

BY-LAW NO. 112

BEING A BYLAW to establish policies regarding the terms and conditions of employment of the Town of Frobisher Bay, N.W.t.

WHEREAS the Council of the Town of Frobisher Bay deems it expedient to establish certain policies concerning the hiring and terms and conditions of employment of employees of the Town of Frobisher Bay;

AND WHEREAS the powers of a Municipality to deal with such policies are provided for by Section 142 of the Municipal Ordinance, being Chapter M-15 of the Revised Ordinances of the Northwest Territories, 1974, as amended;

NOWHEREFORE PURSUANT to the provisions of the Municipal Ordinance and notwithstanding any By-Law, sections thereof, resolutions or prior enactments,

THE COUNCIL OF THE TOWN OF FROBISHER BAY, in session duly assembled, enacts as follows:

PART I

SHORT TITLE

- A. This By-Law may be cited as the Personnel Policies By-Law.

PART II

INTERPRETATION

- B. 1. For the purpose of this By-Law:
- (a) "Continuous employment" means uninterrupted employment with the Town of Frobisher Bay;
 - (b) "Common law spouse" means two partners cohabiting for a minimum of one year. A statutory declaration shall be provided by the employee;
 - (c) "Council" means the Council of the Town of Frobisher Bay;
 - (d) "Day" means working day;
 - (e) "Day of rest" means a day on which an employee is not ordinarily required to work. This does not include holidays or days when employees are absent on approved leave;
 - (f) "Dependant" means a person residing with the employee who is the employee's spouse (including common law), child, step child and adopted child. Any such child, step child or adopted child must be under nineteen (19) years of age and wholly dependent on him for support or being nineteen (19) years of age or more and dependent upon him by reason of mental or physical infirmity or any other relative of the employee's household who is wholly dependent upon him for support by reason of mental or physical infirmity.
 - (g) "Effects" include the furniture, household goods and equipment and personal effects of employees and their dependants at the time of their move but does not include automobiles, all terrain vehicles, boats, motorcycles, trailers or animals.
 - (h) "Director" means the head of a department and includes any person designated by the director and Secretary-Manager to act in his/her stead;
 - (i) "Double time" means twice the straight-time rate of remuneration;
 - (j) "Employer" means the Council of the Town of Frobisher Bay;
 - (k) Employment categories shall include one of the following and shall mean permanent employee unless stated otherwise:
 - (l) "Casual Employee" means a person employed by the Town for work of a temporary nature;

- (2) "Part-time Employee" means a person employed on a continuing basis for less than the standard work day week, month or year;
 - (3) "Permanent Employee" means a person who is employed in a permanent position and who has completed the required probation period of six months;
 - (4) "Probationary Employee" means a person who is employed in a permanent position who has not completed the required period of six months;
 - (1) "Fiscal year" means the period of time from January 1 to December 31 of one year;
 - (m) "Immediate family" means the employee's father, mother, brother, sister, spouse, common law spouse, child, father-in-law, mother-in-law, grandparents, grandchildren, ward, and any relative permanently residing in the employee's household or with whom the employee permanently resides;
 - (n) "Increment date" means January 1 of each year.
 - (o) "Lay off" means the termination of an employee due to lack of work or because of the discontinuance of a function;
 - (p) "Leave of absence" means permission to be absent from work;
 - (q) "May" shall be regarded as permissive, "shall" and "will" as imperative and "should" as informative only;
 - (r) "Overtime" means hours of work, in excess of standard hours which have prior approval of a Supervisor;
 - (s) "Probation" means a period of six months from the day upon which an employee first commenced employment with the Town of Frobisher Bay or a period of six months after an employee has been transferred or promoted from within the Town personnel;
 - (t) "Promotion" means the appointment of an employee to a new position, the rate of pay of which exceeds that of the employee's former position;
 - (u) "Rates of Pay"
 - (1) "bi-weekly rate of pay" means an employee's annual salary divided by 26.088;
 - (2) "hourly rate of pay" means an employee's weekly rate of pay divided by his regularly scheduled weekly hours of work, or where an employee is paid by the hour, the rate of pay established by the Secretary-Manager for his employment;
 - (3) "weekly rate of pay" means an employee's annual salary divided by 52.176;
 - (v) "Secretary-Manager" means the Secretary-Manager of the Town of Frobisher Bay and the employer's agent in the enactment of this By-Law;
 - (w) "Straight-time" means the hourly rate of remuneration;
 - (x) "Time-and-a-half" means one and one half times the straight-time rate of remuneration;
 - (y) "Town" means the Corporation of the Town of Frobisher Bay;
 - (z) "Vacation year" means the period of time from January 1 to December 31 of one year;
 - (zz) "Week" means the period of time commencing at 12:01 a.m. on Sunday and terminating at midnight on Saturday.
2. Except as otherwise provided in this By-Law, expressions used in this By-Law:

- (a) if defined in the Public Service Ordinance or in the Regulations made thereunder have the same meaning as given to them in these Ordinances, and,
 - (b) if defined in the Interpretation Ordinance, but not defined in the Ordinance mentioned in paragraph (a), have the same meaning as given to them in the Interpretation Ordinance.
3. Where the masculine gender is used, it shall be considered to include the female gender unless any provisions otherwise specifies.

PART III

PURPOSE OF PERSONNEL POLICIES

- C. The objectives of the personnel policies shall be as follows:
- (1) to maintain harmonious and mutually beneficial relationships between the employer, the employer's agent (the Secretary-Manager) and the employees;
 - (2) to act as an agreement between management and staff and between Council, the Secretary-Manager, directors and staff;
 - (3) to facilitate uniform treatment of all staff in the administration of personnel policies;
 - (4) to inform staff of the policies and benefits to which they are entitled.

PART IV

DISCRIMINATION

- D. There shall be no discrimination, interference, restriction or coercion exercised or practised with respect to any employee by reason of age, sex, race, creed, colour, national origin or political or religious affiliation.

PART V

DISTRIBUTION OF PERSONNEL POLICIES

- E. Each employee shall receive a copy of the Personnel Policies By-Law.

PART VI

OUTSIDE EMPLOYMENT

- F. 1. (a) Where an employee wishes to carry on any business or employment outside his regular scheduled hours of duty he shall notify the Secretary-Manager in writing of the notice of such business or employment;
- (b) Where the Secretary-Manager desires to prohibit an employee's engagement or employment outside his regularly scheduled hours of duty the employee shall be notified in writing together with the reason for withholding such permission.
2. Employees are prohibited from carrying on any business or employment outside their regularly scheduled hours of duty when such business or employment is such that:
- (a) a conflict of duties may develop between an employee's regular work and his outside interests; and
 - (b) certain knowledge and information available only to Town personnel place the individual in a position where he can exploit the knowledge or information for personal gain;
 - (c) an employee shall not be involved in a business which requires the use of Town facilities, vehicles or housing as an element of that business.

PART VII

WORK STOPPAGE AND LOCKOUTS

- G. 1. There shall be no lockout by the Employer or by the Employer's agent and there shall be no interruption or impeding of work, work stoppage, sit-down, slow-down, or any other interference with production by any employee or employees.
2. Any employee who participates in any interruption or impeding of work, work stoppage, sit-down, slow-down, or any other interference with production may be disciplined or his employment with the Town may be terminated.

PART VIII

MANAGEMENT AND DIRECTION

- H. Except to the extent provided herein, this By-Law in no way restricts the Secretary-Manager in the management and direction of the Town employees.

PART IX

RECRUITMENT AND SELECTION

- I. 1. The Town shall provide equal employment opportunity to all qualified persons without regard to age, sex, race, creed, colour, national origin, political or religious affiliation.
2. The Town shall encourage local participation in the work force and every effort shall be made to recruit employees from the Town of Frobisher Bay.
3. If recruitment is unsuccessful from within the town of Frobisher Bay, candidates will be recruited from elsewhere in the Northwest Territories and finally from the rest of Canada.
4. (a) All permanent positions which become vacant with the Town, whether due to a new position being created or a promotion, shall be advertised and a competition held.
- (b) Such advertisement and competition shall be initially open to current Town employees and thereafter, if the position is still vacant, such advertisement and competition shall be open to the public.
5. All directors shall be hired by the Secretary-Manager after appropriate consultation with the Mayor.
6. All employees for the departments shall be hired by the appropriate director and the Secretary-Manager with final approval resting with the Secretary-Manager.
7. Procedures and regulations respecting recruitment and selection, as per Schedule "A" of this By-Law, are hereby authorized.
8. (a) New employees shall be on probation for a period of six months.
- (b) During the probationary period, if for any reason an employee's performance is not satisfactory, employment shall be terminated, in writing, by the Secretary-Manager. A probationary period shall be used for no other purpose than to assess whether a new employee is suited to a job.
- (c) Upon satisfactory completion of the probationary period, an employee shall be confirmed to regular staff.

PART X

TRAINING AND DEVELOPMENT

- J. 1. All new employees of the Town will receive an orientation programme, the details of which will be outlined by each respective director.
2. The Town shall insure that all staff receive adequate training

to perform at an acceptable level in their respective positions. To assist with this, the Town shall provide a specific number of training days and necessary resources for each individual pursuant to Section L(8)(a) of this By-Law.

3. The Town shall ensure that all staff receive assistance in their career development by encouraging the use of each employee's training days and by providing the necessary resources to achieve such.
4. Procedures and regulations respecting orientation of new employees, as per Schedule "B" of this By-Law, are hereby authorized.

PART XI

WAGE AND SALARY ADMINISTRATION

Pay

- K. 1. The Town shall follow the classification system and salary ranges established by the Collective Agreement between the N.W.T. Public Service Association and the Commissioner of the N.W.T.
2. (a) The Secretary-Manager and the appropriate director shall determine the appropriate classification for each employee.
 - (b) The Secretary-Manager shall determine the appropriate classification for each director.
 3. (a) All employees shall be paid on a twenty-six (26) pay periods basis.
 - (b) Employees shall not receive any advance on their pay.
 4. Overtime pay shall be included in the pay cheque and shall include all overtime accrued up to six days prior to the Friday on which the cheque is issued.
 5. Pay day shall be on a Friday and all payments shall be by cheque. When Friday is a statutory holiday payment shall be made on the working day prior to the statutory holiday.
 6. The Secretary-Manager shall conduct a salary survey annually to determine appropriate salary levels for the Town. This survey is to be presented as information to the Council on an annual basis.

Salary Increments

- K. 7. Cost of living increases shall be paid annually and will be effective on January 1 of each year. These increases will follow those established by the Collective Agreement between the N.W.T. Public Service Association and the Commissioner of the N.W.T.
8. An employee who holds a position for which there is a minimum and a maximum rate of pay shall be granted a salary increment each year until he reaches the maximum step in the range for that position. Such salary increments shall be subject to satisfactory performance of the duties of the position by the employee, as indicated from the performance appraisal.
 9. The salary increments shall be effective on the increment date for each employee.

Overtime

- K. 10. Overtime shall be paid to all employees other than directors when requested by the supervisor to work beyond the standard hours of work. Overtime shall be paid at a rate of time and one-half for all hours except on the second consecutive day of rest and on a statutory holiday. On the second consecutive day of rest, double time shall be paid.
11. The rate of overtime on statutory holidays shall be time and a-half. In addition, employees shall receive their straight time pay for the statutory holiday.

12. When an employee is required to work three (3) or more hours of overtime immediately following the regularly scheduled hours of work, he shall receive a meal allowance or a meal.
13. (a) In lieu of Sections K(10) and K(11) above, a director and the Secretary-Manager may agree to grant equivalent leave with pay at the appropriate overtime rate to be taken at a time mutually agreeable to the director, Secretary-Manager and the employee. Any such agreement shall be in writing.

(b) In lieu time as defined in Section K(13)(a) above shall not exceed five working days per fiscal year.
14. All directors shall receive seven days of additional vacation in lieu of overtime, call-out pay and stand-by pay for one fiscal year or a portion thereof.

Call-Out Pay

- K. 15. When employees, excepting the foremen of the Public Works Department and the By-Law Enforcement Officers of the Protective Services Department, have been recalled to work and the recall was not scheduled in advance, these employees shall receive either compensation for actual hours worked at the appropriate overtime rate or compensation equivalent to four hours pay at the straight time rate, whichever is the greater.
16. Such foremen as noted above in Section K(15) shall receive call-out pay at the rate of time and a-half for the numbers of hours worked.
17. Call-out pay shall not be paid to directors.

Stand-By Pay

- K. 18. (a) Respecting the foremen of the Public Works Department, they shall be paid no stand-by pay other than the minimum of four hours at straight time rate on a weekly basis when they are on duty.

(b) When an employee is required to be on stand-by during off-duty hours, he shall be entitled to stand-by pay. Such stand-by pay shall follow that established by the Collective Agreement between the N.W.T. Public Service Association and the Commissioner of the N.W.T.

(c) Stand-by pay shall not be paid to directors.

Unusual Circumstances

- K. 19. In the event of closure of the Town and removal of vehicles from the roads, employees will be sent home and told to be available for duty. In this circumstance, employees shall be paid at a regular rate for their scheduled hours of work and receive overtime for any additional time worked after their scheduled hours of work.

Acting Pay

- K. 20. (a) When an employee is required to perform the duties and take the responsibility of a higher classification level on an acting basis for a period greater than five (5) days he shall be paid acting pay for the duration of time in which he performs the duties of the higher classification.

(b) Such acting pay shall be at the lowest level of the higher classification upon written notification by the Secretary-Manager.

Job Description

- K. 21. (a) Job descriptions shall be written and maintained for each position in the Town. Each employee shall be provided with a copy.

(b) Job descriptions shall be reviewed annually by the Secretary-Manager, the director and the employee, who will make necessary revisions and provide revised copies to the employee affected.

Performance Appraisals

- K. 22. (a) Performance appraisals shall be conducted annually by the director and the Secretary-Manager and shall be used as a basis for determining increment increases, if applicable.
- (b) When a formal performance review is conducted the employee shall have the opportunity to discuss and then sign the review form in question and indicate that its contents have been read and understood.
- (c) In the case of employees on probationary period performance appraisals shall be conducted during the last month of the probationary period only for the purpose to determine the employee's suitability for the position.
23. Procedures and regulations respecting salary increments, overtime and performance appraisals, as per Schedule "C", are hereby authorized.

PART XII

BENEFITS

Statutory Holidays

- L. 1. (a) The following days will be observed as paid holidays for all employees of the Town:
- (1) New Year's Day;
 - (2) Good Friday;
 - (3) Easter Monday;
 - (4) Victoria Day;
 - (5) Canada Day;
 - (6) First Monday in August;
 - (7) Labour Day;
 - (8) Thanksgiving Day;
 - (9) Remembrance Day;
 - (10) Christmas Day;
 - (11) Boxing Day;
 - (12) Any additional day or days or parts thereof in each year recognized as civic holidays; and
 - (13) Any additional day or days or parts thereof in each year proclaimed by the Government of Canada as a Federal Holiday or by the Commissioner of the N.W.T. as a Territorial Holiday.
- (b) The above shall not apply to any employee who is absent without pay on both the working day immediately preceding and following the paid holiday.
- (c) When a day designated as a paid holiday coincides with an employee's day of rest, the holiday shall be moved to the employee's first working day following the day of rest.

Vacation Leave

- L. 2. (a) For any employee who has earned at least ten (10) days' pay for each calendar month of a fiscal year, vacation leave will be earned at the following rate:
- | | |
|----------------------------|--|
| - first two (2) full years | - 1 1/4 days/month or
15 days annually |
| - 3rd to 15th year | - 1 2/3 days/month or
20 days annually |
| - 16th to 25th year | - 2 1/12 days/month or
25 days annually |
| - over 25 years | - 2 1/2 days/month or
30 days annually |
- (b) The increase in vacation entitlement will change on the employee's anniversary date.
- (c) Part-time employees shall be paid 6 per cent of their gross earnings for each pay period.

- (d) Any employee who has requested and is granted vacation leave between October 1 and April 30 on any year shall receive an additional day for every five consecutive days of vacation leave taken during that period to a maximum of four days.
- (e) During the first six months of employment, employees may take only the number of days of vacation earned to the vacation date. Following the initial six months of employment, the annual vacation complement may be taken but is not to exceed the entitlement earned for the first fiscal year of employment.
- (f) Where in any vacation year an employee has not taken all of his vacation leave or in lieu time pursuant to Section K(13), carry over shall be allowed for one year only. Vacation leave credits exceeding a one year entitlement will be liquidated in cash in the month of January.
- (g) If on vacation leave there is a death or illness in the immediate family (verified with a medical certificate), or an employee becomes sick and can verify this with a medical certificate, the vacation leave shall be added on, (if approval is secured by the Secretary-Manager), or used at a later date.
- (h) In the event of termination of employment or death, an employee or his estate shall be paid for the number of days of earned but unused vacation at the employee's rate of pay prior to termination.
- (i) In granting vacation leave with pay to an employee, the Secretary-Manager and the appropriate director shall make every reasonable effort
 - (1) to schedule vacation leave for all employees in the fiscal year in which it is earned;
 - (2) not to recall an employee to duty after he has proceeded on vacation leave;
 - (3) to grant the employee his vacation leave during the fiscal year in which it is earned at a time specified by him;
 - (4) to grant employees who normally hunt and camp on the land consideration for vacation leave during the summer months; and
 - (5) to grant employees their vacation leave preference and to give special consideration to employees with children in school who wish to take their vacation leave during the school break and, where two or more employees request the same period of vacation leave but due to their duties and responsibilities they cannot be absent at the same time, preference shall be given to the employee with the greater continuous length of service with the Town.
- (j) In granting vacation leave with pay the Secretary-Manager and the directors shall ensure that sufficient staff remain at work to provide the required Town services.
- (k) Each director shall prepare guidelines within his department to suit the requirements of Sections L(2)(i) and L(2)(j) above and to take into account the specific operational seasonal duties of an employee.
- (l) All employees shall indicate their preference for vacation leave on a schedule which shall be posted for four weeks during the month of March. The appropriate director and the Secretary-Manager shall reply to the request for leave on the schedule within two weeks after the request has been received. Where the appropriate director and the Secretary-Manager have proposed to change, reduce or deny the vacation leave requested by the employee, the appropriate director and the Secretary-Manager shall provide the employee with the reasons, in writing, for such change, reduction or denial of vacation leave.
- (m) If an employee terminates employment with the Town and has taken more than his allotment of vacation leave, the employee shall be required to reimburse the Town for vacation time not earned. E.g., if an employee works 8 months, he

shall be entitled to $8 \times 1 \frac{1}{4} = 10$ days; however if the employee has taken leave for the full year (15 days), he will be required to reimburse the Town for 5 days.

(n) Employees shall not receive any advance on vacation leave.

Vacation Travel Assistance

- L. 3. (a) All employees travelling on vacation leave are entitled to transportation assistance once each fiscal year. This transportation assistance shall also apply to the employee's spouse or common law spouse and up to and including three dependants.
- (b) All employees with five (5) or more years of continuous employment with the Town shall be entitled to Vacation Travel Assistance twice in each fiscal year on the same terms as the other subsections of Section L(3) of this By-Law.
- (c) The transportation assistance pursuant to Section L(3)(a) above shall be by return fare by scheduled airline to Montreal or any place by scheduled or chartered aircraft, provided the cost of the latter is no greater than the cost of the return fare to Montreal.
- (d) An employee shall receive two travel days per fiscal year, in addition to vacation leave.
- (e) Employees shall not receive travel assistance in the first six months of their employment.
- (f) An employee shall not receive vacation travel assistance and incoming or ultimate removal assistance in the same half of any fiscal year.
- (g) Procedures and regulations respecting Vacation Travel Assistance, as per Schedule "D", are hereby authorized.

Sick Leave

- L. 4. (a) The principle of sick leave is to provide support when an employee is made unable to earn wages through normal duties in the case of sickness. Sick leave shall not be considered or used as time off for reason other than sickness.
- (b) Any employee who has received pay for at least ten (10) days of each calendar month shall earn sick leave credits at the rate of $1 \frac{1}{4}$ days per month or fifteen (15) days annually. These sick leave credits are cumulative from year to year.
- (c) There will be no charge against an employee's sick leave credits when his absence due to illness is less than one-half ($\frac{1}{2}$) day and the employee has been at work for at least two (2) hours during that half day.
- (d) An employee shall be required to produce a doctor's certificate certifying that such employee is unable to carry out his duties due to illness:
- (1) for sick days in excess of two (2) consecutive days;
 - (2) for any additional sick leave in a fiscal year when in the same fiscal year the employee has been granted six (6) days sick leave without being required to produce a certificate from a qualified medical practitioner;
 - (3) for any sick days carried forward from one year to the next and used.
- (e) A doctor's certificate may be required by the Secretary-Manager following an absence from work on sick leave, whatever may be the cause or length thereof.
- (f) A doctor's certificate must testify to the employee's sickness, length of absence from work due to sickness and to the inability of the employee to work due to sickness.

- (g) Upon returning to work from a prolonged absence due to sickness, the employee will advise the director and/or the Secretary-Manager one week in advance.
5. The employer will not pay out sick leave credits on termination of an employee's employment with the Town or at the end of each fiscal year.

Maternity Leave

- L. 6. (a) Female employees shall receive thirty-seven (37) weeks of unpaid maternity leave. The leave may begin eleven (11) weeks before termination of pregnancy and end not later than twenty-six (26) weeks after the date of termination of pregnancy.
- (b) Every female employee shall notify the Town of her pregnancy at least fifteen (15) weeks before the expected date of delivery.
- (c) The start of maternity leave for a female employee may be deferred by the Town for any period approved in writing by a physician.
- (d) The Town may grant maternity leave earlier than eleven (11) weeks prior to the estimated delivery date.
- (e) Female employees shall be required to take at least eight (8) weeks of leave after the date of actual delivery. A shorter period of time may only be granted with a physician's approval.

Jury Leave

- L. 7. Leave of absence with pay shall be given to all employees for the purpose of serving on a jury or serving as a witness if a subpoena or summons has been received.

Training Leave

- L. 8. (a) Training leave credits with full financial assistance on a determined per diem rate will be granted to employees to attend courses relevant to their job requirements to a maximum of seven (7) days per fiscal year upon the approval of the director and the Secretary-Manager.
- (b) In the event that a longer period of leave (than seven (7) days) is desirable, additional leave may be granted at the discretion of the Secretary-Manager with full or partial assistance at the discretion of the Secretary-Manager.
- (c) Where an employee embarks on a correspondence course relative to the employee's position, the employee may be reimbursed for the cost of the course upon receipt of proof that the course has been successfully completed.
- (d) Training leave credits are not cumulative from year to year and the employer will not pay out training leave credits on the termination of an employee's employment with the Town or at the end of each fiscal year.

Special Leave

- L. 9. (a) An employee shall earn special leave credits at the following rates:
- (i) one-half (1/2) day for each calendar month in which he received pay for at least ten (10) days (six (6) days annually), or
- (ii) one-quarter (1/4) day for each calendar month in which he received pay for less than ten (10) days (three (3) days annually).

These credits can be accumulated to a maximum of twenty-five (25) days.

- (b) The following shall qualify for special leave:

An employee shall be allowed up to five (5) consecutive days special leave earned with pay in the event of

- (1) death of a member of the immediate family, or son or daughter-in-law, brother or sister-in-law;

- (2) marriage of the employee;

- (3) illness in an employee's immediate family where the employee is required to care for his dependants or the sick person;

- (4) serious illness of a member of the employee's immediate family living outside of Frobisher Bay;

- (5) special circumstances not directly attributable to the employee which prevent him from reporting to work, such as a serious household or domestic emergency or a serious community emergency, where the employee is required to provide assistance.

(c) An employee shall be allowed up to four (4) days of special leave for the following:

- (1) a male employee for the birth of his child;

- (2) adoption of a child.

(d) Employees may be granted casual leave with pay to a maximum of two (2) hours for medical, dental, or legal appointment, when such an appointment is necessary during working hours.

(e) Notwithstanding any provisions for leave in this By-Law, the Secretary-Manager may grant leave of absence with or without pay for additional amount of time to an employee in emergency, special or unusual circumstances.

Holiday Allowance

L. 10. Employees can, if they wish, not be entitled to Vacation Leave Assistance, as per Section L(3). They can in lieu of said Assistance receive a holiday allowance which would be equal to one-hundred per cent (100%) of scheduled airfare to Montreal.

Leave Procedures

L. 11. Procedures and regulations respecting vacation leave, sick leave, maternity leave, jury leave, training leave and special leave, as per Schedule "E", are hereby authorized.

Relocation Expenses

L. 12. (a) The Town will reimburse an employee for reasonable expenses in relocating to the Town of Frobisher Bay. The following expenses are allowed:

- (1) transportation by the most economical airfare (e.g., family plan);

- (2) the determined per diem rate cost for meals and expenses may be claimed while waiting for furniture or accommodation for up to 21 days if the employee is accompanied by dependants, or up to 10 days if not accompanied by dependants;

- (3) expenses for telegram and telephone calls to expedite shipment of household effects may be claimed; and

- (4) costs of packing, unpacking, crating and uncrating, transportation and in-transit storage.

(b) Reimbursement of incidental expenses of the move not mentioned above and not exceeding \$250.00 for an employee moving into unfurnished accommodation and \$125.00 for an employee moving into furnished accommodation.

(c) When an employee is in his own home and must sell or rent it and cannot accomplish this prior to relocation, and

must make payments for accommodation at the old and new residences, reimbursement will be made for the period of duplicate cost for a maximum of three (3) months from the time of appointment, for the lesser amount of the monthly rental payment on the new residence. All claims for reimbursement will not be authorized without documented evidence of expenditures.

(d) Where furnished accommodation is not provided at destination, the Town will provide for the movement and storage of household effects as follows:

- (1) 1,815 Kg. - no dependants living with employee
- (2) 3,630 Kg. - employee and spouse or common law spouse only
- (3) 6,804 Kg. - employee, spouse or common law spouse and dependants.

(e) Where furnished accommodation is provided:

- (1) 681 Kg. - no dependants living with employee
- (2) 1,362 Kg. - employee and spouse or common law spouse only
- (3) 1,815 Kg. - employee, spouse or common law spouse and dependants.

(f) All employees shall be entitled to reimbursement for the cost of meeting requirements of a lease for a maximum of three (3) months. All claims for reimbursement will not be authorized without documented evidence of expenditures.

Ultimate Removal Assistance

L. 13. (a) An employee who terminates employment with the Town of Frobisher Bay shall be entitled to ultimate removal assistance under these conditions:

The percentage of approved expenses for the movement of household effects paid shall vary with the length of employment with the Town -

<u>Length of Service</u>	<u>Expenses Approved</u>
less than 2 years	None
2 years but less than 3	50 per cent of approved costs to Montreal or Ottawa
3 years but less than 4	75 per cent of approved costs to Montreal or Ottawa
over 4 years	100 per cent of approved costs to Montreal or Ottawa
over 15 years	100 per cent of approved costs to any destination in Canada

(b) The following schedule will indicate the weights that the Town will pay for. This coverage includes crating charges and the limits include weight of the crates.

	Employee only	Employee and spouse or common law spouse	Employee, spouse or common law spouse and dependants
Furnished Accommodation	681 Kg.	1,362 Kg.	1,815 Kg.
Not in furnished Accommodation	1,815 Kg.	3,630 Kg.	6,804 Kg.

- (c) Ultimate removal shall also cover the travel expenses of an employee and his dependants by commercial carrier and the percentage of approved expenses shall vary with the length of employment with the Town as per section L (13) (a) above. Accommodation and meal costs shall be provided in the event of airline stopovers at the determined per diem rate.
- (d) Ultimate removal assistance will not be provided to employees who have such costs provided for by a third party, e.g., another employer.
- (e) An employee whose employment is terminated with the Town for cause or who has been declared to have abandoned his position shall not be entitled to Ultimate Removal Assistance.

Duty Travel

- L. 14. An employee who is authorized to travel on Town business will be reimbursed for reasonable expenses. The expenses allowed shall be as follows:
- (a) travel by economy air;
 - (b) actual costs of authorized accommodation at the determined per diem rate for a period not exceeding fifteen (15) calendar days; for periods in excess of fifteen (15) calendar days, the employee will be expected to make appropriate arrangements for suitable rental accommodation at weekly or monthly rates;
 - (c) cost of meals and incidental expenses such as tips, long distance calls of a business nature at the determined per diem rate;
 - (d) when an employee is required to remain absent from his home on the week-end and has been on continuous travel status for two or more days proceeding the week-end, he shall be reimbursed for a telephone call not to exceed fifteen minutes;
 - (e) storage and excess baggage charges;
 - (f) taxis;
 - (g) laundry - after two consecutive days on travel duty;
 - (h) local phone calls for business purposes;
 - (i) rented or leased vehicles.

Town Vehicles

- L. 15. (a) Vehicles and equipment are essential to the effective operation of programmes and the provision of services. Accordingly, employees designated by the Secretary-Manager shall have the use of Town vehicles while performing the duties and responsibilities of a position.
- (b) Procedures and regulations respecting vehicle and equipment usage, as per Schedule "F", are hereby authorized.

Group Benefits

- L. 16. (a) Most residents of the Northwest Territories shall receive the benefits of the Northwest Territories Health Care Plan. Persons moving to the Territories from a Canadian province shall not receive coverage from the Northwest Territories Health Care Plan for the first three (3) months and should maintain their previous coverage for that period.
- (b) The Health Care Plan includes medicare and hospital insurance. Both plans are provided with no premiums payable.
- (c) Each employee shall receive a copy of the Northwest Territories Health Care Plan.

17. (a) Each employee shall be entitled to benefits under the Group Insurance Plan provided or under any new plan adopted. Benefits under this plan shall include: Life Insurance, Accidental Death and Dismemberment and Long Term Disability.
- (b) The required contribution to the Group Insurance Plan shall be as outlined in the Group Insurance Plan with the employee and the Town paying an equal amount of the monthly premiums.
- (c) The group insurance program shall be mandatory for all full time employees.
- (d) The definition of full-time employee as per the definition of the program is any employee who is employed for a minimum of 20 hours/week. Employees who are not 'full-time' shall not be eligible for the plan.
- (e) The program shall be effective on the day of hire.
- (f) The amount of life insurance shall be equal to the annual salary for employees with no dependants and twice the annual salary for employees with dependants.
- (g) Spouse or Dependants shall include:
- (i) married employee with spouse or common law spouse and dependant children
 - (ii) married employee with spouse or common law spouse only
 - (iii) unmarried employee with dependants who have been claimed as an employee deduction for purposes of income tax
- * Common law spouse for the purpose of these group benefits shall refer to a spouse with whom the employee has lived with for a period of two or more years.
- (h) On termination of employment an employee may elect to convert the amount of insurance he is insured for under group coverage to an individual policy. The same premiums may be secured but only from the insurance company who is underwriting.
- (i) Accidental Death and Dismemberment Insurance shall provide benefits for accidental loss of life, limbs and eyesight resulting from either a job-related or non job-related incident. The amount of coverage under this program shall be equal to the amount of insurance under the life insurance program.
- (j) The long-term disability shall guarantee a monthly income to the employee in the event of total disability resulting from accidental bodily injury or disease while insured. The amount of income shall be equal to 65 per cent of monthly earnings to a maximum income benefit of \$3,000/month. Benefit payments shall not commence until 17 weeks after the disability occurred and shall continue until the event of death, recovery of disability or the attainment of age 65.
18. (a) A Pension Plan shall provide benefits to members in the event of retirement, death, disability or termination of employment.
- (b) The amount of annual pension earned during each year of service while contributing to the plan shall be:
- 1.4 per cent X earnings up to the Canada Pension Plan covered earnings level
 - plus 2.0 per cent X earnings in excess of the Canada Pension Plan covered earnings level.
- (c) The contribution to the Pension Plan shall be a percentage amount as outlined in the Plan less Canada Pension Plan contributions and the employer shall match this amount.

- (d) This plan shall be mandatory for all full-time employees as defined in Section L(17)(d).
- (e) The pension program shall be effective on the day of hire.
- (f) Each employee shall be provided with a booklet outlining the features of the Municipal Employees Benefits Program.

PART XIII

PROTECTIVE AND UNIFORM ARTICLES

- M. 1. (a) Where the following protective articles are required by the Town or the Workers' Compensation Board:
- (i) Hard Hats
 - (ii) Aprons
 - (iii) Welding goggles
 - (iv) Dust protection
 - (v) Eye protection, except prescription lenses
 - (vi) Ear protection
 - (vii) Coveralls (a maximum of three pairs annually)
 - (viii) Safety footwear
 - (ix) Gloves
 - (x) Firefighting apparel.
- (1) The Town shall supply new employees with the articles of equipment as required;
- (2) Supply employees moving to another department with the articles of equipment they require and that they do not possess at the time of move.
- (b) Where the following protective articles are required by the Town or the Workers' Compensation Board, the Town shall replace these articles as required when they are presented worn or damaged beyond repair by an employee, at no cost to the employee:
- (i) Hard hats
 - (ii) Aprons
 - (iii) Welding goggles
 - (iv) Dust protection
 - (v) Eye protection (except prescription lenses)
 - (vi) Ear protection
 - (vii) Coveralls (a maximum of three pairs annually)
 - (viii) Safety footwear
 - (ix) Gloves
2. (a) Where an employee's work is of a nature where special identification will aid in the performance of duties and in meeting particular departmental or programme objectives (e.g. By-Law Enforcement), the Town will provide uniform articles free of charge to employees.
- (b) Uniform articles is defined as items of wearing apparel and generally consists of:
- (1) outer clothing worn on duty indoors or outdoors;
 - (2) footwear;
 - (3) gloves.
3. The purchase of protective articles and uniform articles will be the responsibility of the Town. All such articles for the purposes of identification will have the Town crest or the employee's name tag or an identification number permanently affixed on said articles.
4. (a) Protective articles and uniform articles are to be worn only when employees are on duty.
- (b) The responsibility of maintaining protective articles and uniform articles rests with the employees.
- (c) The responsibility of cleaning or laundering protective articles and uniform articles will be shared by the Town and the employees on an equal basis or the Town shall allow the employees to use Town owned laundering facilities (washing and drying) and cleaning

materials.

(d) Loss of, or damage through negligence, to protective articles and uniform articles will result in an assessed charge to the employee.

(e) In the event an employee terminates or transfers to another position, the employee shall be given an option to purchase selected protective and uniform articles at a reasonable price or at no cost whatever based on the age and condition of the selected articles.

PART XIV

LATENESS AND ABSENCES

- N.
1. Directors will dock employees for lateness.
 2. In the event that an employee is late and has not called or somehow informed his supervisor to justify such absence, pay will be docked unless a reasonable and just rationale is given by the employee that unusual or emergency circumstances prevented the employee from calling or somehow informing his supervisor.
 3. In the case where employees are repeatedly late, disciplinary action pursuant to Section S(5) of this By-Law shall be warranted.

PART XV

TERMINATION OF EMPLOYMENT

- O.
1. Employees are requested to provide a minimum of three (3) weeks of notice in the event of a decision to discontinue employment with the Town.
 2. The Secretary-Manager shall be responsible for terminating an employee's employment with the Town.
 3. Procedures and regulations respecting termination of employment as per Schedule "G", are hereby authorized; in addition, procedures and regulations respecting lay-off, as per Schedule "H", are hereby authorized.

PART XVI

SEVERANCE PAY

- P.
1. An employee who has one year or more of continuous employment and who is laid off is entitled to be paid Severance Pay at the time of lay-off.
 2. In the case of an employee who is laid off, the amount of Severance pay shall be two (2) week's pay for the first complete year of continuous employment, two (2) weeks' pay for the second complete year of continuous employment and one (1) week's pay for each succeeding complete year of continuous employment. The total amount of Severance Pay which may be paid under this Section shall not exceed twenty-eight (28) weeks' pay.
 3. An employee who resigns after four (4) years of continuous employment is entitled to be paid Severance Pay on resignation in accordance with the following formula:

number of years of service x weekly rate of pay on resignation divided by two (2).
 4. If an employee dies, there shall be paid to his estate an amount equal to the product obtained by multiplying his weekly rate of pay immediately prior to death by the number of years of continuous service with a maximum of thirty (30) regardless of any other benefit payable.
 5. An employee whose employment is terminated with the Town for just cause or who has been declared to have abandoned his position shall not be entitled to Severance Pay.

PART XVII

GRIEVANCE PROCEDURE

- Q. 1. In the event a dispute arises regarding the interpretation, application or alleged violation of this By-Law, such dispute shall be settled without stoppage of work or lockout by way of one of the following procedures of settlement:
- (a) 1. The employee(s) concerned shall first seek to settle the dispute in discussion with the immediate supervisor and then, if not resolved satisfactorily, with the director and initially with the Secretary-Manager if the employee concerned is a director.
2. If the dispute is not resolved satisfactorily pursuant to section Q(1)(a)(1) above, it then becomes a grievance. This grievance shall then be reduced to writing, setting forth:
- (a) the nature of the grievance and the circumstances out of which it arose;
- (b) the remedy or correction required; and
- (c) the section or sections of this By-Law infringed upon, or claimed to have been violated.
- The written grievance shall be submitted in this form to the Secretary-Manager within five (5) days of the act causing the grievance. The Secretary-Manager shall make known his decision to the grievor within five (5) days of receipt of the grievance.
3. In the event that the reply in section Q(1)(a)(2) above is unsatisfactory to the grievor he may then advise the Secretary-Manager within five (5) days of receipt of the decision of the Secretary-Manager that he (the grievor) wishes to appeal to Council. Such appeal shall be heard at Council's next regularly scheduled meeting.
2. The time limits expressed in the foregoing shall be exclusive of Saturdays, Sundays and Statutory Holidays and normal time off.
3. (a) In the event the initiator of the grievance fails to follow the procedure and time limits established in this part, the grievance shall be deemed to be abandoned.
- (b) Where the recipient of the grievance fails to respond within the time limits prescribed, the grievance shall advance to the next step.

PART XVIII

MANAGEMENT/EMPLOYEE RELATIONS

- R. 1. For the purposes of maintaining a good and harmonious relationship between the Town and its employees, an employee's committee shall meet with the Secretary-Manager to discuss the needs and problems of both the employer and the employees.
2. Such a committee which should consist of the Director of Administrative Services, one other director chosen by the directors and three other permanent employees chosen by the remaining employees, shall meet at least quarterly with the Secretary-Manager.
3. Such an employees' committee's composition may be changed as often as the directors and employees wish. The Director of Administrative Services, however, shall be a consistent member of the committee.

PART XIX
CONDITIONS OF WORK

Hours of Work

- S. 1. The standard hours of work for employees of the Town shall be as follows:
- (a) Public Works employees 40 hours/week; and
 - (b) All other employees 35.0 hours/week.
2. These hours shall not include the daily one hour lunch period.
3. All public works employees shall work from 8:00 a.m. - 5:00 p.m. and all other employees shall work from 9:00 a.m. - 5:00 p.m.
4. In certain cases flexible hours of work may be granted by the appropriate director and the Secretary-Manager.

Disciplinary Action

- S. 5. (a) In cases where disciplinary action is warranted by an employee's conduct, the following procedures shall be followed:
- 1) on the first occurrence, the employee shall be given a verbal warning by his director;
 - 2) on the second occurrence of the same offence, the employee shall be given a final warning in writing by his director; and
 - 3) on the third and subsequent occurrence of the same offence, the employee may be disciplined by way of suspension without pay, reduction of salary or wage classification or by termination of employment.
 - 4) The Secretary-Manager shall be responsible for taking any action as noted in Section S(5)(a)(3) above and S(5)(b) below.
- (b) An employee may be subject to immediate suspension or termination for 'just cause'. Just cause may include:
- 1) habitual neglect of duty;
 - 2) serious incompetence;
 - 3) wilful disobedience to a lawful and reasonable order of a superior in a matter of substance;
 - 4) conduct incompatible with the employee's duty or prejudiced to the employer's interest;
 - 5) theft, fraud or dishonesty;
 - 6) continual insolence and insubordination;
 - 7) not meeting the required punctual and attendance standards despite corrective counselling; and
 - 8) inadequate performance over an extended period as a result of alcohol or drug abuse and failure to accept employer's attempt to rehabilitate.

Safety

- S. 6. (a) The Town will adhere to the Ordinances and Regulations of the N.W.T. respecting safety and health.
- (b) All employees, where relevant, will receive copies of the appropriate safety and health rules, regulations and standards of the N.W.T.

PART XX


REVIEW

T. These personnel policies of the Town shall be reviewed annually and revised as necessary from the day of the third and final reading of this By-Law.

THIS BY-LAW READ A FIRST TIME this 16th day of November, A.D. 1982 by the Council of the Town of Frobisher Bay, N.W.T.

THIS BY-LAW READ A SECOND TIME this 24th day of July, A.D. 1984 by the Council of the Town of Frobisher Bay, N.W.T.

THIS BY-LAW READ A THIRD AND FINAL TIME this 24th day of July, A.D. 1984 by the Council of the Town of Frobisher Bay, N.W.T.



MAYOR



SECRETARY-MANAGER

SCHEDULE "A"

(Section I(7), By-Law No. 112)

- A. Along with the Secretary-Manager the directors will define the requirements of each position in their respective department, that is, qualifications, work experience and so on.
- B. The following methods of recruiting will be used:
- 1) current applications on file;
 - 2) contacts;
 - 3) word of mouth;
 - 4) manpower office;
 - 5) newspapers recruitment advertisements; and
 - 6) C.B.C.
- C. All applicants will be requested to provide a resume or to complete the application form for the Town.
- D. Where possible, at least two candidates will be interviewed for each position.
- E. Each candidate interviewed will be presented with a copy of the job description for the position prior to the interview.
- F. A minimum of two work references will be checked on each candidate.
- G. Interviews will be conducted by the director and the Secretary-Manager.
- H. Upon hiring, each individual will receive a letter of agreement stating starting date, job classification, starting salary and job description.
- I. With respect to the Public Works only:
- 1) all candidates who are recruited for positions of light and heavy equipment operators will be required to take a medical examination and an examination of their operating skills;
 - 2) all permanent light equipment operators and labour positions within the department shall be deemed to be casual positions for an initial three month period.

SCHEDULE "B"

(Section J(4), By-Law No. 112)

- A. Each new employee will receive a minimum of one day orientation which shall consist of the following:
- 1) tour of Town offices and facilities and an introduction to fellow employees;
 - 2) description of daily routines - e.g., hours of work, lunch and coffee breaks;
 - 3) an explanation of the goals and objectives of the Town and the specific respective departmental goals and objectives;
 - 4) an explanation of health and safety rules with booklets being provided where appropriate; and
 - 5) information regarding vacations, sick leave, overtime, salary, attendance requirements, et cetera, (copy of Personnel Policies to be provided).
- B. New employees will be required to meet with the Director of Administrative Services to enroll in the group benefits plan and for other administrative and personnel procedures.
- C. The director will assign an experienced employee to the new employee to explain work procedures and to answer any questions.
- D. With respect to the Social Services department only:
- 1) new staff will be provided with training kit questionnaires and familiarized with the appropriate Ordinances and rules and regulations.

SCHEDULE "C"

(Section K(23), By-Law No. 112)

- A. 1) Directors will administer annual performance reviews for their respective departments.
- 2) The directors will recommend individual salary increases for approval by the Secretary-Manager.
- 3) Criteria used for increment increases, where applicable, will be the individual's performance, as well as added responsibilities and any improved qualifications for the position.
- B. 1) Directors will complete overtime forms on a (weekly, semi-monthly) basis, indicating time worked, both regular and overtime.
- 2) An explanation of where the work was done as well as reasons for the overtime will be provided.
- 3) Guidelines for a reasonable amount of overtime for each department will be provided by the Secretary-Manager.
- 4) All overtime will require the approval of the director before payment.
- C. 1) The Town of Frobisher Bay performance appraisal system will be used.
- 2) Appraisals for all staff will be administered annually by the directors.
- 3) The Town Director of Administrative Services will distribute appraisal forms to all directors and to the Secretary-Manager by October 1 of each year for all permanent employees. All appraisals will be conducted, fully completed, and returned to the Director of Administrative Services by December 1 of each year. If salary increments are applicable and approved, such shall be effective on the increment date for each employee.
- 4) The result of the performance review meeting will be documented including:
 - a) actions to be taken;
 - b) by whom;
 - c) when;
 - d) reviewer and reviewee's signatures;
 - e) a copy will be given to each employee; and
 - f) a copy will be kept in the department and available to the Secretary-Manager.
- 5) Appraisals for directors will be administered annually by the Secretary-Manager.

SCHEDULE "D"

(Section L(3)(g), By-Law No. 112)

- A. Employees are advised that a purchase order is required and provided for the airline ticket pursuant to Section L(3).

SCHEDULE "E"

(Section L(11), By-Law No. 112)

- A. Employees are required to call in to their immediate supervisor in the event of sickness or any matter which would warrant a leave within one hour of their regular start time of work. Directors should advise their staff that failure to do so will result in pay being docked.
- B. Directors will ensure that their employees complete the Application for Leave form prior to leave, if possible.

SCHEDULE "F"

(Section L(15)(b), By-Law No. 112)

A. General Conditions:

- 1) Directors are responsible for all vehicles and equipment designated for official use of his department.
- 2) Directors are expected to ensure that only licensed Town employees as drivers and operators are assigned and that each driver/operator has had adequate training on the type and model of unit being operated.
- 3) Directors are expected to review vehicle assignments and usage on an annual basis and adjustments where necessary to reflect any changes in utilization, duties or economic break-even point, will be made only upon approval of a written report submitted annually to the Secretary-Manager.
- 4) Employees who are required and designated to use Town vehicles in the performance of their duties must ensure attention is paid to the vehicle's care and needs in order to ensure the availability and life of each unit.
- 5) Such employees as per Section A.4) shall promptly report all defects and abnormalities observed during vehicle operation and shall present the unit concerned for adjustment and repairs.
- 6) Employees not authorized to take their unit home are responsible for returning the unit to the parking area designated for it at the end of each working day.
- 7) Where an employee is agreeable and authorized to use his own motor vehicle on any Town business, he shall be entitled to a kilometer allowance of thirty (30) cents per kilometer or said per kilometer amount as determined by the Secretary-Manager, and in the event of an accident, he shall rely on his personal vehicle liability insurance. Where any claim against such insurance is rejected by the employee's insurance carrier, he shall be covered by the Town's liability insurance.
- 8) The Department of Public Works shall be responsible for making periodic inspections and for carrying out, or arranging, all major repairs. Operators are not permitted to undertake repairs for which they are not qualified.
- 9) The Department of Public Works equipment and vehicle maintainers are required to report all instances coming to their attention of operation by unqualified operator/drivers and misuse or abuse of equipment.
- 10) Town vehicles and equipment are not to be used when visiting licensed establishments.

B. Directors' Usage:

- 1) Directors who are assigned a vehicle are to operate it on Town business only. Use of a Town vehicle during or after normal standard working hours or on weekends for private or personal use is not permissible. Only individuals on town business are allowed to be transported during or after regular business hours unless there exist emergency, special or unusual circumstances.
- 2) Directors having been assigned a vehicle on a permanent basis shall not construe this to mean absolute control and possession at all times. Wherever possible during normal working hours, a vehicle shall be shared with others (pooled) when it is not being used or needed by the director to whom it is assigned.
- 3) Directors who are assigned a vehicle may take that vehicle

home, when, as part of their duties they are subject to after-hours call out to deal with matters associated with their department or other Town departments. Where such is the case directors shall ensure that the vehicle is properly parked, and heaters are plugged in in the cold weather.

- 4) In lieu of the privileges for private use of Town vehicles given previously to directors, a monthly travel allowance of \$125.00 will be given to directors.
- 5) The monthly travel allowance as per section B.4) will be given only to the directors employed by the Town upon third and final reading of this By-Law.

C. On Call Usage:

- 1) The following employees are designated as being on call:
 - a) Fire Chief;
 - b) By-Law Enforcement Officer on call;
 - c) Garage Foreman;
 - d) Roads and Municipal Services Foreman;
 - e) Municipal Services Leadhand; and
 - f) Social Worker on call.
- 2) Employees as per Section C.1) who are assigned a vehicle may take that vehicle home when, as part of their duties, they are subject to after-hours call out. Where such is the case such employees shall ensure that the vehicle is properly parked, and heaters are plugged in in the cold weather.
- 3) Employees as per Section C.1) who are assigned a vehicle are to operate it on Town business only. Use of a Town vehicle during or after normal standard working hours or on weekends for private or personal use is not permissible. Only individuals on town business are allowed to be transported during or after regular business hours unless there exist emergency, special or unusual circumstances.
- 4) In lieu of the privileges for private use of Town vehicles given previously to employees as per Section C.1), a monthly travel allowance of \$75.00 or apportionment thereof will be given to such employees.
- 5) The monthly travel allowance as per Section C.4) will be given only to such employees employed by the Town upon third and final reading of this By-Law.

SCHEDULE "G"

(Section O(3), By-Law No. 112)

- A. Directors will use the three-step termination process:
- 1) The director and the employee will define and agree on the problem. If the employee's performance is not satisfactory, the director will specify in what way (e.g., chronically late, sloppy work, et cetera);
 - 2) The director and the employee will develop and agree upon corrective action in writing and establish a review date; and
 - 3) The director will point out the consequences of not achieving objectives of corrective programming and put such in writing (e.g., failure to arrive on time for next six months will mean serious disciplinary action or termination of employment).
- B. Directors will initiate the termination process and the Secretary-Manager will conduct the final termination of employment interview.
- C. The Director of Administrative Services will be advised in writing of any resignation or termination of employment.
- D. Exit interviews will be conducted by the directors with all people who resign to determine their reasons for resigning.

SCHEDULE "H"

(Section O(3), By-Law No. 112)

- A. The Public Service Ordinance of the N.W.T. (Sections 26 and 27 of said Ordinance) makes provisions for Lay-Off. Beyond these provisions, the Town recognizes the necessity and the justice of the application of the merit principle in determining Lay-Off. Where two employees of equal merit face Lay-Off, length of service will be the deciding factor.
- B. In order to minimize the adverse effects of Lay-Off, the Town will provide re-training when practicable.