-related, may exceed the dollar limits outlined above and will be considered with regard to the value of the training for the organization.

17.23 TRAVEL AND OTHER EXPENSES ELIGIBLE FOR REIMBURSEMENT

Employees will be reimbursed for reasonable and actual expenses incurred while on GRCA business. Reimbursement is based on the principles that expenses should be:

- Related to GRCA business.
- Modest, appropriate, and reasonable.
- Submitted in a timely manner and in accordance with this policy.

When a situation arises and managerial discretion needs to be exercised, managers should consider whether the request is:

- Able to stand up to scrutiny by the auditors and members of the public;
- Properly explained and documented;
- Fair and equitable;
- Reasonable; and
- Appropriate.

17.123.1 General

An Employee, when authorized to travel on normal duty by ~~the appropriate~~their Manager, and when authorized to attend conferences, meetings, a course of instruction, and trips of a similar nature, shall be entitled to reimbursements for reasonable expenses as follows:

- Distance in kilometers in accordance with HR Policy 6 and with approved rates when so authorized, or rail, bus or economy rate air travel, ~~or use of GRCA owned or leased vehicle;~~
- Reasonable out-of-pocket expenses for overnight accommodation, meals, and gratuities incurred therewith;
- Taxi fare or ride share expenses when ~~private automobile~~personal vehicle is not used, and such telephone or communication expenses as may be incurred on GRCA business;
- Registration or other fees, when applicable;
- Parking and Highway Toll charges;
- ~~Such incidental expenses not covered herein as~~that may occur from time to time ~~occur~~.

Travel arrangements should result in the most economical use of resources.

Expense claims must be supported by scanned copies of original itemized receipts that clearly show all taxes for accommodation and other expenses when applicable. The hard copy of original receipts must be kept by the employee for audit purposes.

The Chief Administrative Officer or Secretary-Treasurer/Deputy CAO must approve all expense account claim forms.

17.223.2 Meals

Meals will be paid by the GRCA when original itemized receipts ~~for same~~ are provided under the following circumstances:

- The Employee is entertaining guests of the GRCA on official business and such guests and the occasion must be identified for audit purposes;
- The Employee is attending meetings and conferences under appropriate authorization;
- The Employee is required to work beyond his/her normal hours of work (i.e. early morning start, late finish) to complete the project, flood watch duty, evening meetings, etc.;
- The Employee is performing workplace inspections as part of their membership on the Joint Health and Safety Committee; or
- Under other special circumstances with the prior approval of the appropriate Manager.

Employees are to use good judgment as to the amounts claimed for meals.

Where an employee is authorized to pay for the meals of other employees, the receipt or accompanying expense report must include a brief explanation of the event and the names of those in attendance. The highest-level employee should pay for the meal expense.

~~Note:~~ Employees will not be entitled to reimbursement for the purchase of alcohol, unless it is ~~being purchased~~purchased for an approved “special event” such as a charity gala, etc.

Catering

Catering may be provided under the following circumstances, and as authorized in advance by a Manager:

- The GRCA is hosting a meeting with external parties to facilitate business of the GRCA;
- Corporate committee meetings where a shorter lunch break is taken and the meeting continues after the lunch break for continuity and efficiency, e.g. Job Evaluation Committee, Joint Health & Safety Committee;
- At a department and/or division team meeting, on a once-per-year basis;
- At an all-staff meeting or corporate event; or
- Under other special circumstances with the prior approval of the Chief Administrative Officer.

17.323.3 Assignments to Temporary Work Locations

For purposes of calculating the number of kilometers to be reimbursed for travel when an Employee is temporarily assigned to a ~~work station~~workstation other than their regular workstation, the following rule applies:

- Where the travel is ~~in excess of~~more than that normally incurred in traveling to and from an Employee’s home to their regular work location, the extra kilometres driven shall be reimbursed at the established rate.

For purposes of being paid for travel time the following rule applies:

- Hourly Rated Staff:

When an Employee is required to use their own vehicle, when temporarily assigned to a ~~work-station~~workstation that is greater than fifty (50) kilometres from their normal workstation, the Employee will be reimbursed for the extra kilometers as outlined above and paid a premium calculated at one hour of the Employee's regular wage assuming the travel occurs in addition to the normal work day. Employees must get approval from their Supervisor as to whether the travel time can be added to their day or included in their regular hours of work.

- Salary Staff:

Travel time not included in the workday will be treated as overtime. As per the current overtime policy for salary staff, time off can be taken in lieu of overtime pay. Approval must be obtained from an Employee's Supervisor prior to incurring such overtime.

Staff should discuss mileage reimbursement for travel related to field visits or travel to meetings, conferences, seminars, etc. with their immediate Supervisor ~~in order to~~to determine the appropriate method for calculating kilometers.

1824 EMPLOYEE RECOGNITION PROGRAMS

1.7. Service Recognition Program

In recognition of Employees' years of service with the GRCA, the organization will host a Staff Celebration Event annually. During this event, staff will be presented with a gift in recognition of their years of service to the GRCA. Staff may choose to donate the cash value to a registered charity, however, this is not eligible for a tax receipt.

Defined below are the milestones and dollar amounts applicable according to various categories of staff. Note that years of service are defined to be continuous years of service, which may include breaks in service where the break is due to seasonality of work or due to securement/procurement of funding.

For staff whose status is either Regular Full-time, Seasonal (with seniority), or Part-time (with seniority), the following cash value guidelines are applicable:

Milestone (Years of Service)	Cash Value
5 years	\$55 <u>60</u> .00
10 years	\$100 <u>80</u> .00
15 years	\$10 <u>50</u> .00
20 years	\$200 <u>130</u> .00
25 years	\$300.00
30 years	\$35 <u>200</u> .00
35 years	\$24 <u>00</u> .00

If a staff member's status is such that they still have not achieved seniority status upon reaching a milestone, a gift with a value not to exceed thirty (\$30.00) dollars will be awarded.

For students, upon returning to work for a fifth (5th) season of work, an item of GRCA corporate wear (less than ~~ff~~sixty dollars (\$~~55~~60.00) in value) will be awarded.

The purchase of gifts will be the responsibility of the Human Resources Department.

1.8. Employee Departure Program

The GRCA recognizes Employees who have retired or resigned during the past year. These Employees will be presented with a gift in recognition of their years of service and contributions to GRCA.

Defined below are the gift values applicable according to years of service and by various categories of staff. Note that years of service are defined to be continuous years of service, which may include breaks in service where the break is due to seasonality of work or due to securement/procurement of funding.

For staff whose status is either (a) Regular Full-time, (b) Seasonal (with seniority), or (c) Part-time (with seniority) the following cash value guidelines are applicable:

Years of Service	Cash Value
>5 and < 10 years	\$ 50.00
>10 and <15 years	\$ 75.00
>15 and <20 years	\$150.00
>20 years	\$200.00

The purchase of gifts will be the responsibility of the appropriate Manager and co-workers in consultation with the Human Resources Department.

1925 WORKPLACE SAFETY AND INSURANCE BOARD COVERAGE

All Employees are required to participate in the Ontario Government Workplace Safety and Insurance Board (WSIB) program as provided by the Workplace Safety and Insurance Act. Any Employee who becomes injured or ill due to an occupational accident or illness that is compensable under the Workplace Safety and Insurance Act, shall receive from the GRCA the wages or salary he/she is eligible to receive from the Workplace Safety and Insurance Board (WSIB), to a maximum of eighty-five (85%) percent of pre-injury earnings, during the period of absence from work to a maximum of thirty (30) calendar days following the date of injury, in any fiscal year. The WSIB will reimburse the GRCA for these lost-time wages.

The GRCA will pay the portion of regular wages or salary not paid by WSIB and deduct the value from the Employee's unused sick pay credits (maximum sick pay credits – six (6) days annually).

2026 PENSION PLANS FOR REGULAR SERVICE EMPLOYEES

20-126.1 Ontario Municipal Employees Retirement System (OMERS)

All Regular, Full-time Employees shall be required, as a condition of employment, to become a member of the Ontario Municipal Employees Retirement System (OMERS) or if such person is already a member of OMERS, to resume his/her contributions without interruption. Other Employees, who are not Regular, Full-time, may also have the option of joining OMERS. Human Resources, and/or Payroll will advise all eligible Employees of their options.

20.1.126.1.1 Contributions

Each Employee shall contribute a percentage of his/her earnings as established by OMERS. The GRCA shall match the Employee's contributions to the plan.

20.1.226.1.2 Normal Retirement Age

Normal retirement age, as defined by OMERS is 65 years of age. For further details, please refer to the OMERS handbook and/or contact the Human Resources Department.

20.226.2 Canada Pension Plan

All Employees eighteen (18) years of age and older are required to contribute a percentage of their annual earnings to the Canada Pension Plan as required by Federal Regulations to a maximum specified in the plan. GRCA will contribute a matching amount. There are dependent benefits as specified in the Act for surviving dependents. For those Employees who are eligible as specified in the Canada Pension Plan Act, total disability benefits are provided under this plan.

2427 ONTARIO HEALTH INSURANCE PLAN

The GRCA will contribute to the Ontario Health Insurance Plan (OHIP) for its Employees in accordance with the Ontario Health Tax Regulations

2228 GROUP BENEFITS

22.128.1 Group Life Insurance

A Group Life Insurance Plan is carried on all Regular Full-time Employees following the probationary period of employment. The GRCA pays one hundred (100%) percent of the premiums. Details of coverage are outlined in the Group Benefits Plan booklet, available from the Human Resources Department.

All Employee life insurance coverage will carry an Accidental Death and Dismemberment benefit.

22.228.2 Dependent Group Life Insurance

All Regular Full-time Employees with dependents will be enrolled in a Dependent Group Life Insurance Plan and the GRCA will pay one hundred (100%) percent of the premiums. Details of coverage are outlined in the Group Benefits Plan booklet, available from the Human Resources Department.

22.328.3 Long Term Disability (LTD) Plan

All Regular Full-time Employees of the GRCA shall be required to participate in the Group Long-Term Disability Plan as a condition of employment and the GRCA shall pay eighty (80%) percent of the cost of the premium. Details of coverage are outlined in the Group Benefits Plan booklet, available from the Human Resources Department.

A medical report may be required from the insurance carriers. The insurer reserves the right to exclude the Employee from any LTD claim that may result from a pre-existing condition.

22.428.4 Dental Insurance

All Regular Full-time Employees will be eligible for enrollment in the Group Dental Insurance Plan, covering the Employee and all eligible dependents, providing up to the scale of fees and services approved by the current plan. The GRCA shall contribute eighty (80%) percent of the cost of the premium. Details of coverage are outlined in the Group Benefits Plan booklet, available from the

Human Resources Department.

A Seasonal Employee may elect to participate in the Group Dental Insurance Plan according to the criteria and conditions as outlined in the Collective Agreement.

22-528.5 Extended Health Care Insurance

All Regular, Full-time Employees will be eligible for enrollment in the Group Extended Health Care Plan and the GRCA will pay eighty (80%) percent of the cost of the premiums. Details of coverage are outlined in the Group Benefits Plan booklet, available from the Human Resources Department.

A Seasonal Employee may elect to participate in the Group Extended Health Care Insurance Plan according to the criteria and conditions as outlined in the Collective Agreement.

General

If an Employee is in an unpaid state (receiving E.I. sick benefits, LTD benefits, leave of absence, etc.) the GRCA will maintain the above coverage for a period of thirty (30) calendar days, one hundred (100%) percent of premium costs will be paid after thirty (30) days by the Employee.

23-29 TERMINATION OF SERVICE

23-129.1 Retirement

Eight (8) weeks' notice is required in advance of an Employee's retirement date to ensure adequate time to process OMERS and other payroll-related paperwork and begin the recruiting process for a successor, when applicable.

23-229.2 Termination of Service Prior to Retirement

Regular Employee status acquired by Employee will be lost, and their employment terminated for any of the following reasons:

- Voluntary resignation
- Discharge for cause
- Absence from work without a reason acceptable to the GRCA for a period of more than five (5) consecutive working days.

All Employee benefits cease the first (1st) day following termination.

At the time of termination, all Employees shall:

- Return all GRCA-owned equipment and tools provided for the performance of duties while in the employ of the GRCA;
- Return all GRCA keys to their immediate Supervisor;
- Return all GRCA-issued clothing, insignia, and identification as per Human Resources Policy No. 5.

23-329.3 Entitlement at Death

Where any Regular Full-time Employee who has served more than nine (9) months in a Regular Full-time position with the GRCA dies, there shall be paid to their beneficiary as specified in the GRCA Group Life Insurance policy, the sum of:

- One twelfth (1/12) of the annual salary;
- Salary for the period of annual vacation credits and overtime credits;

- Cumulative sick pay credits in accordance with Human Resources Policy No.30.

2430 SHORT TERM DISABILITY PLAN

24.130.1 Sick Pay Credits – Eligibility and Rate

All Employees appointed to Regular Full-time positions at [the](#) GRCA will be eligible for GRCA's Short Term Disability Plan.

Effective December 1st of each year, all eligible Employees will receive an annual credit of six (6) days (42 hours) sick leave which will be paid at one hundred percent (100%) of the regular daily rate. These six days may be used for sick leave of the employee and/or immediate dependents. On the seventh (7th) day of illness and thereafter for subsequent and recurring illnesses, up to the time Employees are eligible to receive benefits under [the](#) GRCA's Long-Term Disability Plan (one hundred and five (105) days of continuous illness or disability as per Human Resources Policy No.28.3), Employees will be paid for sick days on the following scale:

- Less than one (1) complete fiscal year of service (December 1st to November 30), seventy-five percent (75%) of regular daily rate.
- First (1st) complete year of service, eighty percent (80%) of regular daily rate.
- Second (2nd) complete year of service, eighty-five percent (85%) of regular daily rate.
- Third (3rd) complete year of service, ninety percent (90%) of regular daily rate.
- Fourth (4th) complete year of service, ninety-five percent (95%) of regular daily rate.
- All years of service thereafter, one hundred percent (100%) of regular daily rate.

Sick pay credits will not be payable to an Employee during the first three (3) months of service.

Paid Holidays and regular days off shall not form part of the illness period.

If an Employee terminates service with [the](#) GRCA and returns at a later date he/she will be considered a new Employee for purposes of calculating short-term disability benefits.

Part-time Employees shall be eligible to receive, on a calendar year basis, a sick leave credit calculated by taking the regularly scheduled part-time hours divided by the number of annual hours associated with the full-time equivalent position multiplied by an annual credit of six (6) days sick leave. Sick leave credits granted under this Policy shall not be eligible for the work incentive as outlined in Human Resources Policy No.30.3.

Seasonal Employees who have completed one week of service are eligible to receive an annual credit, based on a calendar year, of three (3) days sick leave which will be paid at one hundred (100%) of the regular daily rate. The maximum benefit that may be paid under this Policy is three (3) days per calendar year. Sick day credits granted under this Policy are not eligible for the work incentive as described in Human Resources Policy No.30.3.

Temporary Employees are eligible to receive an annual credit of three (3) days sick leave which will be paid at one hundred percent (100%) of the regular daily rate. Calculation of the three (3) sick day credits will be prorated based on term of employment within the calendar year. The maximum benefit that may be paid under this Policy is three (3) days per calendar year. Sick day credits granted under this Policy are not eligible for the work incentive as described in Human Resources Policy No.30.3.

24.230.2 Use of Sick Pay Credits

The number of days or part days for which an Employee receives sick pay shall be deducted from his/her annual credit and paid on the scale outlined in 30.1(B) above. A Regular Full-time Employee participating in the Group Long Term Disability Plan of GRCA shall be eligible to receive benefits under that Plan after one hundred and five (105) days of continuous sickness or illness, subject to the approval of the insurance provider, and will not be eligible to receive short term disability benefits.

After five (5) consecutive days' absence due to non-work-related illness or injury, no sick pay shall be allowed unless a certificate of a qualified medical practitioner is forwarded to Human Resources, certifying that the Employee is unable to attend to official duties.

An Employee is considered in full pay state while in receipt of sick pay under the above conditions as it may apply to receipt of other benefits.

24.330.3 Work Incentive

A work incentive of fifty percent (50%) of unused sick pay credits (annual six (6) day allocation) will be paid to the Employee prior to December 31st each year. The incentive will be paid at the regular rate of pay as of that date and will be subject to the mandatory deductions that apply to such payments.

Any leave of absence without pay in excess of one (1) month duration shall be deducted from the Employee's entitlement of sick pay credits at the rate of one-half (1/2) day sick pay credit for each month of leave.

The amount that the GRCA may pay to supplement an Employee's wages or salary while receiving WSIB Benefits will be deducted from the Employee's entitlement of six (6) days sick leave credits.

Employees who have less than one (1) year of service on November 30, will be entitled to a pro-rated work incentive, based on the number of months worked.

2531 EMPLOYEE PURCHASE PLAN – PERSONAL COMPUTERS

The GRCA offers a low-interest loan to Regular Full-time Employees for the purchase of a personal computer and accessories (this includes tablets). The loan will be made as follows:

- The Employee must complete a "Computer Loan Agreement" with the invoice and original proof of payment attached and submit the documents to the Payroll Coordinator for processing.
- Upon approval of the Computer Loan Agreement by the Deputy CAO/ Secretary–Treasurer, the Accounting Department will process an accounts payable cheque, made payable to the Employee, for the actual cost incurred by the Employee.

The terms of the loan are as follows:

- The amount of the loan is not to exceed two thousand dollars (\$2000);
- The loan is to be repaid over a twenty-four (24) month period through payroll deductions;
- If an Employee has an existing loan under the plan and wants to upgrade their computer, they may increase their loan up to the two thousand dollar (\$2000) level again once in a calendar year;
- The increase outlined in iii) will be treated as a separate loan and will have a twenty-four (24) month repayment schedule;
- The Employee shall be in default under the following conditions:

- ~~Non-Payment~~Non-Payment of any installment;
- Non-compliance with any of the terms and conditions;
- Death, insolvency, business failure, appointment of a receiver over any part of the property, assignment for the benefit of creditors, or by the commencement of any proceeding under any bankruptcy or insolvency laws by or against the Employee;
- Upon any such default, all obligations shall be immediately due and payable;
- Any balance owing on termination of employment will be due and payable by cheque and/or will be deducted from the Employee's final pay;
- During any approved leave of absence, including pregnancy and parental leave, loan payments must continue as per the Agreement;
- A taxable benefit, relating to the interest-free component of the loan, will be assessed in accordance with the Income Tax Act.

Seasonal Full-time Employees, with a recurring season length of at least eight months annually, are also eligible to participate in the Personal Computer loan program, beginning in their second season of employment. All of the above-listed terms will apply with the following exceptions:

~~25.1~~• The amount of the loan is not to exceed one thousand dollars (\$1000);

- The loan is to be repaid over the working season within a twenty-four (24) month period through payroll deductions.

2632 EMPLOYEE ASSISTANCE PROGRAM

The GRCA recognizes that problems in and outside of the workplace may affect Employees. Such problems could be financial, emotional, legal, social, or medical in nature, or any combination. As such, the GRCA provides an Employee Assistance Program (EAP) to help Employees. The EAP is a confidential counseling service available to employees and their family members. The EAP is a full-service program based on a series of service sessions of in-person, telephone, video and/or email counselling per problem. Employee participation shall be voluntary, and confidentiality shall be assured within the limits of the law.

Confidentiality

No information about an Employee's use of EAP can be released to anyone without their written permission. This includes the GRCA, the Employee's family members, or any other third party.

Accessibility

Service is available throughout the watershed and, as much as possible, is flexible in terms of accommodating employee's personal timetables.

Service Provider

The EAP service is provided by HumanaCare. To access their services, call 1-877-234-5EAP, or visit their website at www.aspiria.ca. All services are provided by licensed professionals.

Types of Services Covered

- Counseling (e.g. couple, family and parenting)
- Assistance with personal issues such as depression and stress

- Legal consultations
- Financial advice (1, 60 minute free consultation per person per issue per year)
- Work-related problems
- Nutrition (3 hours of free consultation per person per issue per year)

Number of Hours of Service Provided

EAP counselling provides short-term solution-focused therapy. -The therapist involved will create a treatment plan that falls within the EAP model, which could be up to six (6) sessions. -The exact number of sessions will be determined by the assigned ~~counsellor~~counsellor.