

Staff Report



Corporate Services Department

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REPORT TO: Finance and Corporate Services Committee

DATE OF MEETING: December 2, 2024

SUBMITTED BY: Dimetra Resendes, Director, Human Resources, 519-783-8085

PREPARED BY: Janette MacDonald, Manager, Organizational Development & Learning, 519-783-8088

WARD(S) INVOLVED: All

DATE OF REPORT: November 21, 2024

REPORT NO.: COR-2024-514

SUBJECT: Modernizing Human Resources Policies

RECOMMENDATION:

That the modernized Human Resources policies, attached as Appendix A to Corporate Services report COR-2024-514 be approved; and,

That the redundant Human Resources policy, attached as Appendix B to Corporate Services report COR-2024-514 be repealed; and further,

That staff be delegated the authority to update relevant Human Resource policies that may contain dates which are superseded by negotiated or legislated changes.

REPORT HIGHLIGHTS:

- The purpose of this report is to inform Council and seek approval of improvements to the City of Kitchener's Human Resources policies.
- The financial implications are none.
- Community engagement included informing the public by posting the updated policies to the City's website with the agenda.
- This report supports the delivery of core services.

BACKGROUND:

As outlined in Council Report COR-2024-018, Legislated Service completed a LEAN business process review to strengthen the existing policy review process. Human Resources staff are engaged in the updated policy review process as part of a comprehensive multi-phase body of work to catch up on procedural, legislative and housekeeping changes that were paused out of necessity during the City's pandemic response.

REPORT:

The Human Resources team is systematically refreshing the City of Kitchener's policy collection to modernize terms and language, based on the following guiding principles:

- Ensuring that policy language and terms support an equitable and inclusive workplace.
- Ensuring that policies are aligned with the City's most up-to-date collective agreements, and the evolving legislative landscape.
- Ensuring that policy language mitigates organizational risk, and clearly identifies employee entitlements and obligations so employees can maintain their own compliance.
- Ensuring policies contribute to a positive and supportive workplace, aligned with organizational culture and values, to make sure the City of Kitchener remains a great place to work.

The accompanying collection of updated policies reflects the first phase of work. HR staff continue to work on additional policy updates which will come forward to Council successively as this work is completed.

To ensure a thorough review and ensure updates reflect the guiding principles outlined above, policies are reviewed by subject matter experts in Human Resources, Financial Operations and the Equity, Anti-Racism, and Reconciliation team. As well, the City of Kitchener aligns employee entitlements for non-union/management staff to the collective agreement of the CUPE 791 bargaining unit to maintain internal pay equity in accordance with Ontario's *Pay Equity Act, R.S.O. 1990, c. P.7*. Therefore, policy terms have been updated to formalize negotiated agreements in recent years.

Policy updates are varied, including the following examples:

- Housekeeping updates to remove gendered language;
- Updating mileage reimbursement to match CRA (which is current practice); further defining mileage reimbursement eligibility;
- Amendments to minimize financial risk with the tuition reimbursement program;
- Updating employee recognition programs to no longer cap service recognition at 45 years; the City's longest serving employee currently has 50 years of service;
- Implementing changes stemming from internal audits (e.g., closing on-call administration gaps)
- Aligning vacation administration to bargained changes.

As well, recognizing the need for more robust procedures to protect employee data, staff are proposing to repeal HUM-WOR-095 Employee File - Official Record which has a very limited scope, in favour of a new comprehensive administrative procedure governing employee privacy and collection of data.

Finally, in some instances, there is policy language set to expire in alignment with negotiated terms with bargaining units, or as a result of legislated changes. For example, in HUM-VAC-245 Vacation as of January 1, 2026 the vacation year shifts to January-December (replacing the current June-May vacation year) and thus this renders old policy language obsolete. Staff are

therefore seeking delegated authority to remove those clauses when they have been superseded by the new policy language enclosed in Appendix A.

STRATEGIC PLAN ALIGNMENT:

This report supports the delivery of core services.

FINANCIAL IMPLICATIONS:

Capital Budget – The recommendation has no impact on the Capital Budget.

Operating Budget – The recommendation has no impact on the Operating Budget.

COMMUNITY ENGAGEMENT:

INFORM – This report has been posted to the City’s website with the agenda in advance of the council / committee meeting.

PREVIOUS REPORTS/AUTHORITIES:

- COR-2024-018 Corporate Policy Update – New, Amended and Repealed Policies

APPROVED BY: Victoria Raab, General Manager, Corporate Services

ATTACHMENTS:

- Attachment A – Updated Policies
- Attachment B – Repealed Policy

	POLICY	<u>Policy No:</u> HUM-BEN-105
<u>Policy Title:</u>	EMPLOYMENT SERVICE PROTECTION DATE	<u>Approval Date:</u> December 17, 1990
<u>Policy Type:</u>	COUNCIL	<u>Reviewed Date:</u> June 2016
<u>Category:</u>	Human Resources	<u>Next Review Date:</u> June 2021
<u>Sub-Category:</u>	Benefits & Compensation	<u>Reviewed Date:</u>
<u>Author:</u>	Human Resources	<u>Amended:</u> June 14, 2010
<u>Dept/Div:</u>	Corporate Services/Human Resources	<u>Replaces:</u> <u>Repealed:</u> <u>Replaced by:</u>
<u>Related Policies, Procedures and/or Guidelines:</u>		

1. **POLICY PURPOSE:**

To define the Employment Service Protection Date in determining job protection in the case of a continuous absence from work due to illness or injury.

2. **DEFINITIONS:**

Employment Service Date: the date the employee was last hired and where service has been continuous.

Service Protection Date: an established date calculated from the first day of an employee's period of continuous absence to a maximum period of 24 months.

Policy No: HUM-BEN-105

Policy Title: EMPLOYMENT SERVICE PROTECTION DATE

3. SCOPE:

POLICY APPLIES TO THE FOLLOWING:	
<input type="checkbox"/> All Employees	
<input checked="" type="checkbox"/> All Full-Time Employees	<input type="checkbox"/> All Union
<input checked="" type="checkbox"/> Management	<input type="checkbox"/> C.U.P.E. 68 Civic
<input checked="" type="checkbox"/> Non Union	<input type="checkbox"/> C.U.P.E. 68 Mechanics
<input type="checkbox"/> Temporary	<input type="checkbox"/> C.U.P.E. 791
<input type="checkbox"/> Student	<input type="checkbox"/> I.B.E.W. 636
<input checked="" type="checkbox"/> Part-Time Employees	<input type="checkbox"/> K.P.F.F.A.
<input type="checkbox"/> Specified Positions only:	<input type="checkbox"/> Other:
<input type="checkbox"/> Council	<input type="checkbox"/> Local Boards & Advisory Committees

4. POLICY CONTENT:

At the commencement of a continuous absence from work, the permanent full time non-union employee or continuous part-time employee will have service protection for a period of time of up to 24 months.

In the event the absence continues beyond the service protection date with no plan to return to work, employment with the City of Kitchener will be terminated.

The service protection date will reset once an employee returns to their regular duties and hours for a period of at least two weeks or is reassigned with a permanent accommodation.

The City of Kitchener has no obligation to rehire an employee who has been terminated through a:

- voluntary resignation
- discharge for which has not been reversed through operation of the complaint procedure
- Or a continuous absence beyond the service protection date

5. HISTORY OF POLICY CHANGES

Administrative Updates

2016-06-01 – Policy II-105 template reformatted to new numbering system and given number HUM-BEN-105.

Formal Amendments

1996-05-21 – Resolution passed by Council.

2001-12-10 – Resolution passed by Council.

2010-06-14 – Resolution passed by Council.

	<h2>POLICY</h2>	<u>Policy No:</u> HUM-BEN-105
<u>Policy Title:</u>	EMPLOYMENT SERVICE PROTECTION DATE	<u>Approval Date:</u> December 17, 1990
<u>Policy Type:</u>	COUNCIL	<u>Reviewed Date:</u> June 2016
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<input type="checkbox"/> Student	<input type="checkbox"/> I.B.E.W. 636
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The City of Kitchener has no obligation to rehire an employee who has been terminated through a:

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Formal Amendments

1996-05-21 – Resolution passed by Council.

2001-12-10 – Resolution passed by Council.

2010-06-14 – Resolution passed by Council.

	<h2>POLICY</h2>	<u>Policy No:</u> HUM-BEN-185
<u>Policy Title:</u>	OVERTIME AND PREMIUM COMPENSATION	<u>Approval Date:</u> December 17, 1990
<u>Policy Type:</u>	COUNCIL	<u>Reviewed Date:</u> June 2016
<u>Category:</u>	Human Resources	<u>Next Review Date:</u> June 2021
<u>Sub-Category:</u>	Benefits & Compensation	<u>Reviewed Date:</u>
<u>Author:</u>	Human Resources	<u>Amended:</u> June 26, 2017
<u>Dept/Div:</u>	Corporate Services/Human Resources	<u>Replaces:</u> <u>Repealed:</u> <u>Replaced by:</u>
<u>Related Policies, Procedures and/or Guidelines:</u> HUM-WOR-135 Hours of Work and Rest Periods		

1. **POLICY PURPOSE:**

To establish parameters for the compensation of overtime and premiums.

2. **DEFINITIONS:**

Normal daily hours: the normal daily hours of work specified in the employee’s collective agreement and/or employment letter.

Overtime: Authorized work performed beyond the normal hours of work per day or normal hours of work per week.

Shift premiums: Additional compensation provided to employees where the majority of their scheduled shift falls outside of their normal daily hours.

Stand-by (on-call): Authorized employees who are scheduled on a rotational basis to be available to respond by telephone and/or to attend a work site outside of their normal working hours.

Policy No: HUM-BEN-185

Policy Title: OVERTIME AND PREMIUM COMPENSATION

Call-in/call-out: Authorized employees who are on stand-by call (on-call) and are called out on emergency call.

3. SCOPE:

Where terms of a Collective Agreement differ from this Policy, the terms of the Collective Agreement will apply.

POLICY APPLIES TO THE FOLLOWING:	
<input checked="" type="checkbox"/> All Employees	
<input type="checkbox"/> All Full-Time Employees	<input type="checkbox"/> All Union
<input type="checkbox"/> Management	<input type="checkbox"/> C.U.P.E. 68 Civic
<input type="checkbox"/> Non Union	<input type="checkbox"/> C.U.P.E. 68 Mechanics
<input type="checkbox"/> Temporary	<input type="checkbox"/> C.U.P.E. 791
<input type="checkbox"/> Student	<input type="checkbox"/> I.B.E.W. 636
<input type="checkbox"/> Part-Time Employees	<input type="checkbox"/> K.P.F.F.A.
<input type="checkbox"/> Specified Positions only:	<input type="checkbox"/> Other:
<input type="checkbox"/> Council	<input type="checkbox"/> Local Boards & Advisory Committees

4. POLICY CONTENT:

1. The authorization and control of individual employee overtime and on-call arrangements shall be the responsibility of the Department Head concerned who shall also be responsible for ensuring compliance with related terms of the *Employment Standards Act*.
2. With prior written authority of the Director, Human Resources or designate, a Department Head may make special arrangements with respect to overtime payments for employees who, due to the nature of their job, need to work flexible hours as opposed to being paid for overtime or having time off in lieu of.

FOR NON-UNION, PERMANENT FULL-TIME EMPLOYEES, & MANAGEMENT GRADE 10 OR BELOW

Overtime and premium payments for stand-by (on-call), call-in/call-out pay, shift premiums and meal allowances will be in accordance with the C.U.P.E. Local #791 contract or, in the case of first line supervisors of hourly rated bargaining unit employees, the provisions of the respective Collective Agreements for their employees.

At the discretion of the Department Head, time off regular working hours in lieu of overtime payment may be allowed when requested by the employee and at a time mutually agreeable. If time off is granted it shall be calculated at the appropriate overtime rates. Lieu time earned

Policy No: HUM-BEN-185

Policy Title: OVERTIME AND PREMIUM COMPENSATION

must be used within twelve (12) months from the day it was earned. Any lieu time outstanding at the end of twelve (12) months will be paid out at the employee's pay rate at the time of payment.

All payments for overtime must be authorized by the employee's immediate supervisor and/or the Department Head.

FOR MANAGEMENT AT GRADE 11 OR ABOVE (OTHER THAN DEPARTMENT HEADS AND CAO)

Premium payments for stand-by (on-call) will be set to the rate of pay established in the C.U.P.E. Local #791 contract. Management Grade 11 and above do not qualify for call-in/call-out pay, shift premiums or meal allowances.

There will be no monetary payout for overtime worked. At the discretion of Department Heads, time off regular working hours in lieu of overtime payment will be granted on a straight time basis to a yearly maximum of 35 hours for a 35-hour work week or 40 hours for a 40-hour work week. This accumulated lieu time may be taken as time off at a time mutually agreeable to the employee and their immediate supervisor. This lieu time will be taken within twelve (12) months from the day it is earned. There will be no carry over or monetary payouts of this lieu time.

FOR EMPLOYEES CLASSIFIED AS TEMPORARY, PART-TIME AND STUDENT

Overtime payments will be in accordance with the Employment Standards Act.

5. HISTORY OF POLICY CHANGES

Administrative Updates

2016-06-01 – Policy II-185 template reformatted to new numbering system and given number HUM-BEN-185.


Formal Amendments

2001-12-10 – Resolution passed by Council, see report SSD-01-016

2010-06-14 – Resolution passed by Council, see report CAO-10-05

2011-02-07 – Resolution passed by Council, see report FCS-11-029

2017-06-26 – Resolution passed by Council, see report FCS-17-100

	<h2>POLICY</h2>	<u>Policy No:</u> HUM-BEN-185
<u>Policy Title:</u> OVERTIME AND PREMIUM COMPENSATION <u>Policy Type:</u> COUNCIL <u>Category:</u> Human Resources <u>Sub-Category:</u> Benefits & Compensation <u>Author:</u> Human Resources <u>Dept/Div:</u> Corporate Services/Human Resources	<u>Approval Date:</u> December 17, 1990	<u>Reviewed Date:</u> June 2016 <u>Next Review Date:</u> June 2021 <u>Reviewed Date:</u>
<u>Related Policies, Procedures and/or Guidelines:</u> HUM-WOR-135 Hours of Work and Rest Periods	<u>Amended:</u> June 26, 2017	<u>Replaces:</u> <u>Repealed:</u> <u>Replaced by:</u>

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Shift premiums: Additional compensation provided to employees where the majority of their scheduled shift falls outside of their normal daily hours.

Stand-by (on-call): Authorized employees who are scheduled on a rotational basis to be available to respond by telephone and/or to attend a work site outside of their normal working hours.

Policy No: HUM-BEN-185

Policy Title: OVERTIME AND PREMIUM COMPENSATION

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<input type="checkbox"/> Part-Time Employees	<input type="checkbox"/> K.P.F.F.A.
<input type="checkbox"/> Specified Positions only:	<input type="checkbox"/> Other:
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2. With prior written authority of the Director, Human Resources or designate, a Department Head may make special arrangements with respect to overtime payments for employees who, due to the nature of their job, need to work flexible hours as opposed to being paid for overtime or having time off in lieu of.

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All payments for overtime must be authorized by the employee's immediate supervisor and/or the Department Head.

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There will be no monetary payout for overtime worked. At the discretion of Department Heads, time off regular working hours in lieu of overtime payment will be granted on a straight time basis to a yearly maximum of 35 hours for a 35-hour work week or 40 hours for a 40-hour work week. This accumulated lieu time may be taken as time off at a time mutually agreeable to the employee and their immediate supervisor. This lieu time will be taken within twelve (12) months from the day it is earned. There will be no carry over or monetary payouts of this lieu time.

FOR EMPLOYEES CLASSIFIED AS TEMPORARY, PART-TIME AND STUDENT

Overtime payments will be in accordance with the Employment Standards Act.

5. HISTORY OF POLICY CHANGES

Administrative Updates

2016-06-01 – Policy II-185 template reformatted to new numbering system and given number HUM-BEN-185.


Formal Amendments

2001-12-10 – Resolution passed by Council, see report SSD-01-016

2010-06-14 – Resolution passed by Council, see report CAO-10-05

2011-02-07 – Resolution passed by Council, see report FCS-11-029

2017-06-26 – Resolution passed by Council, see report FCS-17-100

	<h1>POLICY</h1>	Policy No: HUM-HIR-100
<u>Policy Title:</u>	EMPLOYEE STATUS – DEFINITIONS	<u>Approval Date:</u> March 13, 2001
<u>Policy Type:</u>	COUNCIL	<u>Reviewed Date:</u> June 2016
<u>Category:</u>	Human Resources	<u>Next Review Date:</u> June 2021
<u>Sub-Category:</u>	Hiring & Termination/Retirement	<u>Reviewed Date:</u>
<u>Author:</u>	Human Resources	<u>Amended:</u> June 14, 2010
<u>Dept/Div:</u>	Corporate Services/Human Resources	<u>Replaces:</u>
<u>Related Policies, Procedures and/or Guidelines:</u> HUM-HIR-195 Probation – Non-Union, Management		<u>Repealed:</u> <u>Replaced by:</u>

1. POLICY PURPOSE:

To set out a definition of the categories of employees retained by the Corporation.

2. DEFINITIONS:

See Policy Content below.

3. SCOPE:

POLICY APPLIES TO THE FOLLOWING:	
<input checked="" type="checkbox"/> All Employees	
<input type="checkbox"/> All Full-Time Employees	<input type="checkbox"/> All Union
<input type="checkbox"/> Management	<input type="checkbox"/> C.U.P.E. 68 Civic
<input type="checkbox"/> Non Union	<input type="checkbox"/> C.U.P.E. 68 Mechanics
<input type="checkbox"/> Temporary	<input type="checkbox"/> C.U.P.E. 791
<input type="checkbox"/> Student	<input type="checkbox"/> I.B.E.W. 636
<input type="checkbox"/> Part-Time Employees	<input type="checkbox"/> K.P.F.F.A.
<input type="checkbox"/> Specified Positions only:	<input type="checkbox"/> Other:
<input type="checkbox"/> Council	<input type="checkbox"/> Local Boards & Advisory Committees

Policy No: HUM-HIR-100

Policy Title: EMPLOYEE STATUS - DEFINITIONS

Where terms of a Collective Agreement differ from this Policy, the terms of the Collective Agreement will apply.

4. **POLICY CONTENT:**

Permanent full-time employee: A union or non-union employee hired to work the regular number of hours in the hiring department (minimum of thirty-five (35) hours per week) and who has completed their probationary period. The period of employment is of indefinite duration.

Temporary full-time employee: A union or non-union employee hired to work the regular number of hours in the hiring department (minimum of thirty-five (35) hours per week) for a specified period of time as outlined in the respective employment letter or Collective Agreement, where the role is graded against a permanent full-time union or non-union role.

Continuous part-time employee: A union or non-union employee hired to work on a regular basis not to exceed twenty-four (24) hours per week, or as outlined in the respective employment letter or Collective Agreement; where the role is graded against a full-time permanent union or non-union role. The period of employment is of indefinite duration.

Casual employee: A non-union employee hired to occupy a role that is not graded against a permanent full-time union or non-union role, and where hours of employment are not guaranteed, and:

- Is hired to work on an infrequent basis with no set schedule or time, not to exceed twenty-four (24) hours per week, or as set out in the employment letter, where the period of employment may be definitive or indefinite; or
- Is hired to work on a temporary basis not to exceed thirty-five (35) or forty (40) hours per week, or as set out in the employment letter, where the period of employment is definitive.

Probationary employee: A newly hired, permanent full-time union or non-union employee who has not completed the probation period as outlined in the respective policy, employment letter or Collective Agreement.

Student employee: A non-union employee working the same regular number of hours as the employee's permanent full-time counterpart. Employee must currently be enrolled at or have made application to a recognized educational institution for full-time studies, and the term of employment the student accepted with the City of Kitchener is for their school vacation or work term. Student employees must be returning to school following completion of the co-op term or summer employment period.

Policy No: HUM-HIR-100

Policy Title: EMPLOYEE STATUS - DEFINITIONS

5. HISTORY OF POLICY CHANGES

Administrative Updates

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Formal Amendments

2001-12-10 – Resolution passed by Council

2002-07-04 – Resolution passed by Council

2008-08-30 – Resolution passed by Council

2010-06-14 – Resolution passed by Council

	<h1>POLICY</h1>	Policy No: HUM-HIR-100
<u>Policy Title:</u>	EMPLOYEE STATUS – DEFINITIONS	<u>Approval Date:</u> March 13, 2001
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<u>Related Policies, Procedures and/or Guidelines:</u> HUM-HIR-195 Probation – Non-Union, Management		

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Where terms of a Collective Agreement differ from this Policy, the terms of the Collective Agreement will apply.

4. **POLICY CONTENT:**

Permanent full-time employee:

A union or non-union employee hired to work the regular number of hours in the hiring department (minimum of thirty-five (35) hours per week) and who has completed their probationary period. The period of employment is of indefinite duration.

Temporary full-time employee:

A union or non-union employee hired to work the regular number of hours in the hiring department (minimum of thirty-five (35) hours per week) for a specified period of time as outlined in the respective employment letter or Collective Agreement, where the role is graded against a permanent full-time union or non-union role.

Continuous part-time employee:

A union or non-union employee hired to work on a regular basis not to exceed twenty-four (24) hours per week, or as outlined in the respective employment letter or Collective Agreement; where the role is graded against a full-time permanent union or non-union role. The period of employment is of indefinite duration.

Casual employee:

A non-union employee hired to occupy a role that is not graded against a permanent full-time union or non-union role, and where hours of employment are not guaranteed, and:

- Is hired to work on an infrequent basis with no set schedule or time, not to exceed twenty-four (24) hours per week, or as set out in the employment letter, where the period of employment may be definitive or indefinite; or
- Is hired to work on a temporary basis not to exceed thirty-five (35) or forty (40) hours per week, or as set out in the employment letter, where the period of employment is definitive.

Probationary employee:

A newly hired, permanent full-time union or non-union employee who has not completed the probation period as outlined in the respective policy, employment letter or Collective Agreement.

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Policy Title: EMPLOYEE STATUS - DEFINITIONS

Student employee:

A non-union employee working the same regular number of hours as the employee's permanent full-time counterpart. Employee must currently be enrolled at or have made application to a recognized educational institution for full-time studies, and the term of employment the student accepted with the City of Kitchener is for their school vacation or work term. Student employees must be returning to school following completion of the co-op term or summer employment period.

5. HISTORY OF POLICY CHANGES

Administrative Updates

2016-06-01 – Policy II-100 template reformatted to new numbering system and given number HUM-HIR-100.


Formal Amendments

2001-12-10 – Resolution passed by Council

2002-07-04 – Resolution passed by Council

2008-08-30 – Resolution passed by Council

2010-06-14 – Resolution passed by Council

	POLICY	<u>Policy No:</u> HUM-VAC-225
<u>Policy Title:</u>	SPECIFIED HOLIDAYS	<u>Approval Date:</u> May 15, 1992
<u>Policy Type:</u>	COUNCIL	<u>Reviewed Date:</u> June 2016
<u>Category:</u>	Human Resources	<u>Next Review Date:</u> June 2021
<u>Sub-Category:</u>	Vacation, Leave & Hours of Work	<u>Reviewed Date:</u>
<u>Author:</u>	Human Resources	<u>Amended:</u> February 7, 2011
<u>Dept/Div:</u>	Corporate Services/Human Resources	<u>Replaces:</u> <u>Repealed:</u> <u>Replaced by:</u>
<u>Related Policies, Procedures and/or Guidelines:</u> HUM-HIR-100 Employee Status – Definitions HUM-VAC-245 Vacation		

1. **POLICY PURPOSE:**

To provide employees with specified days as paid holidays throughout the year.

2. **DEFINITIONS:**

Public/statutory holiday: Paid day off as legislated through provincial government. There are nine public/statutory holidays in Ontario.

Specified holiday: Paid day off as determined by the City of Kitchener, including all Ontario public/statutory holidays.

Policy No: HUM-VAC-225

Policy Title: SPECIFIED HOLIDAYS

3. SCOPE:

Specified Holidays:

POLICY APPLIES TO THE FOLLOWING:	
<input checked="" type="checkbox"/> All Employees	
<input type="checkbox"/> All Full-Time Employees	<input type="checkbox"/> All Union
<input type="checkbox"/> Management	<input type="checkbox"/> C.U.P.E. 68 Civic
<input type="checkbox"/> Non Union	<input type="checkbox"/> C.U.P.E. 68 Mechanics
<input type="checkbox"/> Temporary	<input type="checkbox"/> C.U.P.E. 791
<input type="checkbox"/> Student	<input type="checkbox"/> I.B.E.W. 636
<input type="checkbox"/> Part-Time Employees	<input type="checkbox"/> K.P.F.F.A.
<input type="checkbox"/> Specified Positions only:	<input type="checkbox"/> Other:
<input type="checkbox"/> Council	<input type="checkbox"/> Local Boards & Advisory Committees

Floating Holiday:

POLICY APPLIES TO THE FOLLOWING:	
<input type="checkbox"/> All Employees	
<input type="checkbox"/> All Full-Time Employees	<input type="checkbox"/> All Union
<input checked="" type="checkbox"/> Management	<input type="checkbox"/> C.U.P.E. 68 Civic
<input checked="" type="checkbox"/> Non Union	<input type="checkbox"/> C.U.P.E. 68 Mechanics
<input type="checkbox"/> Temporary	<input type="checkbox"/> C.U.P.E. 791
<input type="checkbox"/> Student	<input type="checkbox"/> I.B.E.W. 636
<input type="checkbox"/> Part-Time Employees	<input type="checkbox"/> K.P.F.F.A.
<input type="checkbox"/> Specified Positions only:	<input type="checkbox"/> Other:
<input type="checkbox"/> Council	<input type="checkbox"/> Local Boards & Advisory Committees

Where terms of a Collective Agreement differ from this Policy, the terms of the Collective Agreement will apply.

4. POLICY CONTENT:

Employees shall be eligible for twelve (12) specified holidays per year.

New Year's Day
Family Day
Good Friday
Easter Monday

Victoria Day
Canada Day
Civic Holiday
Labour Day

Thanksgiving Day
Remembrance Day
Christmas Day
Boxing Day

When any of the above-named holidays fall on a Saturday or Sunday, the City designates an alternate day.

Policy No: HUM-VAC-225

Policy Title: SPECIFIED HOLIDAYS

In addition to the above Specified Holidays, a half (½) day Christmas Eve and a half (½) day New Year's Eve will be granted when Christmas Eve or New Year's Eve fall between Monday and Friday. Half (½) day for this purpose will be defined as commencing at 12:00 noon and shall apply to employees working day shift only.

An employee must work on the Specified Holiday if scheduled to do so.

Temporary full-time, continuous part-time, casual, and student employees:

The provisions of the Employment Standards Act apply to all twelve (12) Specified Holidays.

Payment for work performed on a Specified Holiday:

1. For employees in Job Grade 11 and above, refer to HUM-BEN-185 Overtime and Premium Compensation.
2. For employees in Job Grade 10 and below, payment at the rate of time and one half (1 ½) shall be paid for all work performed on a regularly scheduled shift which falls on a Specified Holiday listed herein plus the normal day's pay for the Holiday.
3. No premiums or holiday pay shall apply if an employee is required to work on the half day Christmas Eve or half day New Year's Eve.

Floating Holiday

In addition to the Specified Holidays, an additional paid holiday called a Floating Holiday shall be granted to all permanent full-time non-union employees to be taken upon mutual agreement of the employee and the employee's Department Head or designate.

Qualifications for Floating Holiday:

1. It must be taken during the calendar year.
2. Failure to take the Floating Holiday forfeits all entitlements to the Holiday.
3. It will be scheduled on a first request basis.
4. An employee must have sixty (60) days' service with the City to qualify for the Floating Holiday.

Policy No: HUM-VAC-225

Policy Title: SPECIFIED HOLIDAYS

General:

An employee on an approved and unpaid leave of absence in excess of thirty (30) calendar days shall not be eligible for payment of any Specified Holiday occurring during the period of such absence.

An employee in receipt of Long-Term Disability benefits, Employment Insurance benefits and/or Workplace Safety and Insurance Board (WSIB) payments is not eligible for payment of Specified Holidays as outlined in this policy.

5. HISTORY OF POLICY CHANGES

Administrative Updates

2016-06-01 – Policy II-225 template reformatted to new numbering system and given number HUM-VAC-225.


Formal Amendments

2001-12-10 – Resolution passed by Council.

2008-08-30 – Resolution passed by Council.

2010-06-14 – Resolution passed by Council.

2011-02-07 – Resolution passed by Council.

	<h2>POLICY</h2>	<u>Policy No:</u> HUM-VAC-225
<u>Policy Title:</u> SPECIFIED HOLIDAYS	<u>Policy Type:</u> COUNCIL <u>Category:</u> Human Resources <u>Sub-Category:</u> Vacation, Leave & Hours of Work <u>Author:</u> Human Resources <u>Dept/Div:</u> Corporate Services/Human Resources	<u>Approval Date:</u> May 15, 1992 <hr/> <u>Reviewed Date:</u> June 2016 <u>Next Review Date:</u> June 2021 <u>Reviewed Date:</u> <hr/> <u>Amended:</u> February 7, 2011 <hr/> <u>Replaces:</u> <u>Repealed:</u> <u>Replaced by:</u>
<u>Related Policies, Procedures and/or Guidelines:</u> HUM-HIR-100 Employee Status – Definitions HUM-VAC-245 Vacation		

1. **POLICY PURPOSE:**

To provide employees with specified days as paid holidays throughout the year.

2. **DEFINITIONS:**

Public/statutory holiday: Paid day off as legislated through provincial government. There are nine public/statutory holidays in Ontario.

Specified holiday: Paid day off as determined by the City of Kitchener, including all Ontario public/statutory holidays.

3. **SCOPE:**

Specified Holidays:

Policy No: HUM-VAC-225

Policy Title: SPECIFIED HOLIDAYS

POLICY APPLIES TO THE FOLLOWING:	
<input checked="" type="checkbox"/> All Employees	
<input type="checkbox"/> All Full-Time Employees	<input type="checkbox"/> All Union
<input type="checkbox"/> Management	<input type="checkbox"/> C.U.P.E. 68 Civic
<input type="checkbox"/> Non Union	<input type="checkbox"/> C.U.P.E. 68 Mechanics
<input type="checkbox"/> Temporary	<input type="checkbox"/> C.U.P.E. 791
<input type="checkbox"/> Student	<input type="checkbox"/> I.B.E.W. 636
<input type="checkbox"/> Part-Time Employees	<input type="checkbox"/> K.P.F.F.A.
<input type="checkbox"/> Specified Positions only:	<input type="checkbox"/> Other:
<input type="checkbox"/> Council	<input type="checkbox"/> Local Boards & Advisory Committees

Floating Holiday:

POLICY APPLIES TO THE FOLLOWING:	
<input type="checkbox"/> All Employees	
<input type="checkbox"/> All Full-Time Employees	<input type="checkbox"/> All Union
<input checked="" type="checkbox"/> Management	<input type="checkbox"/> C.U.P.E. 68 Civic
<input checked="" type="checkbox"/> Non Union	<input type="checkbox"/> C.U.P.E. 68 Mechanics
<input type="checkbox"/> Temporary	<input type="checkbox"/> C.U.P.E. 791
<input type="checkbox"/> Student	<input type="checkbox"/> I.B.E.W. 636
<input type="checkbox"/> Part-Time Employees	<input type="checkbox"/> K.P.F.F.A.
<input type="checkbox"/> Specified Positions only:	<input type="checkbox"/> Other:
<input type="checkbox"/> Council	<input type="checkbox"/> Local Boards & Advisory Committees

Where terms of a Collective Agreement differ from this Policy, the terms of the Collective Agreement will apply.

4. POLICY CONTENT:

Employees shall be eligible for twelve (12) specified holidays per year.

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

When any of the above-named holidays fall on a Saturday or Sunday, the City designates an alternate day.

In addition to the above Specified Holidays, a half (½) day Christmas Eve and a half (½) day New Year's Eve will be granted when Christmas Eve or New Year's Eve fall between

Policy No: HUM-VAC-225

Policy Title: SPECIFIED HOLIDAYS

Monday and Friday. Half (½) day for this purpose will be defined as commencing at 12:00 noon and shall apply to employees working day shift only.

An employee must work on the Specified Holiday if scheduled to do so.

Temporary full-time, continuous part-time, casual, and student employees:

The provisions of the Employment Standards Act apply to all twelve (12) Specified Holidays.

Payment for work performed on a Specified Holiday:

4. For employees in Job Grade 11 and above, refer to HUM-BEN-185 Overtime and Premium Compensation.
5. For employees in Job Grade 10 and below, payment at the rate of time and one half (1 ½) shall be paid for all work performed on a regularly scheduled shift which falls on a Specified Holiday listed herein plus the normal day's pay for the Holiday.
6. No premiums or holiday pay shall apply if an employee is required to work on the half day Christmas Eve or half day New Year's Eve.

Floating Holiday

In addition to the Specified Holidays, an additional paid holiday called a Floating Holiday shall be granted to all permanent full-time non-union employees to be taken upon mutual agreement of the employee and the employee's Department Head or designate.

Qualifications for Floating Holiday:

5. It must be taken during the calendar year.
6. Failure to take the Floating Holiday forfeits all entitlements to the Holiday.
7. It will be scheduled on a first request basis.
8. An employee must have sixty (60) days' service with the City to qualify for the Floating Holiday.

General:

Policy No: HUM-VAC-225

Policy Title: SPECIFIED HOLIDAYS

An employee on an approved and unpaid leave of absence in excess of thirty (30) calendar days shall not be eligible for payment of any Specified Holiday occurring during the period of such absence.

An employee in receipt of Long-Term Disability benefits, Employment Insurance benefits and/or Workplace Safety and Insurance Board (WSIB) payments is not eligible for payment of Specified Holidays as outlined in this policy.

5. HISTORY OF POLICY CHANGES

Administrative Updates

2016-06-01 – Policy II-225 template reformatted to new numbering system and given number HUM-VAC-225.


Formal Amendments

2001-12-10 – Resolution passed by Council.

2008-08-30 – Resolution passed by Council.

2010-06-14 – Resolution passed by Council.

2011-02-07 – Resolution passed by Council.

	POLICY	<u>Policy No:</u> HUM-VAC-245
<u>Policy Title:</u> VACATION <u>Policy Type:</u> COUNCIL <u>Category:</u> Human Resources <u>Sub-Category:</u> Vacation, Leave & Hours of Work <u>Author:</u> Human Resources <u>Dept/Div:</u> Corporate Services/Human Resources	<u>Approval Date:</u> June 1, 1992 <u>Reviewed Date:</u> June 2016 <u>Next Review Date:</u> June 2021 <u>Reviewed Date:</u> <u>Amended:</u> February 7, 2011 <u>Replaces:</u> <u>Repealed:</u> <u>Replaced by:</u>	
<u>Related Policies, Procedures and/or Guidelines:</u> HUM-VAC-165 Leaves of Absence HUM-HIR-100 Employee Status - Definitions		

1. **POLICY PURPOSE:**

This policy establishes standards for annual vacation entitlements and vacation pay percentages.

2. **DEFINITIONS:**

Entitlement: The number of vacation hours which an employee is eligible to use within the vacation year based on years of continuous service.

Carry-forward: The portion of the employee's entitlement in a vacation year that is permitted to be used in the subsequent vacation year.

Employment service date: The date of last hire where service is continuous.

Continuous service: Continuously employed by the City of Kitchener with no break in service.

Years of service: The number of years of employment, based on the employment service date where service is continuous.

Policy No: HUM-VAC-245

Policy Title: VACATION

Corporation: Refers to the Corporation of the City of Kitchener.

Standard work week: The employee's typical hours of work per week based on their employment contract or the terms of their collective agreement, if applicable, and reflecting alternative schedules should the employee be approved to participate in any applicable alternative working arrangements program.

Temporary full-time employee: For the purposes of this policy, a temporary full-time employee performs a role equivalent to a CUPE 791 or non-union/management permanent full-time role.

Employee status definitions used throughout this policy are available in policy HUM-HIR-100 Employee Status – Definitions which should be read alongside this policy for correct application.

3. SCOPE:

POLICY APPLIES TO THE FOLLOWING:	
<input checked="" type="checkbox"/> All Employees	
<input type="checkbox"/> All Full-Time Employees	<input type="checkbox"/> All Union
<input type="checkbox"/> Management	<input type="checkbox"/> C.U.P.E. 68 Civic
<input type="checkbox"/> Non Union	<input type="checkbox"/> C.U.P.E. 68 Mechanics
<input type="checkbox"/> Temporary	<input type="checkbox"/> C.U.P.E. 791
<input type="checkbox"/> Student	<input type="checkbox"/> I.B.E.W. 636
<input type="checkbox"/> Part-Time Employees	<input type="checkbox"/> K.P.F.F.A.
<input type="checkbox"/> Specified Positions only:	<input type="checkbox"/> Other:
<input type="checkbox"/> Council	<input type="checkbox"/> Local Boards & Advisory Committees

Where terms of a Collective Agreement differ from this Policy, the terms of the Collective Agreement will apply.

4. POLICY CONTENT:

4.1 General

Employees are encouraged to use all of their vacation entitlement each year. Permanent full-time employees will accrue vacation to be taken as paid time off. All other employees will earn vacation pay as a percentage of gross earnings with each pay. Employees who earn vacation pay as a percentage will take unpaid vacation time off in accordance with the Employment Standards Act (ESA).

Policy No: HUM-VAC-245

Policy Title: VACATION

4.1a Vacation year

- i. Prior to January 1, 2026, the vacation year shall be from June 1st to May 31st. Eligibility for paid vacation shall be determined on June 1st and entitlement will be calculated using the employee's employment status date.
- ii. As of January 1, 2026, the vacation year shall be from January 1st to December 31st with the qualifying year for each employee based on their employment service date, which shall be calculated as of the anniversary date of the employee's continuous service to the Corporation.

4.1b Scheduling vacation

- i. Vacations are to be taken in accordance with the ESA and shall be arranged to the employee's preference as far as this is possible and practical to do so and as approved by the employee's immediate supervisor, having regard for the employment status date and operational requirements to ensure service levels are maintained.
- ii. When an employee has vacation time scheduled and within that period qualifies for bereavement leave, bereavement entitlement will replace the use of vacation credits or unpaid vacation time for such absence. The period of vacation so displaced shall be taken at a time convenient to the Corporation.

4.1c Vacation while on leave

- i. All employees on an approved ESA leave of absence will continue to earn time toward years of service for the purposes of vacation entitlement. Any employee entitled to paid vacation time will continue to accrue vacation credits on the basis of months of continuous service.
- ii. Employees on an approved non-ESA leave of absence will not earn time toward years of service for the purposes of vacation entitlement for the period of the leave. An employee entitled to paid vacation time will not accrue vacation credits for the period of the leave.
 - a. For permanent full-time employees, in the event that a full calendar month is not completed when an employee goes on leave, the employee's monthly vacation earnings will be pro-rated based on the number of working days that the employee worked in the month the leave commenced, up to the maximum monthly earnings corresponding to their service entitlement as outlined below.
- iii. Employees will not earn time toward years of service for the purposes of vacation entitlement, and employees entitled to paid vacation time will not accrue vacation credits when receiving a Long-Term Disability (LTD) benefit starting from the date their LTD benefit is approved.

Policy No: HUM-VAC-245

Policy Title: VACATION

4.1d Returning from leave

- i. Vacation credit accrual or accrual of time toward years of service for vacation entitlement percentages will resume on the date the employee returns from a non-ESA leave or LTD.
 - a. For permanent full-time employees, credit will be pro-rated based on the number of working days the employee worked in the month the leave ended, up to the maximum monthly earnings corresponding to their service entitlement as outlined below.

4.1e End of employment

- i. When the employment of any employee is terminated, the employee shall be paid a proportionate amount of salary or wages for any unused or accrued vacation credits.

4.2 Entitlements

The Corporation reserves the right to start a new employee at a higher entitlement.

4.2a CASUAL, & STUDENT EMPLOYEES

Casual and student employees will earn vacation pay as a percentage of gross earnings with each pay (4% or 6% based on years of service) in accordance with the Employment Standards Act.

4.2b TEMPORARY FULL-TIME EMPLOYEES

Temporary employees will earn 6% vacation pay as a percentage of gross earnings with each pay.

4.2c CONTINUOUS PART-TIME EMPLOYEES

Vacation entitlement will parallel non-union, full-time staff. The percentage payable will vary based on years of continuous service.

Vacation entitlement is based on the following schedule:

Continuous Service (Years Completed)	Continuous part-time vacation percentage
<1	6.0%
1	6.0%
2	6.0%
3	6.0%

Policy No: HUM-VAC-245

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4	6.0%
5	6.4%
6	6.8%
7	7.2%
8	7.6%
9	8.0%
10	8.0%
11	8.0%
12	8.4%
13	8.8%
14	9.2%
15	9.6%
16	10.0%
17	10.0%
18	10.0%
19	10.0%
20	10.4%
21	10.8%
22	11.2%
23	11.6%
24+	12.0%

4.2d PERMANENT FULL TIME EMPLOYEES

Vacation entitlement is based on the following schedule:

Continuous Service (Years Completed)	Vacation days	Monthly vacation accrual (in hours) 35 hours/week	Monthly vacation accrual (in hours) 40 hours/week
<1	1.25 days/month	8.750	10.000
1	15 (3 weeks)	8.750	10.000
2	15 (3 weeks)	8.750	10.000
3	15 (3 weeks)	8.750	10.000
4	15 (3 weeks)	8.750	10.000
5	16 (3 weeks + 1 day)	9.333	10.667
6	17 (3 weeks + 2 days)	9.917	11.333
7	18 (3 weeks + 3 days)	10.500	12.000
8	19 (3 weeks + 4 days)	11.083	12.667

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9	20 (4 weeks)	11.667	13.333
10	20 (4 weeks)	11.667	13.333
11	20 (4 weeks)	11.667	13.333
12	21 (4 weeks + 1 day)	12.250	14.000
13	22 (4 weeks + 2 days)	12.833	14.667
14	23 (4 weeks + 3 days)	13.417	15.333
15	24 (4 weeks + 4 days)	14.000	16.000
16	25 (5 weeks)	14.583	16.667
17	25 (5 weeks)	14.583	16.667
18	25 (5 weeks)	14.583	16.667
19	25 (5 weeks)	14.583	16.667
20	26 (5 weeks + 1 day)	15.167	17.333
21	27 (5 weeks + 2 days)	15.750	18.000
22	28 (5 weeks + 3 days)	16.333	18.667
23	29 (5 weeks + 4 days)	16.917	19.333
24+	30 (6 weeks)	17.500	20.000

Effective January 1, 2025, if the first full calendar month of service cannot be completed because it begins with either a Holiday and/or weekend, an employee who begins work on the first working day of the month will be credited with their maximum monthly earnings based on their service entitlement.

1. Access to vacation

Employees shall have access to their vacation entitlement as advanced to them on January 1st of each year. For greater clarity, where the vacation entitlement is advanced, a new employee would earn and utilize their vacation entitlement within the same year rather than having to earn a vacation entitlement in one year prior to utilizing it in the following year.

2. Vacation accrual

As of January 1, 2026, all employees will accrue vacation monthly at the rate corresponding to their annual entitlement based on their qualifying year in accordance with their years of service in the chart above. Employees who have reached a threshold that corresponds to a greater vacation entitlement will accrue vacation at a higher monthly rate in the month following the anniversary of their employment service date.

In the first year of employment, such vacation entitlement shall be prorated in proportion to the period between the date of hire and the end of the vacation year referenced above. Upon termination, vacation shall be prorated to

Policy No: HUM-VAC-245

Policy Title: VACATION

correspond to the proportion of the year in which they were employed by the Corporation.

Employees whose first day of work begins after the first day of the month will have their first month of vacation earnings pro-rated based on the number of working days that the employee is employed by the Corporation in their first month up to the maximum monthly earnings corresponding to their service entitlement as outlined above. Employees who terminate prior to the last day of the month shall have their vacation earnings for their final month of work pro-rated based on the number of days worked in the month of termination up to the maximum monthly earnings corresponding to their service entitlement as outlined above.

2a. Vacation accrual – employees hired on or after January 1, 2025

Employees hired on or after January 1, 2025 will accrue vacation monthly at the rate corresponding to their annual entitlement based on the qualifying year.

3. Vacation carry-forward

Employees entitled to three (3) or more weeks' vacation may carry forward up to one (1) week's vacation to the next vacation period. Employees entitled to four (4) or more weeks' vacation may, by written request to the employee's Department Head with a copy to the Director, Human Resources or Designate, be granted the privilege of carrying forward up to one (1) additional week's vacation to the next vacation period for a total of up to two (2) weeks. This provision is non-cumulative, and any vacation carried forward must be used by the end of the next vacation period and shall otherwise be forfeited. A request to carry forward more than one (1) week of vacation is a discretionary special circumstance and not an annual entitlement.

4. Illness during scheduled vacation time

When an employee has vacation time scheduled and within that period experiences an accident, illness or injury resulting in confinement in a hospital or a recognized medical centre as evidenced by a medical certificate, there will be no deductions from vacation credits for such absence. The period of vacation so displaced shall be taken at a time convenient to the Corporation.

5. End of employment

In the event the employee has taken more vacation that they have accrued at the time of termination, the Corporation shall recover the difference on the employee's final pay. Should the final pay not be sufficient to fully recover the overpaid vacation, the employee will provide payment directly to the Corporation within thirty (30) days.

Policy No: HUM-VAC-245

Policy Title: VACATION

5. HISTORY OF POLICY CHANGES

Administrative Updates

2016-06-01 – Policy II-245 template reformatted to new numbering system and given number HUM-VAC-245.

Formal Amendments


2001-01-15 – Resolution passed by Council.

2002-07-04 – Resolution passed by Council.

2004-03-29 – Resolution passed by Council.

2010-06-14 – Resolution passed by Council.

2011-02-07 – Resolution passed by Council.

	<h2>POLICY</h2>	<u>Policy No:</u> HUM-VAC-245
<u>Policy Title:</u> VACATION <u>Policy Type:</u> COUNCIL <u>Category:</u> Human Resources <u>Sub-Category:</u> Vacation, Leave & Hours of Work <u>Author:</u> Human Resources <u>Dept/Div:</u> Corporate Services/Human Resources	<u>Approval Date:</u> June 1, 1992 <u>Reviewed Date:</u> June 2016 <u>Next Review Date:</u> June 2021 <u>Reviewed Date:</u> <u>Amended:</u> February 7, 2011 <u>Replaces:</u> <u>Repealed:</u> <u>Replaced by:</u>	
<u>Related Policies, Procedures and/or Guidelines:</u> HUM-VAC-165 Leaves of Absence HUM-HIR-100 Employee Status - Definitions		

1. **POLICY PURPOSE:**

This policy establishes standards for annual vacation entitlements and vacation pay percentages.

2. **DEFINITIONS:**

Entitlement: The number of vacation hours which an employee is eligible to use within the vacation year based on years of continuous service.

Carry-forward: The portion of the employee's entitlement in a vacation year that is permitted to be used in the subsequent vacation year.

Employment service date: The date of last hire where service is continuous.

Continuous service: Continuously employed by the City of Kitchener with no break in service.

Years of service: The number of years of employment, based on the employment service date where service is continuous.

Policy No: HUM-VAC-245

Policy Title: VACATION

Corporation: Refers to the Corporation of the City of Kitchener.

Standard work week: The employee's typical hours of work per week based on their employment contract or the terms of their collective agreement, if applicable, and reflecting alternative schedules should the employee be approved to participate in any applicable alternative working arrangements program.

Temporary full-time employee: For the purposes of this policy, a temporary full-time employee performs a role equivalent to a CUPE 791 or non-union/management permanent full-time role.

Employee status definitions used throughout this policy are available in policy HUM-HIR-100 Employee Status – Definitions which should be read alongside this policy for correct application.

3. **SCOPE:**

POLICY APPLIES TO THE FOLLOWING:	
<input checked="" type="checkbox"/> All Employees	
<input type="checkbox"/> All Full-Time Employees	<input type="checkbox"/> All Union
<input type="checkbox"/> Management	<input type="checkbox"/> C.U.P.E. 68 Civic
<input type="checkbox"/> Non Union	<input type="checkbox"/> C.U.P.E. 68 Mechanics
<input type="checkbox"/> Temporary	<input type="checkbox"/> C.U.P.E. 791
<input type="checkbox"/> Student	<input type="checkbox"/> I.B.E.W. 636
<input type="checkbox"/> Part-Time Employees	<input type="checkbox"/> K.P.F.F.A.
<input type="checkbox"/> Specified Positions only:	<input type="checkbox"/> Other:
<input type="checkbox"/> Council	<input type="checkbox"/> Local Boards & Advisory Committees

Where terms of a Collective Agreement differ from this Policy, the terms of the Collective Agreement will apply.

4. **POLICY CONTENT:**

4.1 **General**

Employees are encouraged to use all of their vacation entitlement each year. Permanent full-time employees will accrue vacation to be taken as paid time off. All other employees will earn vacation pay as a percentage of gross earnings with each pay. Employees who earn vacation pay as a percentage will take unpaid vacation time off in accordance with the Employment Standards Act (ESA).

4.1a Vacation year

Policy No: HUM-VAC-245

Policy Title: VACATION

- i. Prior to January 1, 2026, the vacation year shall be from June 1st to May 31st. Eligibility for paid vacation shall be determined on June 1st and entitlement will be calculated using the employee's employment status date.
- ii. As of January 1, 2026, the vacation year shall be from January 1st to December 31st with the qualifying year for each employee based on their employment service date, which shall be calculated as of the anniversary date of the employee's continuous service to the Corporation.

4.1b Scheduling vacation

- i. Vacations are to be taken in accordance with the ESA and shall be arranged to the employee's preference as far as this is possible and practical to do so and as approved by the employee's immediate supervisor, having regard for the employment status date and operational requirements to ensure service levels are maintained.
- ii. When an employee has vacation time scheduled and within that period qualifies for bereavement leave, bereavement entitlement will replace the use of vacation credits or unpaid vacation time for such absence. The period of vacation so displaced shall be taken at a time convenient to the Corporation.

4.1c Vacation while on leave

- i. All employees on an approved ESA leave of absence will continue to earn time toward years of service for the purposes of vacation entitlement. Any employee entitled to paid vacation time will continue to accrue vacation credits on the basis of months of continuous service.
- ii. Employees on an approved non-ESA leave of absence will not earn time toward years of service for the purposes of vacation entitlement for the period of the leave. An employee entitled to paid vacation time will not accrue vacation credits for the period of the leave.
 - a. For permanent full-time employees, in the event that a full calendar month is not completed when an employee goes on leave, the employee's monthly vacation earnings will be pro-rated based on the number of working days that the employee worked in the month the leave commenced, up to the maximum monthly earnings corresponding to their service entitlement as outlined below.
- iii. Employees will not earn time toward years of service for the purposes of vacation entitlement, and employees entitled to paid vacation time will not accrue vacation credits when receiving a Long-Term Disability (LTD) benefit starting from the date their LTD benefit is approved.

4.1d Returning from leave

Policy No: HUM-VAC-245

Policy Title: VACATION

- i. Vacation credit accrual or accrual of time toward years of service for vacation entitlement percentages will resume on the date the employee returns from a non-ESA leave or LTD.
 - a. For permanent full-time employees, credit will be pro-rated based on the number of working days the employee worked in the month the leave ended, up to the maximum monthly earnings corresponding to their service entitlement as outlined below.

4.1e End of employment

- i. When the employment of any employee is terminated, the employee shall be paid a proportionate amount of salary or wages for any unused or accrued vacation credits.

4.2 Entitlements

The Corporation reserves the right to start a new employee at a higher entitlement.

4.2a CASUAL, & STUDENT EMPLOYEES

Casual and student employees will earn vacation pay as a percentage of gross earnings with each pay (4% or 6% based on years of service) in accordance with the Employment Standards Act.

4.2b TEMPORARY FULL-TIME EMPLOYEES

Temporary employees will earn 6% vacation pay as a percentage of gross earnings with each pay.

4.2c CONTINUOUS PART-TIME EMPLOYEES

Vacation entitlement will parallel non-union, full-time staff. The percentage payable will vary based on years of continuous service.

Vacation entitlement is based on the following schedule:

Continuous Service (Years Completed)	Continuous part-time vacation percentage
<1	6.0%
1	6.0%
2	6.0%
3	6.0%
4	6.0%

Policy No: HUM-VAC-245

Policy Title: VACATION

5	6.4%
6	6.8%
7	7.2%
8	7.6%
9	8.0%
10	8.0%
11	8.0%
12	8.4%
13	8.8%
14	9.2%
15	9.6%
16	10.0%
17	10.0%
18	10.0%
19	10.0%
20	10.4%
21	10.8%
22	11.2%
23	11.6%
24+	12.0%

4.2d PERMANENT FULL TIME EMPLOYEES

Vacation entitlement is based on the following schedule:

Continuous Service (Years Completed)	Vacation days	Monthly vacation accrual (in hours) 35 hours/week	Monthly vacation accrual (in hours) 40 hours/week
<1	1.25 days/month	8.750	10.000
1	15 (3 weeks)	8.750	10.000
2	15 (3 weeks)	8.750	10.000
3	15 (3 weeks)	8.750	10.000
4	15 (3 weeks)	8.750	10.000
5	16 (3 weeks + 1 day)	9.333	10.667
6	17 (3 weeks + 2 days)	9.917	11.333
7	18 (3 weeks + 3 days)	10.500	12.000
8	19 (3 weeks + 4 days)	11.083	12.667

Policy No: HUM-VAC-245

Policy Title: VACATION

9	20 (4 weeks)	11.667	13.333
10	20 (4 weeks)	11.667	13.333
11	20 (4 weeks)	11.667	13.333
12	21 (4 weeks + 1 day)	12.250	14.000
13	22 (4 weeks + 2 days)	12.833	14.667
14	23 (4 weeks + 3 days)	13.417	15.333
15	24 (4 weeks + 4 days)	14.000	16.000
16	25 (5 weeks)	14.583	16.667
17	25 (5 weeks)	14.583	16.667
18	25 (5 weeks)	14.583	16.667
19	25 (5 weeks)	14.583	16.667
20	26 (5 weeks + 1 day)	15.167	17.333
21	27 (5 weeks + 2 days)	15.750	18.000
22	28 (5 weeks + 3 days)	16.333	18.667
23	29 (5 weeks + 4 days)	16.917	19.333
24+	30 (6 weeks)	17.500	20.000

Effective January 1, 2025, if the first full calendar month of service cannot be completed because it begins with either a Holiday and/or weekend, an employee who begins work on the first working day of the month will be credited with their maximum monthly earnings based on their service entitlement.

1. Access to vacation

Employees shall have access to their vacation entitlement as advanced to them on January 1st of each year. For greater clarity, where the vacation entitlement is advanced, a new employee would earn and utilize their vacation entitlement within the same year rather than having to earn a vacation entitlement in one year prior to utilizing it in the following year.

2. Vacation accrual

As of January 1, 2026, all employees will accrue vacation monthly at the rate corresponding to their annual entitlement based on their qualifying year in accordance with their years of service in the chart above. Employees who have reached a threshold that corresponds to a greater vacation entitlement will accrue vacation at a higher monthly rate in the month following the anniversary of their employment service date.

In the first year of employment, such vacation entitlement shall be prorated in proportion to the period between the date of hire and the end of the vacation year referenced above. Upon termination, vacation shall be prorated to

Policy No: HUM-VAC-245

Policy Title: VACATION

correspond to the proportion of the year in which they were employed by the Corporation.

Employees whose first day of work begins after the first day of the month will have their first month of vacation earnings pro-rated based on the number of working days that the employee is employed by the Corporation in their first month up to the maximum monthly earnings corresponding to their service entitlement as outlined above. Employees who terminate prior to the last day of the month shall have their vacation earnings for their final month of work pro-rated based on the number of days worked in the month of termination up to the maximum monthly earnings corresponding to their service entitlement as outlined above.

2a. Vacation accrual – employees hired on or after January 1, 2025

Employees hired on or after January 1, 2025 will accrue vacation monthly at the rate corresponding to their annual entitlement based on the qualifying year.

3. Vacation carry-forward

Employees entitled to three (3) or more weeks' vacation may carry forward up to one (1) week's vacation to the next vacation period. Employees entitled to four (4) or more weeks' vacation may, by written request to the employee's Department Head with a copy to the Director, Human Resources or Designate, be granted the privilege of carrying forward up to one (1) additional week's vacation to the next vacation period for a total of up to two (2) weeks. This provision is non-cumulative, and any vacation carried forward must be used by the end of the next vacation period and shall otherwise be forfeited. A request to carry forward more than one (1) week of vacation is a discretionary special circumstance and not an annual entitlement.

4. Illness during scheduled vacation time

When an employee has vacation time scheduled and within that period experiences an accident, illness or injury resulting in confinement in a hospital or a recognized medical centre as evidenced by a medical certificate, there will be no deductions from vacation credits for such absence. The period of vacation so displaced shall be taken at a time convenient to the Corporation.

5. End of employment

In the event the employee has taken more vacation that they have accrued at the time of termination, the Corporation shall recover the difference on the employee's final pay. Should the final pay not be sufficient to fully recover the overpaid vacation, the employee will provide payment directly to the Corporation within thirty (30) days.

Policy No: HUM-VAC-245

Policy Title: VACATION

5. **HISTORY OF POLICY CHANGES**

Administrative Updates

2016-06-01 – Policy II-245 template reformatted to new numbering system and given number HUM-VAC-245.

Formal Amendments


2001-01-15 – Resolution passed by Council.

2002-07-04 – Resolution passed by Council.

2004-03-29 – Resolution passed by Council.

2010-06-14 – Resolution passed by Council.

2011-02-07 – Resolution passed by Council.

	<h1>POLICY</h1>	Policy No: HUM-WOR-035
<p><u>Policy Title:</u> BUSINESS TRAVEL & MEETINGS</p> <p><u>Policy Type:</u> COUNCIL</p> <p><u>Category:</u> Human Resources</p> <p><u>Sub-Category:</u> Workplace Practices</p> <p><u>Author:</u> Financial Operation</p> <p><u>Dept/Div:</u> Financial Services / Financial Operations</p>	<p><u>Approval Date:</u> December 10, 2001</p> <hr/> <p><u>Reviewed Date:</u> June 2016</p> <p><u>Next Review Date:</u> May 2021</p> <hr/> <p><u>Last Amended:</u> June 26, 2017</p> <hr/> <p><u>Replaces:</u></p> <p><u>Repealed:</u></p> <p><u>Replaced by:</u></p>	
<p><u>Related Policies, Procedures and/or Guidelines:</u></p>		

1. POLICY PURPOSE:

To establish rules and procedures with respect to business related travel or meeting expenses such as authorized conferences, seminars, trade shows or meetings.

2. DEFINITIONS:

Corporation: Refers to the Corporation of the City of Kitchener.

3. SCOPE:

POLICY APPLIES TO THE FOLLOWING:	
<input checked="" type="checkbox"/> All Employees	
<input type="checkbox"/> All Full-Time Employees	<input type="checkbox"/> All Union
<input type="checkbox"/> Management	<input type="checkbox"/> C.U.P.E. 68 Civic
<input type="checkbox"/> Non Union	<input type="checkbox"/> C.U.P.E. 68 Mechanics
<input type="checkbox"/> Temporary	<input type="checkbox"/> C.U.P.E. 791
<input type="checkbox"/> Student	<input type="checkbox"/> I.B.E.W. 636
<input type="checkbox"/> Part-Time Employees	<input type="checkbox"/> K.P.F.F.A.
<input type="checkbox"/> Specified Positions only:	<input type="checkbox"/> Other:
<input type="checkbox"/> Council	<input type="checkbox"/> Local Boards & Advisory Committees

Policy No: HUM-WOR-035

Policy Title: BUSINESS TRAVEL & MEETINGS

4. POLICY CONTENT:

4.1 General Protocol

Employees travelling on City business are representing the corporation. They are expected to conduct themselves with dignity and behave ethically at all times.

Expenses incurred on business functions should be consistent with reasonable standards. Those who have any doubt as to the appropriateness of a specific travel expense should consult with their supervisor for guidance.

4.2 Business Travel by Council

- a) Business travel by Council includes conference attendance, participation as executive members of provincial/national associations, and trade missions by the Mayor.
- b) The budgeted amount allocated to each member of Council for conferences shall be determined at the start of each new term of Council for use during the four-year term.
- c) The budget for attendance at conferences shall be allocated equitably amongst the individual members of Council.
- d) The Mayor shall be provided with an additional allocation from Council's conference budget, in acknowledgement of the duties associated with being the head of Council.
- e) All business-related travel expenditures will be reported to the public on the annual statement of remuneration and expenses.
- f) In the event that a member of Council exceeds their conference budget, the balance in excess of the approved budget will be charged against the next available pay.
- g) Expenses incurred by individual members of Council in relation to being executive members of provincial and/or national associations/organizations as well as costs associated with trade missions, shall not be subject to the expense limits enacted via this policy as they are not funded through the Council conference budget.
- h) The Mayor may participate in one international business mission per year with the Waterloo Economic Development Corporation to advance the regional

Policy No: HUM-WOR-035

Policy Title: BUSINESS TRAVEL & MEETINGS

economic development objectives related to foreign direct investment.

- i) A member of Council is required to have their final travel costs approved by the Mayor. The Mayor is required to have their final travel costs approved by the Chief Administrative Officer.

4.3 Business Travel by City Staff

- a) Subject to budget funding, City staff may attend a business function relevant to their employment with the City. If any such business function (e.g., conference, seminar, meeting, trade show) is held in a location outside of Canada or the United States, or in Hawaii or Alaska, attendance shall first be specifically approved by the CAO in writing. In the event that the CAO is required to travel outside of Canada or the United States, or in Hawaii or Alaska, attendance shall first be specifically approved by the Mayor in writing.
- b) All business travel expenditures for City staff must be pre-approved. The following table indicates the pre-approver for each attendee:

Attendee	Approver
Mayor	CAO
Councillor	Mayor
CAO	Mayor
Department Head	CAO
Director	Department Head
All other employees	Director

4.4 Daily Allowance (per diem)

The attendee will be allowed a daily allowance to cover meals if not covered by the registration fee. The daily allowance applies to each day of the business function as well as for the day of travel prior to and immediately after the business function, if applicable. The daily allowance includes a provision for breakfast, lunch and dinner.

The daily allowance rates will be reviewed each year during the annual operating budget process.

4.5 Hotel Accommodations

Reasonable costs for hotel accommodations will be reimbursed for each night required for business travel.

Policy No: HUM-WOR-035

Policy Title: BUSINESS TRAVEL & MEETINGS

4.6 Transportation

Reasonable costs for transportation will be reimbursed.

For significant distances, the most economical method must be determined and documented. When determining costs for each method, attempts must be made by checking in advance to obtain a reasonable fare. Costs may also include ground transportation to and from airports, bus terminals and train stations, parking, mileage, and cancellation insurance. In this case, the attendee will only be reimbursed up to the total cost of the most economical method of transportation.

4.7 Expense Reporting

All business travel expenditures including applicable receipts and documentation should be submitted in SAP Concur within thirty (30) days of attending the event.

4.8 Companion Expenses

Council members and staff shall be responsible for all additional expenses incurred as a result of a spouse or companion travelling with them.

4.9 Business Meals and/or Meeting Expenses

It may be appropriate for employees to conduct meetings relating to City business that may include food and/or beverages. In these circumstances, actual costs will be reimbursed if approved by the employee's supervisor.

In general, alcohol will not be reimbursed except in a meeting involving external business contacts and where the approving supervisor determines the expense to be appropriate.

When two or more staff members are present, and where reasonably possible, the highest ranking person present should pay for the expenditure and submit the respective expense claim once approved by their supervisor.

5. HISTORY OF POLICY CHANGES

Administrative Updates

2016-06-01 – Policy II-35 template reformatted to new numbering system and given number HUM-WOR-035

Formal Amendments

Policy No: HUM-WOR-035


Policy Title: BUSINESS TRAVEL & MEETINGS

2010-06-14 – Resolution passed by Council, see report CAO-10-05

2011-02-07 – Resolution passed by Council, see report FCS-11-029

2013-04-29 – Resolution passed by Council.

2017-06-26 – Resolution passed by Council, see report FCS-17-100

	<h1>POLICY</h1>	Policy No: HUM-WOR-035
<p><u>Policy Title:</u> BUSINESS TRAVEL & MEETINGS</p> <p><u>Policy Type:</u> COUNCIL</p> <p><u>Category:</u> Human Resources</p> <p><u>Sub-Category:</u> Workplace Practices</p> <p><u>Author:</u> Financial Operation</p> <p><u>Dept/Div:</u> Financial Services / Financial Operations</p>	<p><u>Approval Date:</u> December 10, 2001</p> <hr/> <p><u>Reviewed Date:</u> June 2016</p> <p><u>Next Review Date:</u> May 2021</p> <hr/> <p><u>Last Amended:</u> June 26, 2017</p> <hr/> <p><u>Replaces:</u></p> <p><u>Repealed:</u></p> <p><u>Replaced by:</u></p>	
<p><u>Related Policies, Procedures and/or Guidelines:</u></p>		

1. POLICY PURPOSE:

To establish rules and procedures with respect to business related travel or meeting expenses such as authorized conferences, seminars, trade shows or meetings.

2. DEFINITIONS:

Corporation: Refers to the Corporation of the City of Kitchener.

3. SCOPE:

POLICY APPLIES TO THE FOLLOWING:	
<input checked="" type="checkbox"/> All Employees	
<input type="checkbox"/> All Full-Time Employees	<input type="checkbox"/> All Union
<input type="checkbox"/> Management	<input type="checkbox"/> C.U.P.E. 68 Civic
<input type="checkbox"/> Non Union	<input type="checkbox"/> C.U.P.E. 68 Mechanics
<input type="checkbox"/> Temporary	<input type="checkbox"/> C.U.P.E. 791
<input type="checkbox"/> Student	<input type="checkbox"/> I.B.E.W. 636
<input type="checkbox"/> Part-Time Employees	<input type="checkbox"/> K.P.F.F.A.
<input type="checkbox"/> Specified Positions only:	<input type="checkbox"/> Other:
<input type="checkbox"/> Council	<input type="checkbox"/> Local Boards & Advisory Committees

Policy No: HUM-WOR-035

Policy Title: BUSINESS TRAVEL & MEETINGS

4. POLICY CONTENT:

4.10 General Protocol

Employees travelling on City business are representing the corporation. They are expected to conduct themselves with dignity and behave ethically at all times.

Expenses incurred on business functions should be consistent with reasonable standards. Those who have any doubt as to the appropriateness of a specific travel expense should consult with their supervisor for guidance.

4.11 Business Travel by Council

- j) Business travel by Council includes conference attendance, participation as executive members of provincial/national associations, and trade missions by the Mayor.
- k) The budgeted amount allocated to each member of Council for conferences shall be determined at the start of each new term of Council for use during the four-year term.
- l) The budget for attendance at conferences shall be allocated equitably amongst the individual members of Council.
- m) The Mayor shall be provided with an additional allocation from Council's conference budget, in acknowledgement of the duties associated with being the head of Council.
- n) All business-related travel expenditures will be reported to the public on the annual statement of remuneration and expenses.
- o) In the event that a member of Council exceeds their conference budget, the balance in excess of the approved budget will be charged against the next available pay.
- p) Expenses incurred by individual members of Council in relation to being executive members of provincial and/or national associations/organizations as well as costs associated with trade missions, shall not be subject to the expense limits enacted via this policy as they are not funded through the Council conference budget.
- q) The Mayor may participate in one international business mission per year with

Policy No: HUM-WOR-035

Policy Title: BUSINESS TRAVEL & MEETINGS

the Waterloo Economic Development Corporation to advance the regional economic development objectives related to foreign direct investment.

- r) A member of Council is required to have their final travel costs approved by the Mayor. The Mayor is required to have their final travel costs approved by the Chief Administrative Officer.

4.12 Business Travel by City Staff

- c) Subject to budget funding, City staff may attend a business function relevant to their employment with the City. If any such business function (e.g., conference, seminar, meeting, trade show) is held in a location outside of Canada or the United States, or in Hawaii or Alaska, attendance shall first be specifically approved by the CAO in writing. In the event that the CAO is required to travel outside of Canada or the United States, or in Hawaii or Alaska, attendance shall first be specifically approved by the Mayor in writing.
- d) All business travel expenditures for City staff must be pre-approved. The following table indicates the pre-approver for each attendee:

Attendee	Approver
Mayor	CAO
Councillor	Mayor
CAO	Mayor
Department Head	CAO
Director	Department Head
All other employees	Director

4.13 Daily Allowance (per diem)

The attendee will be allowed a daily allowance to cover meals if not covered by the registration fee. The daily allowance applies to each day of the business function as well as for the day of travel prior to and immediately after the business function, if applicable. The daily allowance includes a provision for breakfast, lunch and dinner.

The daily allowance rates will be reviewed each year during the annual operating budget process.

4.14 Hotel Accommodations

Reasonable costs for hotel accommodations will be reimbursed for each night required for business travel.

Policy No: HUM-WOR-035

Policy Title: BUSINESS TRAVEL & MEETINGS

4.15 Transportation

Reasonable costs for transportation will be reimbursed.

For significant distances, the most economical method must be determined and documented. When determining costs for each method, attempts must be made by checking in advance to obtain a reasonable fare. Costs may also include ground transportation to and from airports, bus terminals and train stations, parking, mileage, and cancellation insurance. In this case, the attendee will only be reimbursed up to the total cost of the most economical method of transportation.

4.16 Expense Reporting

All business travel expenditures including applicable receipts and documentation should be submitted in SAP Concur within thirty (30) days of attending the event.

4.17 Companion Expenses

Council members and staff shall be responsible for all additional expenses incurred as a result of a spouse or companion travelling with them.

4.18 Business Meals and/or Meeting Expenses

It may be appropriate for employees to conduct meetings relating to City business that may include food and/or beverages. In these circumstances, actual costs will be reimbursed if approved by the employee's supervisor.

In general, alcohol will not be reimbursed except in a meeting involving external business contacts and where the approving supervisor determines the expense to be appropriate.

When two or more staff members are present, and where reasonably possible, the highest ranking person present should pay for the expenditure and submit the respective expense claim once approved by their supervisor.

5. **HISTORY OF POLICY CHANGES**

Administrative Updates

2016-06-01 – Policy II-35 template reformatted to new numbering system and given number HUM-WOR-035

Formal Amendments

Policy No: HUM-WOR-035


Policy Title: BUSINESS TRAVEL & MEETINGS

2010-06-14 – Resolution passed by Council, see report CAO-10-05

2011-02-07 – Resolution passed by Council, see report FCS-11-029

2013-04-29 – Resolution passed by Council.

2017-06-26 – Resolution passed by Council, see report FCS-17-100

	POLICY	<u>Policy No:</u> HUM-WOR-090
<u>Policy Title:</u>	EMPLOYEE COMPUTER PURCHASE PLAN	<u>Approval Date:</u> February 14, 2005
<u>Policy Type:</u>	COUNCIL	<u>Reviewed Date:</u> June 1, 2016
<u>Category:</u>	Human Resources	<u>Next Review Date:</u> June 2021
<u>Sub-Category:</u>	Workplace Practices	<u>Reviewed Date:</u>
<u>Author:</u>	Financial Operations	<u>Last Amended:</u> June 14, 2010
<u>Dept/Div:</u>	Financial Services / Financial Operations	<u>Replaces:</u> <u>Repealed:</u> <u>Replaced by:</u>
<u>Related Policies, Procedures and/or Guidelines:</u> HUM-HIR-100 Employee Status - Definitions		

1. **POLICY PURPOSE:**

To establish a plan that will enable employees to purchase or upgrade personal computers for their home.

2. **DEFINITIONS:**

Corporation or City: Refers to the Corporation of the City of Kitchener

Employee status definitions used throughout this policy are available in policy HUM-HIR-100 Employee Status – Definitions which should be read alongside this policy for correct application.

Policy No: HUM-WOR-090

Policy Title: EMPLOYEE COMPUTER PURCHASE PLAN

3. SCOPE:

POLICY APPLIES TO THE FOLLOWING:	
<input type="checkbox"/> All Employees	
<input checked="" type="checkbox"/> All Full-Time Employees	<input type="checkbox"/> All Union
<input checked="" type="checkbox"/> Management	<input type="checkbox"/> C.U.P.E. 68 Civic
<input type="checkbox"/> Non Union	<input type="checkbox"/> C.U.P.E. 68 Mechanics
<input type="checkbox"/> Temporary	<input type="checkbox"/> C.U.P.E. 791
<input type="checkbox"/> Student	<input type="checkbox"/> I.B.E.W. 636
<input checked="" type="checkbox"/> Part-Time Employees	<input type="checkbox"/> K.P.F.F.A.
<input type="checkbox"/> Specified Positions only:	<input type="checkbox"/> Other:
<input type="checkbox"/> Council	<input type="checkbox"/> Local Boards & Advisory Committees

4. POLICY CONTENT:

1. Eligibility

All permanent full-time employees and any continuous part-time employees with at least six months of continuous employment service with the Corporation.

2. Plan Description

The plan provides an interest free loan to an employee for the purchase of computer equipment and software. The maximum loan is \$3,000 for permanent full-time employees and \$1,500 for continuous part-time employees.

Maximum access to the computer purchase plan is once per year and only once prior balances have been paid in full.

The following items are not supported by the Plan:

- Smart phone
- Smart watch
- Fitbit
- Internet connection/monthly charges
- Gaming systems
- Digital cameras
- Any other item deemed inappropriate by Finance

The loan repayment will be made through payroll deductions.

Maximum repayment terms are:

Policy No: HUM-WOR-090

Policy Title: EMPLOYEE COMPUTER PURCHASE PLAN

- One year for permanent full-time employees for purchases between \$750 and \$1500,
- Three years for permanent full-time employees for purchases over \$1500,
- One year for continuous part-time employees

An outstanding loan balance can be paid off at any time. If an outstanding balance exists when an employee leaves the City, the outstanding balance must be paid in full.

Fraudulent violations or abuse of this policy are serious and may result in disciplinary action up to and including termination of employment.


5. HISTORY OF POLICY CHANGES

Administrative Updates

2016-06-01 – Policy II-90 template reformatted to new numbering system and given number HUM-WOR-090.

Formal Amendments

2010-06-14 – Resolution passed by Council.

	POLICY	<u>Policy No:</u> HUM-WOR-090
<u>Policy Title:</u> EMPLOYEE COMPUTER PURCHASE PLAN <u>Policy Type:</u> COUNCIL <u>Category:</u> Human Resources <u>Sub-Category:</u> Workplace Practices <u>Author:</u> Financial Operations <u>Dept/Div:</u> Financial Services / Financial Operations	<u>Approval Date:</u> February 14, 2005	<u>Reviewed Date:</u> June 1, 2016 <u>Next Review Date:</u> June 2021 <u>Reviewed Date:</u>
<u>Related Policies, Procedures and/or Guidelines:</u> HUM-HIR-100 Employee Status - Definitions	<u>Last Amended:</u> June 14, 2010	<u>Replaces:</u> <u>Repealed:</u> <u>Replaced by:</u>

1. **POLICY PURPOSE:**

To establish a plan that will enable employees to purchase or upgrade personal computers for their home.

2. **DEFINITIONS:**

Corporation or City: Refers to the Corporation of the City of Kitchener

Employee status definitions used throughout this policy are available in policy HUM-HIR-100 Employee Status – Definitions which should be read alongside this policy for correct application.

3. **SCOPE:**

POLICY APPLIES TO THE FOLLOWING:

Policy No: HUM-WOR-090

Policy Title: EMPLOYEE COMPUTER PURCHASE PLAN

<input type="checkbox"/> All Employees	
<input checked="" type="checkbox"/> All Full-Time Employees	<input type="checkbox"/> All Union
<input checked="" type="checkbox"/> Management	<input type="checkbox"/> C.U.P.E. 68 Civic
<input type="checkbox"/> Non Union	<input type="checkbox"/> C.U.P.E. 68 Mechanics
<input type="checkbox"/> Temporary	<input type="checkbox"/> C.U.P.E. 791
<input type="checkbox"/> Student	<input type="checkbox"/> I.B.E.W. 636
<input checked="" type="checkbox"/> Part-Time Employees	<input type="checkbox"/> K.P.F.F.A.
<input type="checkbox"/> Specified Positions only:	<input type="checkbox"/> Other:
<input type="checkbox"/> Council	<input type="checkbox"/> Local Boards & Advisory Committees

4. **POLICY CONTENT:**

1. Eligibility

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2. Plan Description

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Maximum access to the computer purchase plan is once per year and only once prior balances have been paid in full.

The following items are not supported by the Plan:

- Smart phone
- Smart watch
- Fitbit
- Internet connection/monthly charges
- Gaming systems
- Digital cameras
- Any other item deemed inappropriate by Finance

The loan repayment will be made through payroll deductions.

Maximum repayment terms are:

Policy No: HUM-WOR-090

Policy Title: EMPLOYEE COMPUTER PURCHASE PLAN

- One year for permanent full-time employees for purchases between \$750 and \$1500,
- Three years for permanent full-time employees for purchases over \$1500,
- One year for continuous part-time employees

An outstanding loan balance can be paid off at any time. If an outstanding balance exists when an employee leaves the City, the outstanding balance must be paid in full.

Fraudulent violations or abuse of this policy are serious and may result in disciplinary action up to and including termination of employment.


5. **HISTORY OF POLICY CHANGES**

Administrative Updates

2016-06-01 – Policy II-90 template reformatted to new numbering system and given number HUM-WOR-090.

Formal Amendments

2010-06-14 – Resolution passed by Council.

	<h2>POLICY</h2>	<p><u>Policy No:</u> HUM-WOR-190</p>
<p><u>Policy Title:</u> PERSONAL VEHICLE USE – REIMBURSEMENT</p> <p><u>Policy Type:</u> COUNCIL</p> <p><u>Category:</u> Human Resources</p> <p><u>Sub-Category:</u> Workplace Practices</p> <p><u>Author:</u> Financial Operations</p> <p><u>Dept/Div:</u> Financial Services / Financial Operations</p>		<p><u>Approval Date:</u> December 17, 1990</p> <p><u>Reviewed Date:</u> June 2016</p> <p><u>Next Review Date:</u> May 2021</p> <p><u>Reviewed Date:</u></p> <p><u>Amended:</u> July 26, 2017</p> <p><u>Replaces:</u></p> <p><u>Repealed:</u></p> <p><u>Replaced by:</u></p>
<p><u>Related Policies, Procedures and/or Guidelines:</u></p>		

1. POLICY PURPOSE:

To define eligibility criteria for reimbursing mileage and/or parking costs to employees who are required to use their personal vehicles for City business.

2. DEFINITIONS:

Business Site: Any site where the employee undertakes business activities, such as a municipal building, project site or vendor site. The employee’s home office location is not considered a business site.

Regular Place of Work: The Canada Revenue Agency (CRA) considers a regular place of employment to be any location where an employee regularly reports for work or performs their employment duties. An employee can have multiple regular places of employment. An employee’s home office is not considered a regular place of work for mileage expense purposes.

Policy No: HUM-WOR-190

Policy Title: PERSONAL VEHICLE USE – REIMBURSEMENT

3. SCOPE:

POLICY APPLIES TO THE FOLLOWING:	
<input checked="" type="checkbox"/> All Employees	
<input type="checkbox"/> All Full-Time Employees	<input type="checkbox"/> All Union
<input type="checkbox"/> Management	<input type="checkbox"/> C.U.P.E. 68 Civic
<input type="checkbox"/> Non Union	<input type="checkbox"/> C.U.P.E. 68 Mechanics
<input type="checkbox"/> Temporary	<input type="checkbox"/> C.U.P.E. 791
<input type="checkbox"/> Student	<input type="checkbox"/> I.B.E.W. 636
<input type="checkbox"/> Part-Time Employees	<input type="checkbox"/> K.P.F.F.A.
<input type="checkbox"/> Specified Positions only:	<input type="checkbox"/> Other:
<input type="checkbox"/> Council	<input type="checkbox"/> Local Boards & Advisory Committees

Where terms of Collective Agreement differ from this Policy, the terms of the Collective Agreement will apply.

4. POLICY CONTENT:

Any employee required to use their personal vehicle for business purposes is entitled to claim mileage and applicable parking costs incurred for that trip. The rate of reimbursement for mileage will be the Canada Revenue Agency (CRA) prescribed mileage rate effective January 1st of each year. An employee is required to obtain prior authorization from the employee's supervisor for use of the employee's vehicle on City business.

Mileage will be calculated as follows:

1. When travelling from business site to business site (including regular place of work):
 - actual mileage incurred
2. When travelling to/from home and a business site (other than the employee's regular place of work), the lesser distance of:
 - home to/from business site
 - regular place of work to/from business site

Note: The CRA states that travel from home to a regular place of work (and back) is "personal" travel and, as a result, the City of Kitchener will not reimburse that portion of the trip.

Where an employee is on assignment over the lunch or rest periods, reasonable mileage can be claimed in order to drive to a location for a break.

Policy No: HUM-WOR-190

Policy Title: PERSONAL VEHICLE USE – REIMBURSEMENT

5. HISTORY OF POLICY CHANGES

Administrative Updates


2016-06-01 – Policy II-190 template reformatted to new numbering system and given number HUM-WOR-190.

Formal Amendments

1995-01-23 – Resolution passed by Council.

2001-12-10 – Resolution passed by Council, see report SSD-01-016

2017-06-26 – Resolution passed by Council, see report FCS-17-100

	<h2>POLICY</h2>	<u>Policy No:</u> HUM-WOR-190
<u>Policy Title:</u>	PERSONAL VEHICLE USE – REIMBURSEMENT	<u>Approval Date:</u> December 17, 1990
<u>Policy Type:</u>	COUNCIL	<u>Reviewed Date:</u> June 2016
<u>Category:</u>	Human Resources	<u>Next Review Date:</u> May 2021
<u>Sub-Category:</u>	Workplace Practices	<u>Reviewed Date:</u>
<u>Author:</u>	Financial Operations	<u>Amended:</u> July 26, 2017
<u>Dept/Div:</u>	Financial Services / Financial Operations	<u>Replaces:</u> <u>Repealed:</u> <u>Replaced by:</u>
<u>Related Policies, Procedures and/or Guidelines:</u>		

1. **POLICY PURPOSE:**

To define eligibility criteria for reimbursing mileage and/or parking costs to employees who are required to use their personal vehicles for City business.

2. **DEFINITIONS:**

Business Site: Any site where the employee undertakes business activities, such as a municipal building, project site or vendor site. The employee's home office location is not considered a business site.

Regular Place of Work: The Canada Revenue Agency (CRA) considers a regular place of employment to be any location where an employee regularly reports for work or performs their employment duties. An employee can have multiple regular places of employment. An employee's home office is not considered a regular place of work for mileage expense purposes.

3. **SCOPE:**

POLICY APPLIES TO THE FOLLOWING:
<input checked="" type="checkbox"/> All Employees

Policy No: HUM-WOR-190

Policy Title: PERSONAL VEHICLE USE – REIMBURSEMENT

<input type="checkbox"/> All Full-Time Employees	<input type="checkbox"/> All Union
<input type="checkbox"/> Management	<input type="checkbox"/> C.U.P.E. 68 Civic
<input type="checkbox"/> Non Union	<input type="checkbox"/> C.U.P.E. 68 Mechanics
<input type="checkbox"/> Temporary	<input type="checkbox"/> C.U.P.E. 791
<input type="checkbox"/> Student	<input type="checkbox"/> I.B.E.W. 636
<input type="checkbox"/> Part-Time Employees	<input type="checkbox"/> K.P.F.F.A.
<input type="checkbox"/> Specified Positions only:	<input type="checkbox"/> Other:
<input type="checkbox"/> Council	<input type="checkbox"/> Local Boards & Advisory Committees

Where terms of Collective Agreement differ from this Policy, the terms of the Collective Agreement will apply.

4. **POLICY CONTENT:**

Any employee required to use their personal vehicle for business purposes is entitled to claim mileage and applicable parking costs incurred for that trip. The rate of reimbursement for mileage will be the Canada Revenue Agency (CRA) prescribed mileage rate effective January 1st of each year. An employee is required to obtain prior authorization from the employee's supervisor for use of the employee's vehicle on City business.

Mileage will be calculated as follows:

3. When travelling from business site to business site (including regular place of work):
 - actual mileage incurred
4. When travelling to/from home and a business site (other than the employee's regular place of work), the lesser distance of:
 - home to/from business site
 - regular place of work to/from business site

Note: The CRA states that travel from home to a regular place of work (and back) is "personal" travel and, as a result, the City of Kitchener will not reimburse that portion of the trip.

Where an employee is on assignment over the lunch or rest periods, reasonable mileage can be claimed in order to drive to a location for a break.

5. **HISTORY OF POLICY CHANGES**

Administrative Updates

Policy No: HUM-WOR-190

Policy Title: PERSONAL VEHICLE USE – REIMBURSEMENT


2016-06-01 – Policy II-190 template reformatted to new numbering system and given number HUM-WOR-190.

Formal Amendments

1995-01-23 – Resolution passed by Council.

2001-12-10 – Resolution passed by Council, see report SSD-01-016

2017-06-26 – Resolution passed by Council, see report FCS-17-100

	<h2>POLICY</h2>	<u>Policy No:</u> HUM-WOR-240
<u>Policy Title:</u>	TUITION ASSISTANCE	<u>Approval Date:</u> December 17, 1990
<u>Policy Type:</u>	COUNCIL	<u>Reviewed Date:</u> May 10, 2010
<u>Category:</u>	Human Resources	<u>Reviewed Date:</u> June 2016
<u>Sub-Category:</u>	Workplace Practices	<u>Next Review Date:</u> June 2021
<u>Author:</u>	Human Resources	<u>Reviewed Date:</u>
<u>Dept/Div:</u>	Corporate Services/Human Resources	<u>Amended:</u> December 10, 2001
<u>Related Policies, Procedures and/or Guidelines:</u>		<u>Replaces:</u> <u>Repealed:</u> <u>Replaced by:</u>

1. POLICY PURPOSE:

To provide for a system to encourage the self-development of employees by continuing their education through after hours, employee initiated voluntary learning.

This policy does not apply to work-related conferences, workshops, seminars, and mandatory training, which are normally taken during working hours and normally occur over a short period of time, usually five days or less in duration.

2. DEFINITIONS:

For purposes of this Policy, part-time employees are identified as those part-time employees who have accumulated 700 service hours with the City in the prior calendar year ending with December 31st and maintain 500 hours in subsequent years.

Policy No: HUM-WOR-240

Policy Title: TUITION ASSISTANCE

3. SCOPE:

POLICY APPLIES TO THE FOLLOWING:	
<input type="checkbox"/> All Employees	
<input checked="" type="checkbox"/> All Full-Time Employees	<input type="checkbox"/> All Union
<input checked="" type="checkbox"/> Management	<input type="checkbox"/> C.U.P.E. 68 Civic
<input type="checkbox"/> Non Union	<input type="checkbox"/> C.U.P.E. 68 Mechanics
<input type="checkbox"/> Temporary	<input type="checkbox"/> C.U.P.E. 791
<input type="checkbox"/> Student	<input type="checkbox"/> I.B.E.W. 636
<input checked="" type="checkbox"/> Part-Time Employees	<input type="checkbox"/> K.P.F.F.A.
<input type="checkbox"/> Specified Positions only:	<input type="checkbox"/> Other:
<input type="checkbox"/> Council	<input type="checkbox"/> Local Boards & Advisory Committees

4. POLICY CONTENT:

Subject to budget availability, the City will pay, upon proof of successful completion, up to one hundred per cent (100%) of the cost of tuition fees, and examination fees for approved courses. This applies to courses related to the employee's current job and/or career aspirations at the City of Kitchener.

In exceptional cases, where an employee cannot self-fund, they may request an advanced payment. If the employee does not successfully complete the course, they must repay the advanced amount.

1. Approval Criteria

Consideration for payment of an individual course will be governed by the following criteria. Both items a) and b) must be met:

- a) Course(s) must directly relate to the employee's present job and/or career aspirations at the City of Kitchener.
- b) The institution offering the course must be an accredited educational institution as stated by the Ontario Ministry of Education, professional association, and/or trade establishment.
- c) Consideration for approval could include: employment record, work performance, availability of funds, career aspirations, enhancement of skills.

Approval from the department head is required before enrolling in any course(s) for reimbursement.

Policy No: HUM-WOR-240

Policy Title: TUITION ASSISTANCE

2. Priority for Approval of Courses/Tuition will be:

- a) Previously deferred payments (if any).
- b) Payment for courses related to present job/career path
- c) Payment for courses related to the employee's career aspirations at the City of Kitchener.

3. Application Process

- a) Official application forms only will be used.
- b) To ensure application will receive full consideration, early submission is recommended.
- c) Application to be submitted to the employee's Supervisor.
- d) Prior approval must be granted by Supervisor, Director, and Department Head or delegate.
- e) Approved payment may be deferred due to budget availability.
- f) Proof of successful completion for the approved course(s) must be submitted as soon as it becomes available.
- g) If the employee fails to complete the course or achieves a grade below the institution's required passing grade, the reimbursement agreement becomes null and void. Should the employee have received an advance for the course(s), they must repay the City through a payment plan. Additionally, the City will not approve any further courses for the employee until a full repayment is made.
- h) A declaration agreement will be required to ensure the mutual benefit of this program. If an employee resigns or is terminated for cause within three years of receiving tuition reimbursement, and the cumulative cost of the reimbursement is \$1000 or more, the following repayment terms apply:

Time of Departure	Repayment Percentage
Within 6 months	100%
6 - 12 months	75%
12 - 24 months	50%

Policy No: HUM-WOR-240
Policy Title: TUITION ASSISTANCE

24 - 36 months	25%
After 36 months	0%

5. HISTORY OF POLICY CHANGES

Administrative Updates

2010-05-10 – Minor changes.


2016-06-01 – Policy II-240 template reformatted to new numbering system and given number HUM-WOR-240.

Formal Amendments

1995-01-23 – Resolution passed by Council

1999-01-11 – Resolution passed by Council

2001-12-10 – Resolution passed by Council

	POLICY	<u>Policy No:</u> HUM-WOR-240
<u>Policy Title:</u>	TUITION ASSISTANCE	<u>Approval Date:</u> December 17, 1990
<u>Policy Type:</u>	COUNCIL	<u>Reviewed Date:</u> May 10, 2010
<u>Category:</u>	Human Resources	<u>Reviewed Date:</u> June 2016
<u>Sub-Category:</u>	Workplace Practices	<u>Next Review Date:</u> June 2021
<u>Author:</u>	Human Resources	<u>Reviewed Date:</u>
<u>Dept/Div:</u>	Corporate Services/Human Resources	<u>Amended:</u> December 10, 2001
		<u>Replaces:</u>
		<u>Repealed:</u>
		<u>Replaced by:</u>
<u>Related Policies, Procedures and/or Guidelines:</u>		

1. POLICY PURPOSE:

To provide for a system to encourage the self-development of employees by continuing their education through after hours, employee initiated voluntary learning.

This policy does not apply to work-related conferences, workshops, seminars, and mandatory training, which are normally taken during working hours and normally occur over a short period of time, usually five days or less in duration.

2. DEFINITIONS:

For purposes of this Policy, part-time employees are identified as those part-time employees who have accumulated 700 service hours with the City in the prior calendar year ending with December 31st and maintain 500 hours in subsequent years.

3. SCOPE:

Policy No: HUM-WOR-240

Policy Title: TUITION ASSISTANCE

POLICY APPLIES TO THE FOLLOWING:	
<input type="checkbox"/> All Employees	
<input checked="" type="checkbox"/> All Full-Time Employees	<input type="checkbox"/> All Union
<input checked="" type="checkbox"/> Management	<input type="checkbox"/> C.U.P.E. 68 Civic
<input type="checkbox"/> Non Union	<input type="checkbox"/> C.U.P.E. 68 Mechanics
<input type="checkbox"/> Temporary	<input type="checkbox"/> C.U.P.E. 791
<input type="checkbox"/> Student	<input type="checkbox"/> I.B.E.W. 636
<input checked="" type="checkbox"/> Part-Time Employees	<input type="checkbox"/> K.P.F.F.A.
<input type="checkbox"/> Specified Positions only:	<input type="checkbox"/> Other:
<input type="checkbox"/> Council	<input type="checkbox"/> Local Boards & Advisory Committees

4. POLICY CONTENT:

Subject to budget availability, the City will pay, upon proof of successful completion, up to one hundred per cent (100%) of the cost of tuition fees, and examination fees for approved courses. This applies to courses related to the employee's current job and/or career aspirations at the City of Kitchener.

In exceptional cases, where an employee cannot self-fund, they may request an advanced payment. If the employee does not successfully complete the course, they must repay the advanced amount.

1. Approval Criteria

Consideration for payment of an individual course will be governed by the following criteria. Both items a) and b) must be met:

- a) Course(s) must directly relate to the employee's present job and/or career aspirations at the City of Kitchener.
- b) The institution offering the course must be an accredited educational institution as stated by the Ontario Ministry of Education, professional association, and/or trade establishment.
- c) Consideration for approval could include: employment record, work performance, availability of funds, career aspirations, enhancement of skills.

Approval from the department head is required before enrolling in any course(s) for reimbursement.

2. Priority for Approval of Courses/Tuition will be:

Policy No: HUM-WOR-240

Policy Title: TUITION ASSISTANCE

- a) Previously deferred payments (if any).
- b) Payment for courses related to present job/career path
- c) Payment for courses related to the employee's career aspirations at the City of Kitchener.

3. Application Process

- a) Official application forms only will be used.
- b) To ensure application will receive full consideration, early submission is recommended.
- c) Application to be submitted to the employee's Supervisor.
- d) Prior approval must be granted by Supervisor, Director, and Department Head or delegate.
- e) Approved payment may be deferred due to budget availability.
- f) Proof of successful completion for the approved course(s) must be submitted as soon as it becomes available.
- i) If the employee fails to complete the course or achieves a grade below the institution's required passing grade, the reimbursement agreement becomes null and void. Should the employee have received an advance for the course(s), they must repay the City through a payment plan. Additionally, the City will not approve any further courses for the employee until a full repayment is made.
- j) A declaration agreement will be required to ensure the mutual benefit of this program. If an employee resigns or is terminated for cause within three years of receiving tuition reimbursement, and the cumulative cost of the reimbursement is \$1000 or more, the following repayment terms apply:

Time of Departure	Repayment Percentage
Within 6 months	100%
6 - 12 months	75%
12 - 24 months	50%
24 - 36 months	25%

<p><u>Policy No:</u> HUM-WOR-240</p> <p><u>Policy Title:</u> TUITION ASSISTANCE</p>

After 36 months	0%
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5. HISTORY OF POLICY CHANGES

Administrative Updates

2010-05-10 – Minor changes.


2016-06-01 – Policy II-240 template reformatted to new numbering system and given number HUM-WOR-240.

Formal Amendments

1995-01-23 – Resolution passed by Council

1999-01-11 – Resolution passed by Council

2001-12-10 – Resolution passed by Council

	<h2>POLICY</h2>	<u>Policy No:</u> HUM-WOR-255
<u>Policy Title:</u> ANNIVERSARY MILESTONE RECOGNITION <u>Policy Type:</u> COUNCIL <u>Category:</u> Human Resources <u>Sub-Category:</u> Workplace Practices <u>Author:</u> Human Resources <u>Dept/Div:</u> Corporate Services/Human Resources	<u>Approval Date:</u> December 17, 1990 <u>Reviewed Date:</u> June 2016 <u>Next Review Date:</u> June 2021 <u>Reviewed Date:</u> <u>Last Amended:</u> <u>Repealed:</u> February 4, 2013 <u>Replaced by:</u>	
<u>Related Policies, Procedures and/or Guidelines:</u>		

1. POLICY PURPOSE:

To provide tangible recognition to employees reaching anniversary milestones and to long service employees and retirees.

2. DEFINITIONS:

Anniversary Milestone: For the purpose of this Policy only, the date that corresponds with a completed year of service with the City of Kitchener, whether based on full-time, part-time (including seasonal for purposes of this Policy), or temporary employment. The employee’s anniversary milestone date will not be impacted by non-continuous or non-consecutive periods of employment separated by less than one year. For clarity, non-continuous or non-consecutive periods of employment separated by more than one year will result in service recognition being reset for the purposes of this Policy to the start of the most recent period of employment.

Policy No: HUM-WOR-255

Policy Title: ANNIVERSARY MILESTONE RECOGNITION PROGRAM

3. SCOPE:

POLICY APPLIES TO THE FOLLOWING:	
<input checked="" type="checkbox"/> All Employees	
<input type="checkbox"/> All Full-Time Employees	<input type="checkbox"/> All Union
<input type="checkbox"/> Management	<input type="checkbox"/> C.U.P.E. 68 Civic
<input type="checkbox"/> Non Union	<input type="checkbox"/> C.U.P.E. 68 Mechanics
<input type="checkbox"/> Temporary	<input type="checkbox"/> C.U.P.E. 791
<input type="checkbox"/> Student	<input type="checkbox"/> I.B.E.W. 636
<input type="checkbox"/> Part-Time Employees	<input type="checkbox"/> K.P.F.F.A.
<input type="checkbox"/> Specified Positions only:	<input type="checkbox"/> Other:
<input type="checkbox"/> Council	<input type="checkbox"/> Local Boards & Advisory Committees

The service recognition with the City of Kitchener outlined in this Policy applies with respect to the Anniversary Milestone Recognition Program only. The service recognition outlined in this Policy has no impact or application on an employee's service, seniority, length of employment, periods of employment, employment status (full-time, part-time (including seasonal for purposes of this Policy), temporary), continuity of employment, or otherwise, for any other purpose whatsoever.

4. POLICY CONTENT:

1. Eligibility

- a) All employees reaching a five-year anniversary milestone (e.g., 5, 10, 15, 20 years, etc.).
- b) All retirees and employees who resign having achieved their 25-year anniversary milestone.

2. Presentations and Awards

- a) All eligible employees will be presented a certificate signed by the Mayor. Presentations of the certificate will be made by a departmental management representative at a time and location determined at their discretion.
- b) All employees who retire having achieved their 25-year anniversary milestone as recognized by this Policy will select a gift of the employee's choice* valued at \$300, excluding tax. In addition, retirees who have achieved their 25-year anniversary milestone will receive a lifetime membership to the Municipal Retirees Organization Ontario. If possible, the gifts will be presented to the employee by the Department Head prior to the employee's departure.

Policy No: HUM-WOR-255

Policy Title: ANNIVERSARY MILESTONE RECOGNITION PROGRAM

*This gift can include a gift, gift certificate, charitable donation (not tax-deductible) or contribution to a workplace event.

5. **HISTORY OF POLICY CHANGES**

Administrative Updates

2016-06-01 – Policy II-255 template reformatted and to new numbering system and given number HUM-WOR-255.


Formal Amendments

1996-05-21 – Resolution passed by Council.

2001-12-10 – Resolution passed by Council.

2010-06-14 – Resolution passed by Council.

2013-02-04 – Resolution passed by Council, repealed & replaced – FCS-13-012

	<h2>POLICY</h2>	<u>Policy No:</u> HUM-WOR-255
<u>Policy Title:</u> ANNIVERSARY MILESTONE RECOGNITION <u>Policy Type:</u> COUNCIL <u>Category:</u> Human Resources <u>Sub-Category:</u> Workplace Practices <u>Author:</u> Human Resources <u>Dept/Div:</u> Corporate Services/Human Resources	<u>Approval Date:</u> December 17, 1990 <u>Reviewed Date:</u> June 2016 <u>Next Review Date:</u> June 2021 <u>Reviewed Date:</u> <u>Last Amended:</u> <u>Repealed:</u> February 4, 2013 <u>Replaced by:</u>	
<u>Related Policies, Procedures and/or Guidelines:</u>		

1. POLICY PURPOSE:

To provide tangible recognition to employees reaching anniversary milestones and to long service employees and retirees.

2. DEFINITIONS:

Anniversary Milestone: For the purpose of this Policy only, the date that corresponds with a completed year of service with the City of Kitchener, whether based on full-time, part-time (including seasonal for purposes of this Policy), or temporary employment. The employee’s anniversary milestone date will not be impacted by non-continuous or non-consecutive periods of employment separated by less than one year. For clarity, non-continuous or non-consecutive periods of employment separated by more than one year will result in service recognition being reset for the purposes of this Policy to the start of the most recent period of employment.

3. SCOPE:

Policy No: HUM-WOR-255

Policy Title: ANNIVERSARY MILESTONE RECOGNITION PROGRAM

POLICY APPLIES TO THE FOLLOWING:	
<input checked="" type="checkbox"/> All Employees	
<input type="checkbox"/> All Full-Time Employees	<input type="checkbox"/> All Union
<input type="checkbox"/> Management	<input type="checkbox"/> C.U.P.E. 68 Civic
<input type="checkbox"/> Non Union	<input type="checkbox"/> C.U.P.E. 68 Mechanics
<input type="checkbox"/> Temporary	<input type="checkbox"/> C.U.P.E. 791
<input type="checkbox"/> Student	<input type="checkbox"/> I.B.E.W. 636
<input type="checkbox"/> Part-Time Employees	<input type="checkbox"/> K.P.F.F.A.
<input type="checkbox"/> Specified Positions only:	<input type="checkbox"/> Other:
<input type="checkbox"/> Council	<input type="checkbox"/> Local Boards & Advisory Committees

The service recognition with the City of Kitchener outlined in this Policy applies with respect to the Anniversary Milestone Recognition Program only. The service recognition outlined in this Policy has no impact or application on an employee's service, seniority, length of employment, periods of employment, employment status (full-time, part-time (including seasonal for purposes of this Policy), temporary), continuity of employment, or otherwise, for any other purpose whatsoever.

4. POLICY CONTENT:

1. Eligibility

- a) All employees reaching a five-year anniversary milestone (e.g., 5, 10, 15, 20 years, etc.).
- b) All retirees and employees who resign having achieved their 25-year anniversary milestone.

2. Presentations and Awards

- c) All eligible employees will be presented a certificate signed by the Mayor. Presentations of the certificate will be made by a departmental management representative at a time and location determined at their discretion.
- d) All employees who retire having achieved their 25-year anniversary milestone as recognized by this Policy will select a gift of the employee's choice* valued at \$300, excluding tax. In addition, retirees who have achieved their 25-year anniversary milestone will receive a lifetime membership to the Municipal Retirees Organization Ontario. If possible, the gifts will be presented to the employee by the Department Head prior to the employee's departure.

Policy No: HUM-WOR-255

Policy Title: ANNIVERSARY MILESTONE RECOGNITION PROGRAM

*This gift can include a gift, gift certificate, charitable donation (not tax-deductible) or contribution to a workplace event.

5. **HISTORY OF POLICY CHANGES**

Administrative Updates

2016-06-01 – Policy II-255 template reformatted and to new numbering system and given number HUM-WOR-255.


Formal Amendments

1996-05-21 – Resolution passed by Council.

2001-12-10 – Resolution passed by Council.

2010-06-14 – Resolution passed by Council.

2013-02-04 – Resolution passed by Council, repealed & replaced – FCS-13-012

	<h2>POLICY</h2>	<u>Policy No:</u> HUM-WOR-XXX
<u>Policy Title:</u> EMPLOYER-SUPPORTED TRANSPORTATION		<u>Approval Date:</u> Click here to enter a date.
<u>Policy Type:</u> COUNCIL		<u>Reviewed Date:</u> Click here to enter text.
<u>Category:</u> Human Resources		<u>Next Review Date:</u> Click here to enter text.
<u>Sub-Category:</u> Benefits & Compensation		<u>Reviewed Date:</u> Click here to enter text.
<u>Author:</u> Human Resources		<u>Last Amended:</u> Click here to enter a date.
<u>Dept/Div:</u> Corporate Services / Human Resources		<u>Replaces:</u> Click here to enter text.
		<u>Repealed:</u> Click here to enter a date.
		<u>Replaced by:</u> Click here to enter text.
<u>Related Policies, Procedures and/or Guidelines:</u> HUM-WOR-190 Personal Vehicle Use – Reimbursement		

1. **POLICY PURPOSE:**

To provide support for employees related to transportation to the workplace to support internal alignment among municipal work sites where feasible.

2. **DEFINITIONS:**

Taxable benefit: Benefits provided by employers to employees which are considered a form of compensation and are subject to income tax by the Canada Revenue Agency.

Pensionable earnings: The value of taxable earnings or benefits which are subject to Ontario Municipal Employees' Retirement System (OMERS) and Canada Pension Plan (CPP) contributions.

Policy No: HUM-WOR-XXX

Policy Title: EMPLOYER-SUPPORTED TRANSPORTATION

3. **SCOPE:**

POLICY APPLIES TO THE FOLLOWING:	
<input checked="" type="checkbox"/> All Employees	
<input type="checkbox"/> All Full-Time Employees	<input type="checkbox"/> All Union
<input type="checkbox"/> Management	<input type="checkbox"/> C.U.P.E. 68 Civic
<input type="checkbox"/> Non Union	<input type="checkbox"/> C.U.P.E. 68 Mechanics
<input type="checkbox"/> Temporary	<input type="checkbox"/> C.U.P.E. 791
<input type="checkbox"/> Student	<input type="checkbox"/> I.B.E.W. 636
<input type="checkbox"/> Part-Time Employees	<input type="checkbox"/> K.P.F.F.A.
<input type="checkbox"/> Specified Positions only:	<input type="checkbox"/> Other:
<input type="checkbox"/> Council	<input type="checkbox"/> Local Boards & Advisory Committees

Where the terms of a Collective Agreement differ from this Policy, the terms of the Collective Agreement will apply.

4. **POLICY CONTENT:**

Employer-provided parking

Employees who report to a municipal work site (i.e., normal place of work) with fee-based parking may request employer-provided parking at a City-operated garage or lot for the primary purpose of attending the work site, as a taxable benefit. The lot or garage assigned will be dependent on the availability of an open space at the requested parking location.

Employees receiving employer-provided parking will incur a deduction from their pay of the calculated taxable benefit on a regular schedule in accordance with their pay frequency. The taxable benefit will be based on the fair market value of the chosen City-operated garage or lot.

Personal vehicle use for business travel

Employees in jobs that meet the Canada Revenue Agency (CRA) threshold of requiring the use of a personal vehicle for business travel the majority of the time will not incur a taxable benefit as a result of meeting this threshold, per the CRA. Jobs will be identified by Directors and approved by the Corporate Leadership Team (CLT).

If the City of Kitchener or an employee is audited by the CRA and the employee is found to be non-compliant regarding the use of their personal vehicle for work purposes, the employee will be liable for any income tax payable as well as associated penalties or fines.

Employees who use their vehicle for work occasionally but do not meet the CRA threshold are not eligible for a reduction of the taxable benefit. As a result of any business travel, they will be eligible to claim mileage reimbursement and any parking charges incurred at

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their destination in accordance with Council Policy HUM-WOR-190 Personal Vehicle Use – Reimbursement.

Falsifying the usage of a vehicle for work purposes, mileage, or transferring parking access to anyone else is considered fraud and will be subject to disciplinary action up to and including termination of employment.

Subsidized monthly transit pass

Employees who purchase an eligible Grand River Transit monthly pass for the primary purpose of attending the work site are eligible for a monthly subsidy as a taxable benefit. The taxable benefit will be based on the value of the subsidy.

Transferring a qualifying transit pass or allowing anyone else to use it is considered fraud and will be subject to disciplinary action up to and including termination of employment.

Pensionable earnings

The value of employer-provided parking and the transit pass subsidy is considered pensionable earnings and is subject to OMERS contributions. In some cases, the value of these benefits may also be subject to additional CPP contributions for employees whose annual contributions have not reached the CPP contribution limit.


5. HISTORY OF POLICY CHANGES

Administrative Updates

N/A

Formal Amendments

TBD

	<h1>POLICY</h1>	<u>Policy No:</u> HUM-WOR-095
<u>Policy Title:</u> EMPLOYEE FILE – OFFICIAL RECORD <u>Policy Type:</u> COUNCIL <u>Category:</u> Human Resources <u>Sub-Category:</u> Workplace Practices <u>Author:</u> Human Resources <u>Dept/Div:</u> Corporate Services/Human Resources	<u>Approval Date:</u> December 17, 1990 <u>Reviewed Date:</u> June 2016 <u>Next Review Date:</u> June 2021 <u>Reviewed Date:</u> <u>Last Amended:</u> June 14, 2010 <u>Replaces:</u> <u>Repealed:</u> <u>Replaced by:</u>	
<u>Related Policies, Procedures and/or Guidelines:</u>		

1. POLICY PURPOSE:

To establish an official employment file for each employee.

2. DEFINITIONS:

To be included at next review

3. SCOPE:

POLICY APPLIES TO THE FOLLOWING:	
<input checked="" type="checkbox"/> All Employees	
<input type="checkbox"/> All Full-Time Employees	<input type="checkbox"/> All Union
<input type="checkbox"/> Management	<input type="checkbox"/> C.U.P.E. 68 Civic
<input type="checkbox"/> Non Union	<input type="checkbox"/> C.U.P.E. 68 Mechanics
<input type="checkbox"/> Temporary	<input type="checkbox"/> C.U.P.E. 791
<input type="checkbox"/> Student	<input type="checkbox"/> I.B.E.W. 636
<input type="checkbox"/> Part-Time Employees	<input type="checkbox"/> K.P.F.F.A.
<input type="checkbox"/> Specified Positions only:	<input type="checkbox"/> Other:
<input type="checkbox"/> Council	<input type="checkbox"/> Local Boards & Advisory Committees

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4. POLICY CONTENT:

The personnel file resident in Human Resources for an employee constitutes the only official, written record of an employee’s employment and performance. For purposes of this Policy, training and performance records on file with the Fire Department are deemed to be part of the employee’s personnel file.

A copy of all correspondence related to an employee must be filed with Human Resources. Correspondence not on file with Human Resources does not form part of the employee’s employment history. For purposes of this Policy the word “correspondence” is meant to include any documentation in the possession of operating management which has the potential to affect the employment relationship, either in a positive or negative fashion, and ought properly to be known to the employee.

Access to an employee’s file is restricted to the employee, authorized members of the Human Resources staff and supervisory staff involved in any discipline issues. In circumstances involving Job Postings or Notice of Job Vacancy, the selection committee will have access, at the conclusion of the interviewing process, to the employee’s file to review the relevant employment data.

Employees shall have the right to see their own personnel file while in the presence of a member of the Human Resources Division at such time that is convenient to the Corporation and within five (5) working days of the employment request.

5. HISTORY OF POLICY CHANGES

Administrative Updates

2016-06-01 – Policy II-95 template reformatted to new numbering system and given number HUM-WOR-095.

Formal Amendments

1996-05-21 – Resolution passed by Council

2001-12-10 – Resolution passed by Council

2010-06-14 – Resolution passed by Council