



THE MUNICIPALITY  
OF THE COUNTY OF  
**RICHMOND**  
LA MUNICIPALITÉ  
DU COMTÉ DE

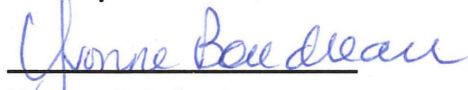
**FULL-TIME TERM EMPLOYMENT POLICY**

**Policy Review Notification: January 27, 2020**

**Policy Review Date: January 20, 2020**

**Approved by Council: February 24, 2020**

**I certify this to be a true copy of the Full-Time Term Employment Policy as adopted by the Municipal Council of Richmond County at a Public Meeting held**

  
**Yvonne Boudreau**

**Municipal Clerk**

**1.0 - Medical Plan Participation**

- Family coverage for Health & Dental benefits only beyond 3 months.

**2.0 - Vacation Time Allotment**

- 2 weeks per year
- There will be no time off without pay approved unless deemed (by the Supervisor and CAO) to be an extenuating situation/circumstance.

**3.0 - Bereavement Leave**

Requests for bereavement time-off must be made to, and approved by the director.

**Principles of Policy:**

Full-time Term employees experiencing the loss of a loved one will be granted time-off from work, beginning on their first full day of employment.

**Provisions of Paid and Unpaid Bereavement Time-off:**

Paid time-off entitlements for full-time term employees are as follows:

- Spouse (inc. legal common law and legal partners), child or step-child - 5 days parent or step-parent or any person who permanently resides with the employee.
- Sibling or step-sibling, parent-in-law, sibling-in-law, Grandparent, grandchild - 3 days or step-grandchild
- Other family (aunt, uncle) - 1 day
- Current or past employee, close friend - Funeral time depending upon operational need

#### Non-Familial Unpaid Bereavement Time-off:

Because relationships are of a personal nature, sometimes an employee may request, or require, time-off for people not included in the previous sections of this policy. Any time-off requests for time off are at the discretion of the Director.

#### Additional Unpaid Bereavement Time-off:

Sometimes employees will require additional time-off. In the event that additional time-off is required, the employee may request, in writing, additional unpaid leave, or available vacation days should the employee wish to use them. This additional time-off is granted at the discretion of the Director.

#### Responsibilities:

Employees - Employees are required to request time-off under this policy as soon as practical, under the circumstances. Employees may be required to provide documentation, as requested.

The Director will treat requests for unpaid time-off in a fair, consistent and compassionate manner.

#### **4.0 - Sick Time**

- Half a day of sick time per month to be allotted at the beginning of each month. Sick time will expire at the end of the term and is not eligible for payout.

#### **5.0 - Overtime**

##### Banking of Overtime Hours

Employees are entitled to bank approved overtime hours worked.

Should a qualifying employee exceed their regular scheduled work hours in a week that employee can, with the prior approval of their Director, "bank" those additional hours worked at straight time.

The purpose of banked time is to provide for extra paid time-off in lieu of overtime worked. Should the employee have banked time and cease to be employed by THE COUNTY OF RICHMOND the employee will be paid-out for all banked time.

Employees may bank up to a total of 21 hours at any given time or as approved by the Director.

Note, employees cannot bank time from working lunches or breaks. THE COUNTY OF RICHMOND expects all employees to take their lunches and breaks. If, due to time constraints, an employee is required to work through their lunch then that employee should take their lunch thereafter.

Conferences, and travel to and from conferences, do not qualify for overtime unless expressly stated by the Director.

### **6.0 - Pension Plan**

- There will be no pension plan participation for Full Time Term Employees

### **7.0 - Holidays**

Statutory holidays are those specified in the Nova Scotia Labour Standards Code. Municipal-Provided holidays are holidays over and above Statutory Holidays. It is the intention of THE COUNTY OF RICHMOND to provide holiday pay and time-off to employees who qualify, when possible. Note, scheduling of Statutory- or Municipal-Provided holiday time off is according to operational needs.

#### **Statutory Holidays, Municipal-Provided and Pay:**

Statutory holidays are those specified in the Nova Scotia Labour Standards and include New Years' Day, Good Friday, Canada Day, Labour Day and Christmas Day, Family Day.

Municipal-provided holidays are those holidays recognized by THE COUNTY OF RICHMOND but not statutory under the Nova Scotia Labour Standards Code and include Victoria Day, Natal Day, Thanksgiving, Remembrance Day, Easter Monday and Boxing Day.

Qualifying employees who work a holiday are eligible for time off in lieu at a rate of one and a half time the hours worked.

Qualifying employees who do not work the holiday(s) will be granted the day off with regular pay.

If the holiday falls on a weekend, the holiday will be observed on the following Monday.

If the holiday falls within an employee's vacation period, the employee may add the holiday(s) to the end of the vacation period or, subject to the vacation policy, take the day(s) at another approved time.

Holidays and Leaves:

No employee will be eligible for statutory or substituted holidays during a leave of absence or when an employee is being paid under Workers' Compensation.

Religious Holidays:

THE COUNTY OF RICHMOND is fully willing to accommodate an employee's specific religious beliefs to follow their faith as much as possible. Employees must notify their director at least 30 calendar days in advance of their intention to be absent from work without pay due to their need to celebrate a specific religious holiday.

Responsibilities:

Employees - Employees are required to understand the nature of the business and the need to substitute holidays when business circumstances dictate.

Director--The director is responsible to track holiday substitution arrangements.

**8.0 - Cost of Living Adjustments**

- Full Time Term Employees will be awarded any annual cost of living adjustments

**9.0 - Maternity, Paternity and Parental Leave**

- No eligibility for top up benefits

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Notice Given:		January 27, 2020
Motion to Adopt:		February 24, 2020
Version Number	Amendment Description	Council Approval Date
1	Adoption	February 24, 2020