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Community Government Name

Section/Number: Human Resources – 001	Approval Date: (DD/MM/YY)
Subject: Human Resource Planning	Amendment Dates:
Policy	
Council will approve an annual Human Resources (HR) Plan for the Community Government.	
Definitions	
N/A	
Guidelines	
<ol style="list-style-type: none"><li>1. The HR Plan must be consistent with the mission, mandate and goals and objectives of the Community Government.</li><li>2. The Senior Administrative Officer (SAO) and/or his/her delegate will be responsible for preparing the annual draft HR Plan.</li><li>3. The HR Plan must include, but not be limited to:<ol style="list-style-type: none"><li>3.1. The vision, mission, goals and priorities for the Community Government</li><li>3.2. The human resource needs of the Community Government</li><li>3.3. The human resources supply for the Community Government</li><li>3.4. Gaps between the human resource needs and supply</li><li>3.5. Board strategies for filling the gaps.</li></ol></li><li>4. The SAO/delegate will provide the draft annual HR Plan to Council for consideration.</li><li>5. Council will approve, recommend changes to, or reject the draft HR Plan.</li><li>6. The HR Plan will be revised and/or finalized.</li><li>7. The SAO/delegate will be responsible for monitoring and reporting on the HR Plan at the conclusion of each fiscal year.</li></ol>	
Attachments	
N/A	
References	
MACA ICSP and HR Planning Document ( <a href="http://www.nwtac.com/ICSP%20Documents/ICSP%20HR%20Plan%202009%20.pdf">http://www.nwtac.com/ICSP%20Documents/ICSP%20HR%20Plan%202009%20.pdf</a> )	

Commented [srb1]: We need to have a discussion about what this is and how it relates to the ICSP.

I am not certain about this requirement.

Lets talk!

Section/Number: Human Resources – 002	Approval Date: (DD/MM/YY)
Subject: Job Descriptions	Amendment Dates:
<p>Policy</p> <p>Employees are entitled to a job description that contains a written statement of duties and qualifications.</p>	
<p>Definitions</p> <p>N/A</p>	
<p>Guidelines</p> <ol style="list-style-type: none"> <li>1. Each position in the Community Government will have a job description.</li> <li>2. Job descriptions will be used as the basis for describing the job, recruitment and selection, performance evaluation and training and development.</li> <li>3. The Department Manager is responsible for ensuring that job descriptions are reviewed and, if necessary, updated on an annual basis or before a position goes to competition.</li> <li>4. Employees will have the opportunity for input into the job description, however, the Manager must approve any changes to a job description.</li> <li>5. The manager and the incumbent will review the job description at least once each fiscal year.</li> <li>6. The incumbent will recommend changes (if appropriate) to the manager.</li> <li>7. The manager will determine whether the changes are warranted and the appropriate changes will be made to the job description.</li> <li>8. The job description will be submitted to the Senior Administrative Officer for final approval.</li> <li>9. The incumbent, manager and Senior Administrative Officer will sign the approved job description. <ol style="list-style-type: none"> <li>9.1. The incumbent will sign that he/she had read and understand the job description.</li> <li>9.2. The manager and Senior Administrative Officer will sign to approve the job description.</li> </ol> </li> </ol>	

10. The incumbent will be provided with a copy of the revised job description and one copy will be placed in the position file.
Attachments
N/A
References
N/A

Section/Number: Human Resources – 003	Approval Date: (DD/MM/YY)
Subject: Recruitment and Selection	Amendment Dates:
<p>Policy</p> <p>The Community Government is committed to a fair and open recruitment and selection process for hiring or promoting employees.</p>	
<p>Definitions</p> <p>N/A</p>	
<p>Guidelines</p> <ol style="list-style-type: none"> <li>1. Any position that becomes vacant or is created within the Community Government will be open for public competition.</li> <li>2. The Department Manager is responsible for ensuring that both the job description and organizational chart are current and accurate prior to starting the recruitment and selection process.</li> <li>3. The job description and organizational chart will be reviewed by the Senior Administrative Officer (SAO) to ensure the position is properly described and to determine if the position should be staffed, replaced by a different position or removed from the organization.</li> <li>4. Vacancies will be advertised as required.</li> <li>5. Once the competition has closed, the Selection Committee will meet to review the applications.</li> <li>6. A set of questions will be developed and each candidate will be asked the same set of questions.</li> <li>7. At the completion of each interview, the Selection Committee will review the responses provided by each candidate.</li> <li>8. Once all interviews have been completed, the candidates will be ranked in order according to their interview results.</li> <li>9. The SAO or his/her delegate will contact at least two former or current supervisors of the candidate (with the candidate's permission) to complete reference checks.</li> </ol>	

<p>10. If required, criminal records checks will be completed for each successful candidate.</p> <p>11. Based on the information provided from the references and/or criminal records check, the Selection Committee may decide to:</p> <ul style="list-style-type: none"><li>11.1. proceed with an offer</li><li>11.2. postpone a decision until reference checks have been completed on other candidates</li><li>11.3. disqualify the candidate based on poor reference checks and have references completed on the next candidate.</li></ul> <p>12. The SAO will proceed with the offer including negotiating the salary and benefits (if required) and signing the letter of offer.</p> <p>13. Once an offer has been accepted, all other short-listed or interviewed candidates will be informed that a candidate has been selected.</p>
Attachments
N/A
References
N/A

Section/Number: Human Resources – 004	Approval Date: (DD/MM/YY)
Subject: Offer of Employment	Amendment Dates:
<p>Policy</p> <p>All employees will be provided with a written Letter of Offer that clearly states their position title, rate of pay, benefits and allowances, hours of work and probationary period, prior to commencement of employment.</p>	
<p>Definitions</p> <p>N/A</p>	
<p>Guidelines</p> <ol style="list-style-type: none"> <li>1. The Senior Administrative Officer (SAO) or his/her delegate is responsible for making all offers of employment including verbal and written offers.</li> <li>2. Verbal offers of employment create a binding contractual relationship and must be confirmed in writing by a Letter of Offer.</li> <li>3. Letters of Offer may be conditional based upon the following circumstances:             <ol style="list-style-type: none"> <li>3.1. where licensing is required,</li> <li>3.2. where criminal records checks are being completed, and/or</li> <li>3.3. on receipt of certification or proof of qualification.</li> </ol> </li> <li>4. The Letter of Offer must contain the name of the person being hired, the title of the position, the salary and benefits/allowances for the position, hours of work and the probationary period.</li> <li>5. One copy of the signed Letter of Offer will be provided to the employee and one will be placed on the employee's Personnel File.</li> </ol>	
<p>Attachments</p> <p>Sample Letter of Offer</p>	
<p>References</p> <p>N/A</p>	

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Community Government Name

Sample Letter of Offer

Date

Employees Name and Address

**Letter of Offer – Title of Position**

On behalf of the Community Government, I am pleased to offer you the position of **Title**. Attached please find a copy of the position description.

This is a **position type** (i.e. full-time, permanent position) Your date of hire for the position will be **date**. Your normal workday will be **hours of work** (i.e. 8:30 AM to 5:00 PM, Monday to Friday). There will be a six month probationary period after which your performance will be evaluated. There will subsequently be an annual performance evaluation on the anniversary of your date of hire.

Your starting salary for the position will be **salary**. You will be eligible for a performance increase to the next Step of the Pay Grid on the anniversary of your date of hire each year until you have reached the maximum Step for the position (if applicable). Performance increases will be based on, and subject to, a satisfactory performance review.

In addition to the salary, you will be entitled to the following benefits:

- **Provide list of benefits and allowances**

It is imperative that you understand the importance of confidentiality in your position. Should there be any breach of confidentiality, you may be subject to disciplinary action as described in the Community Government Policies and Procedures. As part of the Offer of Employment you will be required to sign an Oath of Confidentiality and a Code of Conduct.

You will also be subject to all Community Government Policies and Procedures and it is your responsibility to read and abide by these Policies and Procedures.

Please sign and return the Letter of Offer at your earliest convenience, and welcome to the Community Government.

Sincerely,

Name  
Senior Administrative Officer  
Community Government



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Community Government Name

**Acceptance of Offer** – I accept this offer on the terms and conditions outlined herein.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

Section/Number: Human Resources – 005	Approval Date: (DD/MM/YY)
Subject: Personnel Files	Amendment Dates:
<p>Policy</p> <p>Employee records are maintained in separate Personnel Files for all Community Government employees. All information contained in the Personnel File is maintained in strict confidence and will only be released to authorized individuals under appropriate circumstances as described in this policy</p>	
<p>Definitions</p> <p>N/A</p>	
<p>Guidelines</p> <ol style="list-style-type: none"><li>1. A Personnel File will be established for each employee.</li><li>2. The Personnel File will be maintained in a secured area with access limited to the Senior Administrative Officer (SAO) and the employee designated to maintain the Personnel File.<ol style="list-style-type: none"><li>2.1. Duplicate Personnel Files cannot be kept in the Managers or Supervisors offices.</li></ol></li><li>3. Information concerning an employee must be contained on the Personnel File in order to be considered part of the employee's official record of employment.<ol style="list-style-type: none"><li>3.1. Information that is not contained on the Personnel File cannot be used for any reason.</li></ol></li><li>4. The Personnel File will contain required personal information, performance-related information, corrective action information and leave records.</li><li>5. Employees cannot place information directly on their Personnel Files.</li><li>6. Employees are entitled to review their personnel file by making an appointment with the SAO or his/her delegate:<ol style="list-style-type: none"><li>6.1. Employees must be accompanied by the SAO/delegate while reviewing their Personnel File</li><li>6.2. Employees are not entitled to review the rating forms completed during the job interview, reference checks or criminal records checks which will be contained in sealed envelopes on the employee's file</li></ol></li></ol>	

<p>6.3. Employees are entitled to make copies of information other than interview rating forms, reference checks or criminal records checks, but are not entitled to remove or alter any documents or information.</p> <p>7. Employees must be made aware of any corrective action documents placed on their file.</p> <p>7.1. The SAO/delegate must provide the employee with a copy of the document at the time of filing.</p> <p>7.2. Documents must be clearly marked <i>cc to Personnel File</i> or a statement must be included in the body to indicate a copy of the document will be placed on the employee's Personnel File.</p> <p>8. At the request of the employee, any documents or written statements relating to corrective action and placed on the Personnel File of an employee will be destroyed after two years from the date of the document if no further corrective action has occurred.</p> <p>9. In cases where the Community Government receives a request in any form from a third party for information concerning an employee, the SAO/delegate will:</p> <p>9.1. Check the identity of the third party</p> <p>9.2. Require the third party to produce evidence of the employee's consent (except in cases where disclosure is required by law - for example, a search warrant).</p>
<p>Attachments</p> <p>N/A</p>
<p>References</p> <p>NWT Access to Information and Protection of Privacy Act</p>

Section/Number: Human Resources – 006	Approval Date: (DD/MM/YY)
Subject: Code of Work Ethics	Amendment Dates:
<p>Policy</p> <p>Employees are expected to abide by the Code of Ethics as well as all other policies in order to ensure a positive work environment and provide constructive and effective services to community residents.</p>	
<p>Definitions</p> <p>N/A</p>	
<p>Guidelines</p> <ol style="list-style-type: none"> <li>1. Employees are expected to:             <ol style="list-style-type: none"> <li>1.1. Conduct themselves in a friendly, courteous and professional manner with all co-workers</li> <li>1.2. Maintain the highest ethical standards and refrain from gossip</li> <li>1.3. Contribute to the efforts of the team and offer assistance wherever required</li> <li>1.4. Be honest, trustworthy, reliable and dependable in fulfilling all duties</li> <li>1.5. Take direction from and work cooperatively with supervisors</li> <li>1.6. Maintain confidentiality</li> <li>1.7. Demonstrate respect and regard for residents, clients, supervisors and co-workers</li> <li>1.8. Avoid being in a position of conflict of interest and notify their supervisor immediately of any potential conflict of interest.</li> </ol> </li> <li>2. Employees are expected not to:             <ol style="list-style-type: none"> <li>2.1. Use loud, abusive, or profane language</li> <li>2.2. Conduct illegal activities on Community Government property</li> <li>2.3. Wilfully damage Community Government property</li> <li>2.4. Be intoxicated while on duty, whether by alcohol or other substances</li> <li>2.5. Lobby or solicit for a cause, a political agenda, or business patronage on Community Government property</li> <li>2.6. Wilfully violate Community Government policies</li> <li>2.7. Claim that he/she is engaging in an activity or participating in a cause on behalf of Community Government unless authorized by his/her supervisor.</li> </ol> </li> <li>3. Employees who fail to comply with this policy may be subject to disciplinary action up to and including dismissal.</li> </ol>	

4. All allegations or suspicions of employee behaviour that violates territorial or federal legislation, including the Criminal Code of Canada, will be reported to the appropriate authorities.

Attachments

N/A

References

N/A

Section/Number: Human Resources – 007	Approval Date: (DD/MM/YY)
Subject: Confidentiality	Amendment Dates:
<p>Policy</p> <p>Employees will acquire confidential information that relates to the conduct and operations of the Community Government. The information is the exclusive property of the Community Government and employees must maintain the confidentiality of the information.</p>	
<p>Definitions</p> <p>Confidential information includes, but is not limited to, verbal and written communications, computer programs and messages, photographs, financial and accounting records, human resources information and any other documentation or information.</p>	
<p>Guidelines</p> <ol style="list-style-type: none"><li>1. Employees are required to sign an Oath of Confidentiality before assuming their duties.</li><li>2. Confidential information must not be disclosed to persons who are not Employees of, or not employed by, the Community Government and/or employees of the Community Government who are not privy to such information.</li><li>3. Employees may not make unauthorized use of information they have acquired as a result of their position or of any property or facilities owned or operated by the Community Government.</li><li>4. Employees may not, except as authorized or required by their duties, reveal any confidential information concerning the Community Government which may come to their knowledge as a result of their position.</li><li>5. Employees must keep confidential all information entrusted to them and not use or attempt to use any such information in any manner to their advantage or to the advantage of their family or other business or personal relationships.</li><li>6. Before disclosing any confidential or potentially confidential information, an Employee must obtain the written approval of the Senior Administrative Officer.</li><li>7. Failure to adhere to this policy may result in disciplinary action up to and including dismissal.</li></ol>	

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Community Government Name

Attachments
Sample Confidentiality Form
References
N/A

**Confidentiality Acknowledgement Form**

This is to confirm that I have read, understood and agree to abide by the Community Government Confidentiality Policy.

Employee Name

Employee Signature

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Date:

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This is to confirm that I have explained the Community Government Confidentiality Policy to the above named employee.

Supervisor's Name

Supervisor's Signature

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Date:

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Section/Number: Human Resources – 008	Approval Date: (DD/MM/YY)
Subject: Conflict of Interest	Amendment Dates:
<b>Policy</b>  Employees of the Community Government are prohibited from involvement in activities which could constitute a conflict of interest with their employment and/or duties.	
<b>Definitions</b>  N/A	
<b>Guidelines</b>  <ol style="list-style-type: none"><li>1. Employees may not request or accept payment, gifts or any other benefit for completing their employment duties other than the remuneration and benefits accruing to their position.</li><li>2. Employees may not make unauthorized use of information they have acquired as a result of their employment, or of any property or facilities owned by the Community Government.</li><li>3. An employee who contravenes this policy may be subject to corrective action up to and including dismissal.</li></ol>	
<b>Attachments</b>  N/A	
<b>References</b>  N/A	

Section/Number: Human Resources – 009	Approval Date: (DD/MM/YY)
Subject: Outside Employment	Amendment Dates:
<p>Policy</p> <p>Employees of the Community Government require approval from the Senior Administrative Officer before accepting or maintaining other employment and/or operating a business.</p>	
<p>Definitions</p> <p>N/A</p>	
<p>Guidelines</p> <ol style="list-style-type: none"> <li>1. Employees may not carry on any business or accept or maintain other employment where there may be an actual or perceived conflict between their private interests and the duties they are required to perform with the Community Government.</li> <li>2. Before engaging in any business or employment outside of their regular duties, an employee must obtain the written approval of the Senior Administrative Officer (SAO).</li> <li>3. If the SAO believes there is an actual or perceived conflict of interest, he/she may deny the employee's request. <ol style="list-style-type: none"> <li>3.1. The SAO may make it a condition that the employee's firm may not bid on, or be awarded, business contracts with the Community Government.</li> <li>3.2. The SAO will notify the employee in writing stating the reasons for denying the request.</li> </ol> </li> <li>4. If the request is approved, a copy of the approval will be provided to the employee and one copy will be placed on the employee's Personnel File.</li> <li>5. An employee who contravenes this policy may be subject to corrective action up to and including dismissal.</li> </ol>	
<p>Attachments</p> <p>N/A</p>	
<p>References</p> <p>N/A</p>	

Section/Number: Human Resources – 010	Approval Date: (DD/MM/YY)
Subject: Hours of Work	Amendment Dates:
<p>Policy</p> <p>Employees are expected to attend work during their regular hours of work.</p>	
<p>Definitions</p> <p>N/A</p>	
<p>Guidelines</p> <ol style="list-style-type: none"> <li>1. Employees will be advised of their regular hours of work in their Letter of Offer.</li> <li>2. Unless absent with authorized leave (i.e. vacation leave, sick leave, etc.), employees are expected to attend work during their regularly scheduled hours of work.</li> <li>3. The Supervisor is responsible for ensuring that attendance records are maintained for all employees.             <ol style="list-style-type: none"> <li>3.1. Attendance registers will record the attendance and absences of each employee with sufficient information to substantiate all payments of salary and the accrual of all credits associated with the salary</li> </ol> </li> <li>4. Employees must request authorization for any absence, scheduled or unscheduled, as soon as reasonably possible:             <ol style="list-style-type: none"> <li>4.1. The request must include a reason for, and an estimate of the duration of, the absence.</li> <li>4.2. The Supervisor will ask the employee to submit the request in writing.</li> <li>4.3. If approved, the Supervisor will sign the request and/or submit the request to the SAO as appropriate.</li> </ol> </li> <li>5. If the leave is taken and not authorized, the employee may be subject to corrective action and the employee's pay may be reduced to reflect the unauthorized time away from work.</li> </ol>	
<p>Attachments</p> <p>Sample Leave Form</p>	
<p>References</p> <p>N/A</p>	

**Sample Leave Form**

**Leave of Absence Request Form**

Employee Name:\_\_\_\_\_

Date:\_\_\_\_\_

Type of Leave Requested:\_\_\_\_\_

Start Date/Time of Leave:\_\_\_\_\_

Return to Work Date/Time:\_\_\_\_\_

Verification of Leave Credits:\_\_\_\_\_

Employee Signature:\_\_\_\_\_

Supervisor Signature:\_\_\_\_\_

Senior Administrative Officer Approval:\_\_\_\_\_

(If leave is denied, Senior Administrative Officer will advise in writing.)

Section/Number: Human Resources – 011	Approval Date: (DD/MM/YY)
Subject: Overtime	Amendment Dates:
<p>Policy</p> <p>In order to effectively deliver programs and services, the Community Government may require employees to work outside of the regular hours of work.</p>	
<p>Definitions</p> <p>N/A</p>	
<p>Guidelines</p> <ol style="list-style-type: none"> <li>1. Employees may be required to work more than their daily or weekly standard hours or on a holiday in order to meet operational requirements.</li> <li>2. Compensation for overtime will be provided as per the NWT Employment Standards Act (or Collective Agreement) when work is authorized in advance by the Senior Administrative Officer (SAO) or his/her delegate.</li> <li>3. The SAO or his/her delegate will make every reasonable effort to assign overtime work equitably and to give employees reasonable advance notice, subject to operational requirements.</li> <li>4. Authorization for overtime worked must be given either verbally or in writing by the SAO or his/her delegate before the overtime takes place:             <ol style="list-style-type: none"> <li>4.1. In exceptional circumstances approval may be given after the overtime is worked.</li> </ol> </li> <li>5. Department Managers are responsible for recording the actual hours of work on the overtime form.             <ol style="list-style-type: none"> <li>5.1. The form must include the verification for overtime by the Manager.</li> </ol> </li> <li>6. An employee may, for cause, refuse to work overtime.             <ol style="list-style-type: none"> <li>6.1. Cause may include family and other emergencies.</li> <li>6.2. An employee's cause for refusal to work will be considered in light of the requirement for overtime (i.e. the need to have the employee available during a community emergency or where there is the possibility of loss of life, injury or property such as the water system freezing).</li> </ol> </li> </ol>	

7. Overtime will be provided at a rate of one and a half (1.5) times the employee's normal rate of pay except as described under the Employment Standards Act (or the Collective Agreement).
8. Overtime will be granted in time in lieu unless overtime pay is specifically authorized by the SAO or his/her delegate.
9. As a general rule, an employee should accumulate no more than fifteen (15) days of lieu time without the approval of the SAO or his/her delegate.
10. If the SAO determines that an employee is accumulating too much lieu time, the SAO may refuse to grant any further lieu time until the employee has used some of the accumulated credits.
  - 10.1. Overtime will then be paid out.
11. Employees may request time off for lieu time by submitting the appropriate leave form.

#### Attachments

Sample Overtime Form or Timesheet

#### References

Employment Standards Act  
(Collective Agreement)

**Community Government  
Overtime Authorization**

<b>Employee Name:</b>		<b>Department:</b>	
<b>Supervisor:</b>			
<b>Hours approved:</b>		<b>Dates approved:</b>	
<b>Approved by:</b>		<b>Date:</b>	
<b>Signature:</b>			

Section/Number: Human Resources – 012	Approval Date: (DD/MM/YY)
Subject: Probation	Amendment Dates:
<p>Policy</p> <p>All new employees and employees transferring or being promoted to a new position will be subject to a probationary period as outlined in this policy.</p>	
<p>Definitions</p> <p>N/A</p>	
<p>Guidelines</p> <ol style="list-style-type: none"> <li>1. The probationary period is an opportunity for the Community Government to determine if the employee is qualified and suitable for the position.</li> <li>2. Employees will be advised of the length of their probationary period in their Letter of Offer.</li> <li>3. The probationary period for all employees is as follows: <ol style="list-style-type: none"> <li>3.1. Twelve (12) months for all new employees in Management, Supervisory and Officer level positions.</li> <li>3.2. Six (6) months for all employees transferring or being promoted to all positions.</li> <li>3.3. Six (6) months for all new employees in all other positions.</li> </ol> </li> <li>4. The Senior Administrative Officer (SAO) or his/her delegate is responsible for advising employees on probation of the standard of performance that is expected and the rules of the work place within the first week of employment.</li> <li>5. The SAO or his/her delegate is responsible for monitoring the performance of an employee on probation: <ol style="list-style-type: none"> <li>5.1. The SAO/delegate is responsible for identifying problem areas and developing ways in which to assist the employee</li> <li>5.2. The SAO/delegate is also responsible for identifying areas where the employee is performing well.</li> <li>5.3. The SAO/delegate will meet with the employee prior to the end of the probationary period to advise the employee of his/her status.</li> </ol> </li> <li>6. Employees who are on probation are not entitled to salary increments.</li> </ol>	



7. Employees who are on probation will not be considered on other Community Government positions without the consent of the SAO.
8. Probationary periods may be extended for employees whose performance does not meet specified standards but who may perform at a satisfactory level with further training, development and/or experience.
9. An employee on probation who is not suitable for the position will be rejected during the probationary period and his/her employment with the Community Government will be terminated (see Policy HR – 024 Termination of Employment) or, he/she will be assigned to a position more suited to his/her abilities at the rate of pay of the new position.
10. Employees can only be rejected on probation if the employee has been advised of problems of performance and/or suitability.

Attachments

N/A

References

HR – 024 Termination of Employment

Section/Number: Human Resources – 013	Approval Date: (DD/MM/YY)
Subject: Orientation	Amendment Dates:
<p>Policy</p> <p>All new employees will be provided with an orientation program that is designed to assist the employee to transition to the work environment and reduce the stress commonly associated with starting a job with a new employer.</p>	
<p>Definitions</p> <p>N/A</p>	
<p>Guidelines</p> <ol style="list-style-type: none"> <li>1. The Senior Administrative Officer (SAO) or his/her delegate is responsible for introducing the employee to the work group and work place on the employee's first day of work.</li> <li>2. The SAO/delegate will discuss basic policies, procedures and pertinent work place rules on the first day of work.</li> <li>3. The SAO/delegate will arrange for a documentation session to take place as soon as possible after the employee has started work.             <ol style="list-style-type: none"> <li>3.1. The documentation session will include a review of, and sign up for, any benefits, allowances, insurances and deductions required of the employee.</li> </ol> </li> <li>4. The SAO/delegate will review the mandate, roles and responsibilities of the Company with the new employee.</li> <li>5. The SAO/delegate will also make arrangements for the employee to attend any additional orientation sessions.</li> </ol>	
<p>Attachments</p> <p>Sample Orientation Table of Contents and Sign-off Sheet</p>	
<p>References</p> <p>N/A</p>	

**Community Government Orientation Form**

This is to confirm that the employee has been provided with the following documents/information:

Information Document	Provided	Not Applicable
Employment Policies and Procedures		
Job Description		
Organization Mandate and Vision		
Organization Chart		
Completed Benefits Documentation Session		
Performance Evaluation Form		
Professional Development Form		
Keys (as required)		
Tour of Facilities		
Introduction to Co-workers		
Other:		
Other:		
Other:		
Other:		
Other:		

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Payroll Officer Name

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Employee Name

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Payroll Officer Signature

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Employee Signature

Section/Number: Human Resources – 014	Approval Date: (DD/MM/YY)
Subject: Performance Evaluation	Amendment Dates:
<p>Policy</p> <p>A performance evaluation will be conducted for each employee prior to the completion of his/her probationary period and on each subsequent anniversary of the date of hire or promotion.</p>	
<p>Definitions</p> <p>N/A</p>	
<p>Guidelines</p> <ol style="list-style-type: none"> <li>1. Performance Evaluations are a method to ensure that employees are receiving effective feedback on how they are performing in their jobs, particularly those areas in which they are performing well and areas where improvement may be required.</li> <li>2. Performance Evaluations are designed as a positive approach to help employees develop their knowledge, skills and attitudes.</li> <li>3. Performance Evaluations will be completed on each employee at least once each fiscal year.</li> <li>4. The Supervisor must complete the prescribed performance evaluation form.             <ol style="list-style-type: none"> <li>4.1. The Performance Evaluation will form the basis for training and development throughout the year.</li> </ol> </li> <li>5. The employee will be given an opportunity to review and discuss the evaluation and to state his/her career development goals.</li> <li>6. In cases of unsatisfactory performance, the employee will be informed of the areas that are unsatisfactory and measures will be developed to assist the employee to improve.             <ol style="list-style-type: none"> <li>6.1. A further evaluation will be completed within two months of the unsatisfactory performance appraisal or more frequently if necessary.</li> </ol> </li> <li>7. Continued unsatisfactory performance will be identified and may lead to corrective action.</li> <li>8. The Supervisor and employee will discuss training and development needs for both current and future positions.</li> </ol>	

9. The employee will have an opportunity to comment on the evaluation including any areas where he/she disagrees with the evaluation.
10. The performance evaluation form will be presented to the Senior Administrative Officer for final approval.
11. A copy of the evaluation will be placed on the Employee's Personnel File and a copy will be provided to the employee for his/her records.

#### Attachments

Sample Performance Evaluation Forms

<http://www.maca.gov.nt.ca/school/tools/index.html>

#### References

N/A

Section/Number: Human Resources – 015	Approval Date: (DD/MM/YY)
Subject: Professional Development	Amendment Dates:
<p>Policy</p> <p>The Community Government encourages employees to further their professional and technical knowledge and skills through appropriate education, training and development.</p>	
<p>Definitions</p> <p>N/A</p>	
<p>Guidelines</p> <ol style="list-style-type: none"> <li>1. The Community Government will pay for the costs of training and/or courses that the Community Government considers essential to an employee's development.</li> <li>2. The Community Government will consider paying the costs of other training/courses that the Community Government considers beneficial to an employee's development if they are related to the employee's current or future job duties as identified during Performance Reviews and targeted as an agreed upon goal.</li> <li>3. Approval for training/courses is at the discretion of the Senior Administrative Officer (SAO) and must be supported by the employee's supervisor.</li> <li>4. Requests for training/education must be made in advance.             <ol style="list-style-type: none"> <li>4.1. Requests for reimbursement after the training/courses has taken place may not be supported.</li> </ol> </li> <li>5. In order for employees to receive funding for training/courses they must successfully complete the training/course.             <ol style="list-style-type: none"> <li>5.1. Where training/courses provide a grade, employees must meet the minimum passing grade for the course or 50%, whichever is higher.</li> <li>5.2. Where training/courses do not provide a grade, the employee must receive a certificate of completion and/or a statement of proof from the course provider stating that the employee successfully completed the training/course.</li> </ol> </li> <li>6. Employees who successfully complete approved training/courses will be provided with assistance as follows.             <ol style="list-style-type: none"> <li>6.1. One hundred (100) per cent of related tuition fees and textbooks</li> <li>6.2. One-half (1/2) day of paid leave for study and preparation for the final exam</li> <li>6.3. Other assistance as deemed appropriate by the SAO.</li> </ol> </li> </ol>	

<p>7. Financial assistance may be advanced; however, it must be returned if the employee does not successfully complete the training/course or the employee leaves the organization within six months of completing the training/course.</p> <p>7.1. The advance will be recovered through payroll deductions.</p> <p>8. Employees who wish to participate in training/courses must apply in writing to their immediate supervisors prior to taking a training/course.</p> <p>8.1. The application must state:</p> <p>8.1.1. Location and duration of training/course</p> <p>8.1.2. How the training/course will benefit the employee and the Community Government</p> <p>8.1.3. Training/course costs including tuition, books and travel expenses.</p> <p>9. Each supervisor must assess the impact of the proposed training on the operation of her/his work unit and make a written recommendation to the SAO.</p> <p>10. The SAO will approve or deny the training/course in writing and identify any costs to be paid by the Community Government.</p>
<p>Attachments</p> <p>Sample Training Form</p>
<p>References</p> <p>N/A</p>

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Community Government Name

## Community Government Individual Training Plan

Employee Name: \_\_\_\_\_

Date: \_\_\_\_\_

Training Required	Training Course	Training Agency (i.e. School of Community Government	Location	Cost	Approved



Section/Number: Human Resources – 016	Approval Date: (DD/MM/YY)
Subject: Electronic Equipment and Telecommunications Use	Amendment Dates:
<p>Policy</p> <p>Employees are expected to respect and properly use electronic and telecommunications equipment provided as part of their employment.</p>	
<p>Definitions</p> <p>N/A</p>	
<p>Guidelines</p> <ol style="list-style-type: none"> <li>1. All electronic and telecommunications equipment provided by the Community Government for employment use, including computers, cell phones and all other equipment and devices, is the property of the Community Government.</li> <li>2. The Community Government retains the right to monitor all information contained on, and electronic communication made through the use of, electronic and telecommunications equipment and devices.             <ol style="list-style-type: none"> <li>2.1. This includes, but is not limited to, all Internet usage, social media usage (i.e. Facebook), telecommunications conversations and text or e-mail messages.</li> </ol> </li> <li>3. The Community Government reserves the right to inspect any and all files stored on a computer, computer network or other electronic device in order to ensure compliance with Community Government policies.</li> <li>4. All existing Community Government policies apply to a user's conduct on the Internet, especially (but not exclusively) those that deal with unacceptable behaviour, misuse of Community Government resources, sexual harassment, information and data security, and confidentiality. These include:             <ol style="list-style-type: none"> <li>4.1. Confidentiality - under no circumstances should employees disseminate confidential information over the Internet or through electronic communications.</li> <li>4.2. Pornography - employees are not allowed to visit sites that are considered pornographic.</li> <li>4.3. Sexual harassment – maintaining, displaying or transmitting sexually explicit images and materials is a violation of the Community Government policy on workplace harassment.</li> </ol> </li> </ol>	

<p>4.4. Employees are not permitted to transmit, download, archive, edit or manipulate sexually explicit material while using Community Government resources.</p> <p>4.5. Illegal activity - an employee cannot use Community Government Internet facilities or other telecommunications equipment to knowingly break any laws and regulations of Canada or any other country, and</p> <p>4.6. Use of the Internet for illegal purposes may be grounds for discipline or termination.</p> <p>5. It is a violation of Community Government policy to store, view or print graphic files that are not directly related to an employee's job or business activity.</p> <p>5.1. Examples of inappropriate use include, but are not limited to, downloading games, jokes, audio files, animations or movie segments.</p> <p>6. Employees must identify themselves and their position when they send e-mail, register accounts or when conducting other Internet transactions.</p> <p>6.1. Attempting to subvert these disclosure policies is a serious offence.</p> <p>7. All electronic transmissions including e-mail and text messaging must include a statement on the confidentiality of the information and clearly identify to whom the information is intended.</p> <p>8. Employees in breach of this policy may be subject to Corrective Action up to and including dismissal.</p>
<p>Attachments</p> <p>Electronic Equipment and Telecommunications Use Acknowledgement Form</p>
<p>References</p> <p>N/A</p>

**Electronic Equipment and Telecommunications Use Acknowledgement Form**

This is to confirm that I have read, understood and agree to abide by the Community Government Electronic Equipment and Telecommunications Use Policy.

Employee Name

Employee Signature

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Date:

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This is to confirm that I have explained the Community Government Electronic Equipment and Telecommunications Use Policy to the above named employee.

Supervisor's Name

Supervisor's Signature

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Date:

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Section/Number: Human Resources – 017	Approval Date: (DD/MM/YY)
Subject: Harassment Free Workplace	Amendment Dates:
<p>Policy</p> <p>Employees are entitled to work in a harassment free workplace and are expected to abide by the conditions set out in this policy.</p>	
<p>Definitions</p> <ol style="list-style-type: none"> <li>1. <b><u>Harassment</u></b> is verbal or physical conduct that is offensive or shows hostility toward an individual because of that person's race, skin color, ancestry, nationality, religion, age, gender, national origin, age, sex, marital status, family status, sexual orientation, political beliefs or association or disability.             <ol style="list-style-type: none"> <li>1.1. Harassment can also occur if conduct is directed toward a person's relatives, friends or associates.</li> </ol> </li> <li>2. <b><u>Harassing conduct</u></b> includes, but is not limited to, abuse; slurs; negative stereotyping; threatening, intimidating, or hostile acts including jokes or pranks that are hostile or demeaning; and written, graphic or electronic material that is offensive or shows hostility toward an individual or group.</li> <li>3. <b><u>Sexual harassment</u></b> is behaviour, actions or remarks of a sexual nature that are unwarranted and unsolicited.             <ol style="list-style-type: none"> <li>3.1. Sexual harassment includes, but is not limited to, sexual advances and/or verbal or physical conduct of a sexual nature, visual forms of a sexual or offensive nature (e.g., signs and posters, material downloaded from the Internet, and sexually explicit e-mail communications).</li> </ol> </li> </ol>	
<p>Guidelines</p> <ol style="list-style-type: none"> <li>1. All Community Government Councillors and employees are responsible for respecting the rights of others and contributing to a work environment that is free from harassment.</li> <li>2. Harassment may include, but is not limited to, any and all situations described above.</li> </ol>	

3. All harassment complaints are treated seriously and confidentially and must be investigated by the Senior Administrative Officer (SAO) except where the complaint is against the SAO.
  - 3.1. If the complaint is against the SAO, the matter must be referred to the Mayor/Chief for investigation.
4. The complainant should keep a record of all related information surrounding the alleged harassment including:
  - 4.1. Names of people involved
  - 4.2. Locations, circumstances and nature of the behaviour
  - 4.3. Times and dates of the incidents
  - 4.4. Names of witnesses, if any
  - 4.5. Dates and names of individuals or supervisors that were advised of the harassment, and
  - 4.6. Dates of submission of harassment complaints and the names of persons who received the complaint.
5. Complaints must be made in writing and placed in an envelope marked "Strictly Confidential" and filed with the SAO or Mayor/Chief as appropriate.
6. The SAO or Mayor/Chief will begin an investigation into the complaint as soon as possible.
  - 6.1. The investigation will include speaking in confidence to the complaintent(s), the accused person(s), and any witnesses.
7. The SAO or Mayor/Chief should take required actions to maintain a safe and productive work place while the investigation occurs.
8. The SAO or Mayor/Chief may decide that the accused person be suspended with pay for up to 30 days while the investigation takes place.
9. Within ten working days, the SAO or Mayor/Chief will write a report which includes:
  - 9.1. Detailed information concerning the complaint and the alleged incident(s)
  - 9.2. A conclusion as to whether harassment took place
  - 9.3. How the complaint should be resolved
  - 9.4. How similar problems can be prevented.
10. If the complaint is substantiated, the SAO or Mayor/Chief will take the appropriate Corrective Action up to and including suspension or dismissal.

11. If the complaint is found to be false, the SAO or Mayor/Chief may reprimand, demote, suspend or terminate the employment of the complainant if the complainant filed the complaint maliciously.
- 11.1. See Policy HR – 024 Termination of Employment if the employee is to be terminated.
12. All appropriate letters and documentation will be placed on the Personnel File of the accused person if the complaint is substantiated, or on the Personnel File of the complainant if the accusation is found to be false.

**Attachments**

N/A

**References**

Policy HR – 024 Termination of Employment

Section/Number: Human Resources – 018	Approval Date: (DD/MM/YY)
Subject: Prohibited Use of Tobacco/Smoking	Amendment Dates:
<p>Policy</p> <p>In accordance with Worker's Safety and Compensation Commission Regulations, and in recognition of the hazards of smoking and tobacco in general, the Community Government does not permit smoking and/or the use tobacco, in any form, by employees or the general public in Community Government workplaces.</p>	
<p>Definitions</p> <p>N/A</p>	
<p>Guidelines</p> <ol style="list-style-type: none"><li>1. Smoking and tobacco use in any form is prohibited in all Community Government work sites including, but not limited to, buildings, facilities and vehicles including when such facilities are closed to the public.<ol style="list-style-type: none"><li>1.1. Smoking and tobacco use is also prohibited outside the work site within a three metre radius of any entrance to or exit from the work site.</li></ol></li><li>2. Tobacco use includes, but is not limited to, smoking and chewing tobacco.</li><li>3. Employees who do not adhere to this policy will be subject to Corrective Action.</li><li>4. Visitors who do not adhere to this policy will be asked to leave the workplace.</li></ol>	
<p>Attachments</p> <p>N/A</p>	
<p>References</p> <p>WSSC Regulations on use of Tobacco/Smoking.</p>	

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Community Government Name

Section/Number: Human Resources – 019	Approval Date: (DD/MM/YY)
Subject: Prohibited Use of Drugs and Alcohol	Amendment Dates:
<b>Policy</b>  The Community Government does not permit the use of alcohol or non-prescribed drugs during working hours and will take appropriate action if performance is impaired by the use of alcohol and/or drugs outside of the workplace.	
<b>Definitions</b>  <b>Non-prescribed drugs</b> include any drug that is not specifically prescribed by an authorized medical practitioner.	
<b>Guidelines</b>  <ol style="list-style-type: none"><li>1. Employees who are proven to have used alcohol or non-prescription drugs during working hours will be subject to Corrective Action up to and including dismissal (see Policy HR – 0XX – Termination of Employment).</li><li>2. Employees whose performance is affected by the use of alcohol or drugs outside of the workplace will be subject to Corrective Action up to and including dismissal.</li><li>3. Employees may be given the opportunity to enter an in-patient alcohol and drug treatment program either through the use of annual leave, time-in-lieu and/or leave without pay.</li><li>4. Employees who complete an in-patient alcohol and drug treatment program and remain alcohol and drug free for a period of thirty (30) days following the program will be eligible to return to work and/or for rehire.</li></ol>	
<b>Attachments</b>	
N/A	
<b>References</b>  Policy HR – 024 Termination of Employment	

**Commented [s1]:** Do we want to specify under what conditions, frequency etc.

**Commented [s2]:** Right for testing – should be a condition of return

**Commented [PR3]:** Legislation?



Section/Number: Human Resources – 020	Approval Date: (DD/MM/YY)
Subject: Corrective Action	Amendment Dates:
<p>Policy</p> <p>Corrective action may be implemented in cases where an employee has demonstrated poor performance, misconduct or inappropriate behaviour.</p> <p>Corrective action will be progressive and the preferred outcome will be to assist the employee to correct the problem or behaviour. It is the employee's responsibility to correct the performance or behaviour.</p>	
<p>Definitions</p> <p>N/A</p>	
<p>Guidelines</p> <ol style="list-style-type: none"> <li>1. Each employee must be informed of the rules that apply to the workplace and to his/her position.</li> <li>2. Corrective action may be taken for poor performance, misconduct including insubordination, or for problems such as being consistently late for work.</li> <li>3. Corrective action is to be used as a means of identifying and correcting a problem.             <ol style="list-style-type: none"> <li>3.1. It is in the best interest of both the Community Government and the employee that the problem be corrected at the earliest possible stage of the process.</li> <li>3.2. Further corrective action should only be taken if the problem is not corrected by the employee.</li> </ol> </li> <li>4. A corrective action must be discussed in a private and confidential meeting between the Senior Administrative Officer (SAO), the Supervisor and the employee.             <ol style="list-style-type: none"> <li>4.1. At the meeting, the employee must be provided with an opportunity to explain the circumstances surrounding the problem or misconduct.</li> </ol> </li> <li>5. Letters of corrective action must be placed on the employee's Personnel File.             <ol style="list-style-type: none"> <li>5.1. The employee may request that the letters be removed from the Personnel File if no further actions have been required after a period of two years from the date of the last letter.</li> </ol> </li> <li>6. Unless the misconduct is extremely serious and warrants either an immediate suspension or dismissal (such as cases of theft, fraud or breach of policy), corrective actions will be progressive and will normally follow the steps outlined in this policy</li> </ol>	

6.1. In cases of immediate dismissal, please refer to Policy HR – 0XX, Termination of Employment.

**7. Step 1 – Verbal Warning for the first occurrence**

7.1. The SAO will administer verbal warnings.

7.2. The employee will be advised of the problem and what steps need to be taken to correct the problem.

7.3. The employee will be advised that if the problem continues, further actions may be taken up to and including dismissal.

7.4. The SAO will make note of the verbal warning on the employee's Personnel File.

7.5. If the problem is corrected in a reasonable amount of time, no further actions are required.

7.6. If the problem is not corrected, the SAO will implement Step 2 of the Corrective Action Process.

**8. Step 2 – Written Warning at the second and/or subsequent occurrence(s)**

8.1. The SAO will administer written warnings.

8.2. Written warnings must include specific incidences, times and dates of occurrence.

8.3. Employees will be advised that this is a further corrective action to the verbal action previously administered.

8.4. Employees will be advised that if the problem continues further actions may be taken up to and including dismissal.

8.5. One copy of the written warning will be placed on the employee's Personnel File and one copy will be given to the employee.

8.6. If the problem is corrected in a reasonable amount of time no further actions are required.

8.7. If the problem is not corrected, the SAO will implement Step 3 of the Corrective Action Process.

**9. Step 3 – Suspension or demotion at the third and/or subsequent occurrence(s)**

9.1. The SAO will administer suspensions or demotions.

9.2. The SAO will advise the Mayor/Chief or Council Personnel Committee of the suspension or demotion in camera and on a confidential basis at the earliest possible time.

9.3. Suspensions or demotions can only be administered when there is appropriate documentation in place concerning the employee's specific problem.

9.4. The purpose of the suspension or demotion is to advise the employee of the serious nature of the problem in an attempt to help him/her understand the need to correct the problem.

9.5. The SAO may demote an employee either temporarily or permanently if the employee is guilty of misconduct or incompetence.

9.5.1.1. Demotion may be used as a last resort prior to dismissal when an employee is deemed incompetent.

9.6. One copy of the suspension/demotion letter will be placed on the employee's Personnel File and one copy will be given to the employee.

9.7. If the problem is corrected in a reasonable amount of time no further actions are required.

9.8. If the problem is not corrected, the SAO will implement Step 4 of the Corrective Action Process.

#### **10. Step 4 - Dismissal**

10.1. Dismissal is administered by the SAO who must consult with legal counsel who specializes in employment law. (see HR Policy – 0XX, Termination of Employment).

10.2. The SAO will advise the Mayor/Chief or Council Personnel Committee of the dismissal in camera and on a confidential basis prior to the dismissal.

10.3. Dismissals can only be administered when there is appropriate documentation in place concerning the employee's specific problem.

10.4. Documentation must include specific incidences, times and dates of occurrence and the attempts on the part of the organization to help the employee address the problem.

10.5. One copy of the letter of dismissal will be delivered to the employee and one copy placed on the employee's personnel file.

11. Incidents of serious misconduct (such as fraud, theft or breach of specific policies such as use of drugs or alcohol in the workplace) may warrant an immediate dismissal and the steps outlined above can be by-passed (see HR Policy – 0XX, Termination of Employment).

#### **Attachments**

Sample Corrective Action Letter

Sample Suspension Letter

Sample Demotion Letter

For a Sample Letter of Dismissal – see HR Policy – 0XX, Termination of Employment

#### **References**

HR Policy – 0XX, Termination of Employment

**Sample Corrective Action Letter**

Date

Employee Name

Title

Dear Employee Name:

Subject of Action

This will confirm our meeting on (date) concerning (nature of problem).

We had previously discussed this situation on (date(s)) and you were advised that failure to correct this problem could result in further corrective actions. Despite this discussion you have continued to (state nature of problem), the latest incident occurring on (date).

As I have explained to you, this type of behaviour is unacceptable. It is your responsibility to correct this problem. As we discussed, the Community Government is prepared to (state any ways in which the organization is prepared to assist the employee with the problem). If, however, (state nature of the problem) continues, you will be subject to further actions up to and including dismissal from your position.

A copy of this letter will be placed on your Personnel File.

Signature of Senior Administrative Officer

cc: Personnel File

**Sample Notice of Suspension**

Date

Employee Name

Title

Dear Employee:

Subject of Action

This will confirm our meeting on (date) concerning (nature of problem).

A verbal corrective action concerning this issues was taken on (date of verbal corrective action) and a written corrective action was taken on (date of written corrective action) to provide you with an opportunity to correct this problem. The (date) incident indicates that these actions have not been sufficient to resolve the issue.

Therefore I have decided to suspend you without pay for \_\_\_\_ working days, commencing on (date). You will be expected to report to work at your normal work location and starting time on (date following suspension).

This suspension is to ensure that you understand the seriousness of this situation and to convince you of the need to correct the issue. If (state nature of problem) continues, you may be subject to further corrective actions up to and including dismissal.

A copy of this letter will be placed on your Personnel File.

Signature of Senior Administrative Officer

cc: Personnel File

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Community Government Name

**Sample Letter of Demotion**

Date

Employee Name

Title

Dear Employee:

Subject of Demotion

This will confirm our meeting on (date) concerning your performance in your position.

Deficiencies in your performance have been identified to you on several occasions (include dates). You have been given the opportunity to improve your performance but have failed to do so.

As I have explained to you, it has been determined that you will be demoted into the position of (title and pay level of position) effective (date).

A copy of this letter will be placed on your Personnel File.

Signature of Senior Administrative Officer

cc: Personnel File

Section/Number: Human Resources – 021	Approval Date: (DD/MM/YY)
Subject: Employee Complaints/Appeals	Amendment Dates:
<p>Policy</p> <p>Employees have the right to register a complaint or appeal an action which they feel is unwarranted and/or inappropriate.</p>	
<p>Definitions</p> <p>N/A</p>	
<p>Guidelines</p> <ol style="list-style-type: none"> <li>1. Employee complaints and requests for appeals will be handled in a timely and professional manner.</li> <li>2. The complainant should first work directly with the supervisor and/or other employee(s) to seek resolution of the complaint.</li> <li>3. If the matter cannot be resolved between the supervisor and/or the employee(s), the matter must be referred in writing to the Senior Administrative Officer (SAO) for resolution.</li> <li>4. The SAO must respond in writing to the complaint within 10 working days.</li> <li>5. If after review by the SAO, the matter remains unresolved to the employee's satisfaction, the employee may appeal in writing to Council.</li> <li>6. If the matter is between the employee and the SAO, the employee may appeal in writing directly to Council.</li> <li>7. Council or the Personnel Committee of Council will review the matter and respond in writing within 10 business days with a resolution.</li> <li>8. The decision of Council will be final in regards to any employee complaint or request for appeal.</li> </ol>	

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Community Government Name

Attachments
N/A
References
N/A



Section/Number: Human Resources – 022	Approval Date: (DD/MM/YY)
Subject: Resignation of Position	Amendment Dates:
<b>Policy</b>  Employees who plan to terminate their employment with the Community Government are expected to provide at least two weeks of written notice of termination.	
<b>Definitions</b>  N/A	
<b>Guidelines</b>  <ol style="list-style-type: none"><li>1. An employee who plans to terminate his/her employment with the Community Government is expected to provide at least two weeks of written notice of his/her resignation.<ol style="list-style-type: none"><li>1.1. Verbal notice of resignation will be accepted if given directly by the employee to the Senior Administrative Officer.</li></ol></li><li>2. The Senior Administrative Officer will accept in writing the letter of resignation or verbal notice of resignation.<ol style="list-style-type: none"><li>2.1. The Senior Administrative Officer will wait a period of 24 hours before accepting the resignation.</li><li>2.2. A copy of the letter of resignation and a copy of the letter acceptance of resignation will be placed on the employee's Personnel File.</li></ol></li><li>3. The employee will be asked to complete an Exit Interview form.</li><li>4. The employee will be asked to provide a forwarding address for final payment and for T4 purposes.</li><li>5. The Payroll Officer will check leave records, make the necessary arrangements for completing a Record of Employment and prepare the final pay.</li></ol>	
<b>Attachments</b>  N/A	
<b>References</b>  N/A	

Section/Number: Human Resources – 023	Approval Date: (DD/MM/YY)
Subject: Abandonment of Position	Amendment Dates:
<p>Policy</p> <p>An employee who is absent from work without approved leave for a period of five or more working days may be considered to have abandoned his/her position.</p>	
<p>Definitions</p> <p>N/A</p>	
<p>Guidelines</p> <ol style="list-style-type: none"> <li>1. The Senior Administrative Officer (SAO) or delegate must make every reasonable effort to contact an employee who is absent from duty without leave in order to determine the reason for the absence and whether or not the employee intends to return to work.</li> <li>2. The SAO/delegate must document all attempts to contact the employee which may include but are not limited to:             <ol style="list-style-type: none"> <li>2.1. Telephoning the employee.</li> <li>2.2. Contacting a spouse or relative.</li> <li>2.3. Sending the employee a registered letter.</li> </ol> </li> <li>3. If the SAO/delegate is able to contact the employee, the employee will be advised of a specific date for return to work:             <ol style="list-style-type: none"> <li>3.1. The employee may be subject to discipline for being absent without leave.</li> </ol> </li> <li>4. If the SAO/delegate is unable to contact the employee, or the employee does not return to work on or before the specified date, the employee will be considered to have abandoned his/her position.</li> <li>5. Before determining that the employee has abandoned his/her position, the SAO must receive a written legal opinion from an independent legal counsel who specializes in employment law.             <ol style="list-style-type: none"> <li>5.1. The legal opinion must set out how the abandonment of position is to be carried out by the Community Government.</li> </ol> </li> <li>6. The SAO must advise Council and/or the Personnel Committee of the written legal opinion of legal counsel.</li> <li>7. The SAO must implement the approved abandonment of employment in the manner prescribed by the independent legal counsel.</li> </ol>	

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Community Government Name

Attachments

N/A

References

N/A

Section/Number: Human Resources – 024	Approval Date: (DD/MM/YY)
Subject: Termination of Employment	Amendment Dates:
<p>Policy</p> <p>Employees are entitled to notice of termination if their employment has been terminated by the Community Government unless the termination has been deemed to have been for just cause.</p>	
<p>Definitions</p> <p>Notice of Termination is defined as the amount of notice that is required to employees whose employment has been terminated as per Clause 4.</p> <p>Please note – all employs must be properly notified of termination of employment whether the reason as described in Clause 4 or is for just cause as described in Clause 10.</p>	
<p>Guidelines</p> <ol style="list-style-type: none"> <li>1) The Senior Administrative Officer must receive a written legal opinion from an independent legal counsel who specializes in employment law before terminating any employment, whether or not the termination is for cause.             <ol style="list-style-type: none"> <li>1.1) The legal opinion must set out how the termination is to be carried out by the Community Government.</li> </ol> </li> <li>2) The SAO must advise Council and/or the Personnel Committee of the written legal opinion of legal counsel.</li> <li>3) The SAO must implement the approved termination of employment in the manner prescribed by the independent legal counsel.</li> <li>4) Employees are entitled to notice of termination unless the employee:             <ol style="list-style-type: none"> <li>4.1) has voluntarily resigned</li> <li>4.2) is deemed to have abandoned his/her position</li> <li>4.3) is terminated for cause</li> <li>4.4) completes his/her term of employment</li> <li>4.5) is offered and refuses an equivalent position.</li> </ol> </li> <li>5) Employees who are entitled to notice of termination will be given:             <ol style="list-style-type: none"> <li>5.1) two weeks of notice if the employee has been employed by the Community Government for three years or less</li> <li>5.2) one (1) additional week of notice for each additional year of employment to a maximum of eight weeks.</li> </ol> </li> </ol>	

- 6) The Community Government may elect to pay eligible employees termination pay in lieu of termination notice.
  - 6.1) the amount of termination pay will be equal to the amount of wages that would have been paid to the employee if he/she had worked his/her usual hours of work during the period of notice of termination.
- 7) The Payroll Officer will make the necessary arrangements for completing a Record of Employment and preparing the final pay.

**Layoff and Re-Employment**

- 8) If there is a lack of work and/or funding or a position is to be abolished, the Community Government will provide the employee with notice of lay-off.
  - 8.1) The Community Government will notify employees who are to be laid off ten (10) working days before the layoff is to be effective or payment shall be made at the employee's regular rate of pay for each day short of ten (10) working days of notice of lay-off.
  - 8.2) Employees who have been laid off will be placed on a re-employment list for a period of six (6) months.
  - 8.3) No new employees will be hired into the positions designated for lay-off until those laid off have been given the opportunity of re-employment.
  - 8.4) An employee's name will be removed from the re-employment list on his/her first refusal to return to work in any suitable position or when he/she has neglected to keep the Community Government advised of the address or phone number at which he/she can be contacted.
  - 8.5) Employees must be made aware of this in writing when they are laid off.

**Release During Probationary Period**

- 9) At any time during a probationary period, the SAO may terminate without notice, but with cause, an employee from his/her position after review of his/her performance.
  - 9.1) The SAO must follow the procedures for obtaining and implementing a written legal opinion from an independent legal counsel who specializes in employment law.
  - 9.2) Employees who are terminated from their position during the probationary period are not eligible for severance pay or pay in lieu of notice of termination.

**Termination With Cause**

- 10) Except in cases meriting immediate dismissal (i.e. use of drugs or alcohol on the job or in the workplace, theft, fraud, etc.) the Corrective Action process must be applied before an employee is dismissed for cause.
  - 10.1) The SAO must follow the procedures for obtaining and implementing a written legal opinion from an independent legal counsel who specializes in employment law.
  - 10.2) An employee who is dismissed with cause is not eligible for severance pay or pay in lieu of notice of termination.
  - 10.3) An employee who is dismissed with cause must be properly notified as per the written legal opinion of an independent legal counsel who specializes in employment law.

11) Upon termination of employment, all property of the Community Government in the possession of the employee shall be returned to the Community Government prior to issuance of any outstanding salary or other amounts due to the employee.

Attachments

N/A

References

NWT Employment Standards Act

Section/Number: Human Resources – 025	Approval Date: (DD/MM/YY)
Subject: All Staff Meetings	Amendment Dates:
<b>Policy</b>  All Staff Meetings will be held on a monthly basis.	
<b>Definitions</b>  N/A	
<b>Guidelines</b>  <ol style="list-style-type: none"><li>1. All Staff Meetings will be held in the Council Chambers on the first Tuesday of each month.</li><li>2. All staff are expected to participate in the meetings with the exception of the person responsible for attending the reception area, or if a staff member has a valid reason for missing the meeting and has the approval of his/her supervisor.</li><li>3. All Staff Meetings will be held for the purpose of reviewing and updating staff on events arising out of Council meetings and answering any questions related to Council meetings or upcoming events.<ol style="list-style-type: none"><li>3.1. Supervisors will provide an update on activities within their area.</li><li>3.2. Staff are encouraged to raise concerns or problems and share information, ideas and recommendations relating to their job functions.</li></ol></li><li>4. The Senior Administrative Officer (SAO) or his/her delegate will chair the meetings.</li><li>5. The SAO or his/her delegate may change the date and timing of the meeting at his/her discretion, or decide to cancel the meeting if he/she deems it necessary.</li></ol>	
<b>Attachments</b>  N/A	
<b>References</b>  N/A	