



Corporation of the Township of Manitouwadge

ADMINISTRATION REPORT

Act, 2017 which states that smoking is prohibited inside all Municipally-owned/leased buildings, facilities and vehicles.

Personnel Policy 2021-41 is the Job Evaluation Procedure that ensures that the Township is in compliance with the *Pay Equity Act, 1990*. The evaluation looks at four gender-neutral factors in the workplace including skill, effort, responsibility and working conditions.

FINANCIAL IMPLICATIONS:

There are no financial implications associated with receiving the report.

ACCESSIBILITY IMPLICATIONS:

There are no accessibility implications with regard to receiving the report.

IN CONSULTATION WITH:

The Township of Manitouwadge Management Team:

- Owen Cranney, CBO and Fire Chief
- Joleen Keough, Clerk
- Darren MacKenzie, Public Works Superintendent
- Chris Townes, Treasurer
- Cid Clark, Public Works Supervisor
- Katie Law, Community Programmer

RECOMMENDATION:

THAT Council approves Personnel Policy No. 2021-19, Employment of Relatives Policy; and further,

THAT Council approves Personnel Policy No. 2021-37, Smoking in the Workplace; and further,

THAT Council approves Personnel Policy No. 2021-41, Job Evaluation Procedure.

TOWNSHIP OF MANITOUWADGE
ADMINISTRATIVE PROCEDURE NO. 2021-19

SUBJECT: EMPLOYMENT OF RELATIVES

SECTION: Personnel

APPLIES TO: All Employees

EFFECTIVE: August 11, 2021

CONTEXT/DEFINITIONS

- 19.1 For the purposes of this Procedure, the term "immediate family" shall mean a regular full-time employee's or Member of Council's spouse, parent or child (as defined by the Human Right's Code), brother or sister.
- 19.2 For the purposes of this Procedure, the term "employ" shall mean formal approval to hire, promote or transfer, as determined through normal recruitment procedures.

POLICY

- 19.3 The Township may employ, in a regular full-time position, more than one member of the same immediate family, provided the related member of the employee does not work in the same Department.
- 19.4 The Municipality may employ, in a regular full-time position, a member of the immediate family of a Member of Council, provided the consent of Council is obtained.
- 19.5 Candidates for part-time, volunteer, seasonal or contract positions may be employed without reference to this Administrative Procedure, providing said candidate is not related to a member of regular staff in the same department.

PROCESS

- 19.6 Candidates selected for an interview for a regular full-time position(s) shall be made aware of this Administrative Procedure during the interview process for the purpose of determining if either of Items 19.3 or 19.4 apply in their particular situation.
- 19.7 Should Item 19.3 apply, no further consideration of the candidate in the recruitment process will be given.
- 19.8 Should Item 19.4 apply, the candidate will be advised that the consent of Council would be sought and required, should it be determined the candidate is the recommended person for hire, promotion or transfer upon completion of the recruitment process.

TOWNSHIP OF MANITOUWADGE
ADMINISTRATIVE PROCEDURE NO. 2021 - 37

SUBJECT: **SMOKING IN THE WORKPLACE**

SECTION: Personnel

APPLIES TO: All Employees

EFFECTIVE: August 11, 2021

37.1 SMOKING IN MUNICIPALITY BUILDINGS/FACILITIES

According to **the Smoke Free Ontario Act 2017**, smoking is prohibited inside all Municipally owned/leased buildings/facilities and vehicles.

37.2 BREAKS

Employees who smoke shall be permitted to do so during their regularly scheduled fifteen (15) minute breaks during their work shift provided such breaks are conducted outside of all Municipally owned/leased buildings/facilities/vehicles and at least two (2) meters from the facility entrance.

37.3 SMOKING CESSATION PROGRAMS

(a) Financial Assistance for Individual Programs

The Township will provide financial assistance to regular full-time employees who wish to complete one smoking cessation program of the employee's choice, subject to annual budget considerations. The financial assistance is in the form of reimbursement of 50% of the registration fee to a maximum of \$100.00, after having demonstrated successful completion of the program for a period of three months. If reimbursement is expected, prior approval must be sought through completion of a standard staff training and development form. Once authorized by the Department Head, a copy will be returned to the employee as confirmation of the Township's commitment to reimburse upon the above criteria being met.

- (b) The Township supports staff in their efforts to quit smoking. Free online resources are available through the Thunder Bay District Health Unit <https://www.tbdhu.com/health-topics/smoking-vaping-tobacco/quit-smoking> and the Employee Assistance Program.

TOWNSHIP OF MANITOUWADGE
ADMINISTRATIVE PROCEDURE NO. 2021-41

SUBJECT: **JOB EVALUATION PROCEDURE**

SECTION: Personnel

APPLIES TO: All Regular Employees

EFFECTIVE: August 11, 2021

41.1 POLICY STATEMENT

In compliance with the *Pay Equity Act, 1990* and to ensure that the evaluation of all employees are provided within a framework that is free from gender and/or any other discrimination; the Township of Manitouwadge is committed to providing a fair and equitable evaluation of all positions within the organization.

41.2 UNIVERSAL JOB EVALUATION PLAN

All positions within the Township of Manitouwadge shall be evaluated using a "Universal Job Evaluation Plan". The Plan, by using four gender-neutral factors, determines the relative worth of jobs within the organization by defining the value of the work performed. The Plan includes four factors recommended by the Pay Equity Act in Ontario and existing equal pay legislation in other provinces.

41.3 PURPOSE OF JOB EVALUATION

Mandate of the Job Evaluation Committee

- 1) To provide a fair and equitable evaluation and establish a job rating for all positions within the Township of Manitouwadge.
- 2) To review and monitor all aspects of the job evaluation process, i.e. job information questionnaire, benchmarks, etcetera.
- 3) To comply with Pay Equity Act and to create internal equity.
- 4) To evaluate the impacts of external equity analysis.

41.4 PREPARATION PROCEDURE

- (a) The duties and responsibilities of a job shall not be significantly changed before the Department Head has discussed the proposed change(s) with the Chief Administrative Officer and has obtained the Chief Administrative Officer's concurrence with the change(s). (A "significant change" is any change in duties, responsibilities, working conditions, required qualifications, etc., that may affect the established rating for that job).
- (b) When a new position is created, or when the duties and responsibilities of a job have changed or are about to change, the Chief Administrative Officer shall ensure that a job description is drafted, that a job information questionnaire is accurately completed.
- (c) The Chief Administrative Officer shall review the job information questionnaire and draft job description and, in consultation with the Department Head, shall make whatever revisions may be required.

- (d) If a request for re-evaluation is made the Department Head shall indicate, in writing, when submitting the draft job description and the job information questionnaire precisely what changes have been made or are to be made to the job.
- (e) If the Department Head and Chief Administrative Officer are in agreement that a job has been or is to be significantly changed, the Chief Administrative Officer will submit the job description and job information questionnaire to the Job Evaluation Appeal Committee for the purpose of re-evaluating the position.

41.5 **EVALUATION PROCEDURE**

- (a) The affected Department Head may attend as a resource person but shall not participate in the actual evaluation of the job.
- (b) The Chief Administrative Officer may request the attendance, at a job evaluation meeting, of any employee as a resource person, including an incumbent or incumbents in the position being evaluated.
- (c) The Department Head shall provide the Chief Administrative Officer with a brief oral summary of the position and, in the case of an existing position, the changes in the job.
- (d) The Department Head shall be excused from the meeting and the Chief Administrative Officer shall then evaluate the job.

41.6 **CONFIRMATION OF THE EVALUATION**

The Chief Administrative Officer will provide the results of the evaluation to the affected Department Head and incumbent.

41.7 **APPEAL OF THE EVALUATION**

(a) Appeal Committee

The Appeal Committee will be comprised of three members of staff appointed by the Chief Administrative Officer. The Appeal Committee may not be comprised of the same members as the Evaluation Committee. The appointed Chair of the Committee shall convene meetings and ensure that all necessary material and documentation is distributed. Records will be kept by a Recording Secretary, who shall be a committee member.

The Department Head of the position being evaluated **may not** sit on the Appeal Committee.

(b) Who May Appeal An Evaluation

Following confirmation of the evaluation to the affected Department Head and incumbent (Section 41.6) the results of the evaluation may be appealed by:

- (1) the incumbent
- (2) the Department Head where a vacancy exists in their department
- (3) the Department Head in conjunction with the Chief Administrative Officer when, in their opinion, an appeal is warranted.

Steps in the Appeal Procedure:

- (a) Following confirmation of the evaluation to the affected Department Head and incumbent (Section 41.6) the Recording Secretary (Job Evaluation Appeal Committee) shall provide to the incumbent a copy of the Job Information Questionnaire completed by the Job Evaluation Appeal Committee.
- (b) If it is the incumbent's desire to appeal the rating of the Job Evaluation Appeal

Committee, the incumbent must provide a written request to the Chief Administrative Officer, who will forward same to the Appeal Committee.

This "written request" must be received by the Chief Administrative Officer within 30 days from the date of confirmation provided in Section 43.6 (b).

- (c) Incumbent must indicate in their request for appeal which Factor(s) in the Job Information Questionnaire is (are) being disagreed with and reasons for the disagreement must be provided.
- (d) Following receipt of the above the Chief Administrative Officer will convene a meeting of the Appeal Committee.
- (e) Following review by the Appeal Committee the results of the appeal will be forwarded to the incumbent and affected Department Head, in writing, by the Chief Administrative Officer.
- (f) The results of the Appeal Committee, as approved by the Chief Administrative Officer, are final.

