



Human Resources Committee Agenda

Thursday, September 7, 2017
Council Chambers
Administration Centre, Walkerton

1. Declaration of Pecuniary Interest

2. Information Items

- A. HR Policy B7 - Four Day Work Week Policy (attached)
- B. Cross-Functional Team Policies (3)
 - a. HR Policy B2. Adverse Weather Conditions Policy (attached)
 - b. HR Policy E14. Travel, Meals and Accommodation Allowances Policy (attached)
 - c. HR Policy E23 - Alternate Work Location Policy (attached)

3. Next Meeting

October 5, 2017

4. Adjournment



Committee Report

To: Warden Mitch Twolan
Members of the Human Resources Committee

From: Marianne Nero
Director of Human Resources

Date: September 07, 2017

Re: Policy Change - B7 - Four Day Work Week

Recommendation:

That HR Policy B7-Four-Day Work Week be rescinded; and,

That the staff currently approved for this policy will be grandfathered.

Background:

The County of Bruce supports the principle of flexible work arrangements for its non-union staff in order to provide for more efficient utilization of staff resources to service the County of Bruce and improve working conditions for staff. Flexible work arrangements may include various Leave of Absence Policies (i.e. Maternity leave, Personal Emergency Leave) in addition to HR Policies B2 - Adverse Weather Conditions, B5 - Predetermined Leave Days, B7 - Four Day Work Week, Policy E-15 Adjusted Work Week and E21 - Flex-time Hours.

The County of Bruce adopted in 2009 HR Policy B7-Four-Day Work Week to provide non-union staff the opportunity to work a four-day work week. There were a number of qualifying parameters including obtaining Department Head approval and approval by the CAO. Ultimately it has become apparent that the policy is not fair or equitable as it is not accessible to all departments and all staff. As a result the two Service Department have been the only departments who could offer this policy.

Over the duration of the policy, primarily two departments adopted Policy B7, the former Treasury (Clerk, Finance, Information Technology), and Human Resources. These areas provide key service deliverables internal to the County. The remaining departments could not support the policy due to the nature of their front-facing service delivery models.

There are many reasons that the County and other organizations adopt of four-day work week. Those reasons include increased work/life balance, encouragement of education, curbing energy costs, attraction and retention of staff to identify a few. There have been several challenges identified with administering a 4-day work week including ability to deliver consistent services to the operational departments unable to adjust their work



weeks, delivery of services to 24/7 hour locations, and rotating work days. A series of unnecessary time delays were incurred due to key staff being out of the office and the service departments had not backfilling capabilities. Of paramount concern was the shifting of workload to other staff members in the respective areas.

Additionally, the policy creates increased complexity for payroll administration as it pertains to the mid-week to mid-week pay cycle and its application during weeks with holidays.

The County of Bruce seeks to offer fairness and transparency in its processes. HR Policy B7. - 4 Day Work Week is administered within a narrow scope. This prompts a systemic and fundamental inequity in the policy's application. As a result, Human Resources is recommending repealing of this policy and grandfathering the current employees on the program. The County would continue to administer the remaining flexible work arrangement policies (B2 - Adverse Weather Conditions, B5 - Predetermined Leave Days, E-15 Adjusted Work Week and E21 - Flex-time Hours).

Financial/Staffing/Legal/IT Considerations:

There are no financial, legal or ITS considerations associated with this report. The staff currently approved for this policy will be grandfathered.

Interdepartmental Consultation:

The Senior Management Team have been provided information.

Link to Strategic Goals and Elements:

Not applicable.

Approved by:

Kelley Coulter
Chief Administrative Officer

Attachment - B7. Four Day Work Week

THE CORPORATION OF THE COUNTY OF BRUCE

SECTION: B – ATTENDANCE

POLICY: B7. Four-Day Work Week

FOUR-DAY WORK WEEK POLICY

Coverage: All non-union employees

Exceptions: Department Heads, Administrators, Managers, and Supervisors

Policy Statement:

The Corporation of the County of Bruce may allow employees to work a Four-Day Work Week. Employees will work their required 35 hours per week in four days.

Procedure:

1. Participation by a Department in the Four-Day Work Week Program requires the written approval of the Chief Administrative Officer.
2. The Department Head will receive a written request from an employee to participate in the Four-Day Work Week Program.
3. An employee is required to work 35 hours in four days of each week, between Monday and Friday. Time off for lunch may vary between one-half hour and one hour and must be approved by the Department Head. An employee must work the core hours between 8:30 am and 4:30 pm. Each Department Head will have the authority to limit participation in specific weeks.
4. Participating employees will choose their day off in cooperation with their immediate Supervisor. The regular day off can be changed to an alternate day with the permission of the Department Head or the immediate Supervisor.
5. On weeks where a paid holiday occurs, the employee will work a regular 8:30 a.m. – 4:30 p.m. shift.
6. Participation in the Four-Day Work Week program is at the sole discretion of the Department Head. Abuse of the program may result in withdrawal of the individual from the program.
7. It is the responsibility of the employee to ensure that one or more employees in their department are trained to handle any emergencies on their day off. Emergencies are defined as situations that cannot be put off until the employee returns to work.
8. Employees are permitted to opt in or out of the Four-Day Work Week in one-month intervals, upon providing two weeks notice of their intention. Occasional opting in and out of the program requires prior approval of his/her supervisor.

DATE:

REVISED:

PAGE 1 OF 1



Committee Report

To: Warden Mitch Twolan
Members of the Human Resources Committee

From: Marianne Nero
Director of Human Resources

Date: September 7, 2017

Re: HR Policy Updates (B2, E14 & E23)

Recommendation:

That Policies B2 - Adverse Weather Conditions, E14 - Travel, Meals and Accommodation Allowances and E23 - Alternate Work Location be amended.

Background:

On October 1, 2016 Council adopted the revised Policies B2 - Adverse Weather Conditions, Policy E14 - Travel, Meals and Accommodation Allowances, and E23 - Alternate Work Location (AWL). Since then the cross-functional team gathered feedback and on this basis, made minor revisions to the policies. For the most part, those changes included refinement and clarification of processes, up-dating of wording to reflect the County's new branding and amendment of position titles. The attached policies have been up-dated to reflect those changes and "Appendix A" provides further details.

Financial/Staffing/Legal/IT Considerations:

There are no staffing, legal or ITS considerations associated with this report.

Interdepartmental Consultation:

The Senior Management Team have been provided information.

Link to Strategic Goals and Elements:

Not applicable.

Approved by:

Kelley Coulter
Chief Administrative Officer

Appendix "A"

Summary of Changes for HR Policies, B2 - Adverse Weather Conditions, E14 - Travel, Meals and Accommodation Allowances and E23 - Alternate Work Location

B2 - Adverse Weather Conditions

- Removed the Port Elgin Library HQ from the Temporary Work Locations
- Use 'Bruce County' in all documents to follow the Bruce Brand
- Remove Department Heads and referred them to Directors
- Removed the Emergency Operations Centre and refer them to the Communications and Corporate Reporting Specialist

E14 - Travel, Meals, Accommodation Allowances

- Use 'Bruce County' in all documents to follow the Bruce Brand
- Removed Department Heads and referred them to Directors
- Removed reference to the Marketing Fee / Tax
- No longer required to have the original receipt
- Added requirement for valid driver's licence and any change in status must be reported to HR
- Clarified that employees must complete Appendix B and submit to HR
- "Other than regular work location" expanded to include any conference and training, not just those out of County
- Checkbox added to expense claim to document decision to take alternative method of travel over rental vehicle
- Added clarification that business related travel is only eligible if made during same day as business purpose (not at end of personal portion of trip, if added)
- Employees must submit receipts when choose to claim actual cost for meals, and receipts not required when claiming the maximum allowance
- Added clarification that employees are expected to provide lunches when working at any County facility, unless it is a facilitated training event or manager driven initiative
- Removed manager's discretion when providing explanation of business purpose and names of attendees on meal receipts
- Removed requirement to submit Private Accommodation Cheque Requisition to Finance a minimum of two weeks in advance

E23 - Alternate Work Location

- Provided clarification on when AWL Form should be filled out and how often it should be filled out.
- Provided clarification on when pre approval should be obtain before staff using AWL
- Use 'Bruce County' in all documents to follow the Bruce Brand
- Remove the 12 months review on the AWL form
- Appendix C revised to add that when a claim is returned for correction, an email will be sent to both approver and employee



The Corporation of the County of Bruce

Policy: B2 - Adverse Weather Conditions

Section: B - ATTENDANCE

Department: Human Resources

Effective: October 1, 2016

Revised: August 1, 2017

1. Coverage

All Bruce County employees with exception of Essential Services employees (as defined in 3.1 of this document).

2. Policy Statement

The Bruce County recognizes that our unique geographic location can often result in varied and adverse weather conditions. The County values the safety of staff and will take this into consideration when determining whether or not to stay open on days of inclement weather.

On days when adverse weather conditions (snow, road conditions, etc.) prevent an employee from reaching their normal place of work but County facilities remain open, employees are encouraged to work from an alternate County office located closer to their home, if they can safely get there and if there is an appropriate work station available, or work from their home if they meet the Alternate Work Location criteria. (Refer to Alternate Work Location Policy).

In all cases employees are encouraged to use safe driving practices and exercise their personal judgment regarding whether or not they can safely report to work.

Absence from work will be unpaid unless the employee chooses to use vacation or other available options (lieu time, PDL day, etc.).

3. Procedure

1. COMMUNICATION

- 1.1 Staff must advise their supervisor/designate of their absence from work as per standard practices or if applicable, Alternate Work Location. All pay, leave, employment and attendance policies apply, regardless of the circumstances of the absenteeism.
- 1.2 The Chief Administrative Officer (CAO) or designate must approve the closure of any County office.
- 1.3 Directors will contact the CAO and make a recommendation regarding the closure of their departmental office(s). The Directors will then notify their staff and the Communications & Reporting Specialist. The Communications and Reporting Specialist must notify the public of the closure of County facilities.

2. ROAD CLOSURE(S)

- 2.1 Closure: Employees are advised to not drive on or across any closed roads.
- 2.2 Delayed Start Time: During adverse weather or unsafe road conditions, employees may have a delayed start time. The CAO or designate will determine and announce the delay of the start time for County employees and locations of such delay to Department Heads and all staff. The Communications and Reporting Specialist must send a media release to the media.
- 2.3 Leave Early: If adverse weather is forecasted to occur during working hours which forces employees to leave work prior to road closures around the work location or around the employee's home, staff may use their own discretion to determine an early departure time, in which case they will only be compensated for hours worked. If the CAO decides to close the office(s) early employees will be compensated for their regular scheduled hours of work.
- 2.4 Scheduled Day Off: Employees whose scheduled day off falls on a day that their regular office is closed by the CAO will not be compensated for the closure.

3. DEFINITIONS

Essential Staff and Non-Essential Staff (union and non-union) will be identified by each Director.

3.1 Essential Service:

A service, facility or activity of the Bruce County that is or will be, at any time, necessary to ensure the safety and security of the public or the continued operation of County services.

3.2 Service Categories: Essential Staff & Key Staff Members

The County's 24/7 operations (Paramedic Services & Long-Term Care Homes) and Highways Department are essential services. Further, the County's essential services and positions are defined in each Department's Continuity of Operations Plan (COOP).

Additionally, on a case by case basis, staff members may be designated as essential by management based on the nature of the situation and/or the availability of other personnel.

3.3 Service Categories: Non-Essential Staff

Those employees whose presence on site is required to support Bruce County's business operations and service activities but whose role does not impact the imminent safety of County residents.

3.4 Employees should verify with their Director or Manager if they are considered Essential or Non-Essential staff.

3.5 Essential staff will be given first priority for access to resources, computers, etc. at alternate work locations in order to ensure the County is able to continue the delivery of essential services. Should non-essential staff arrive at a temporary work location and does not have a work location, they will not be paid.

4. TEMPORARY WORK LOCATIONS

4.1 On days when adverse weather conditions (snow, road conditions, road closure, etc.) make it exceptionally dangerous for any Corporation employee to reach their normal place of employment, the employee should:

- a. work from an alternate County office closest to their home, if space is available, the employee can complete their work responsibilities from

that alternate location and they can get there safely. For Temporary Work Locations see [Appendix A];

- b. work from home if approved by the employee's Supervisor. (Refer to the Alternative Work Location Policy)

Appendix A - Temporary Work Locations

Employees are encouraged to contact the temporary work location to ensure a workspace is available and notify their Supervisor where they will be reporting for work.

Southern Bruce Peninsula

Name	Address	Town Name	Phone Number
Peninsula Hub	268 Berford Street	Wiarton	519-534-2092 519-534-5344

Saugeen Shores

Name	Address	Town Name	Phone Number
Museum	33 Victoria Street	Southampton	519-797-2080

Brockton

Name	Address	Town Name	Phone Number
County Admin Building	30 Park Street	Walkerton	519-881-1291



The Corporation of the County of Bruce

Policy: E14 – Travel, Meals and Accommodation Allowances

Section: E – WORKPLACE PRACTICES

Department: Human Resources

Effective: October 1, 2016

Revised: August 1, 2017

1. Coverage

All Bruce County employees

2. Policy Statement

The Corporation will reimburse expenses that are approved for travel, mileage, meals, accommodations and specific related expenses employees incur while on Corporation business. Employees should note that the Corporation is a public institution and as such is accountable to the public to spend corporate funds responsibly. Any member of the public can request details of employee expenses and that information would be provided with names and detailed spending included.

3. Procedure

1. TRAVEL / VEHICLE USAGE

Employees must endeavor to operate a vehicle under the strict guidelines of the Ontario Highway Traffic Act, and maintain a valid driver's license. Any change in licensing status must be reported to Human Resources.

If a County department vehicle is available, staff in that department should use this option over driving their personal vehicle.

- 1.1 Employees who travel for business purposes should consider the costs of travel and avoid them when business can be conducted as effectively by teleconference or videoconference, with due regard to the importance of face to face dialogue.

1.2 Travel Time: Employees should adjust their travel time for County business to coincide with their regular work hours whenever possible. If this is not feasible, the travel time will be compensated from point of origin to destination or regular work location to destination, whichever is less.

1.3 Options for travel are as follows:

a) Personal Vehicle

Employees who drive a personal vehicle may claim mileage for business kilometres at the current mileage rate. Mileage rates will be updated annually by Finance using rates set by the Canada Revenue Agency and includes a reduced rate for mileage driven over 5,000 kilometres annually. Fillable expense forms can be found on the County intranet. Individuals must complete Appendix B and submit to HR.

Definitions

Regular work location: is any work location (regardless if County owned or not) that an employee frequents once a week or more. Employees will not be compensated for travel between home and a regular work location.

Other than regular work location: When an employee starts and/or ends a trip somewhere other than their regular work location, mileage will be paid from point of origin to destination or regular work location to destination, whichever is less. This will apply in the case of employees travelling to conferences and training.

- i) Multiple regular work locations: If the employee has multiple regular work locations they visit at least once per week, only travel by the employee between work locations is considered business travel and mileage can be claimed. Travel between home and any regular work location at start and end of work day are considered personal travel.
- ii) No regular work location: If the employee does not have a regular work location that they visit on a weekly basis, their travel from home to first destination and the trip from final destination to home will be considered personal travel. On days when the employee attends a conference or training they may claim mileage from home to destination and back as this is an irregular activity.
- iii) Night or weekend meetings/training: If employees are required to attend meetings or training in addition to their regularly scheduled hours they will be compensated for their additional travel above and beyond their normal daily travel.

- iv) Insurance, maintenance and gasoline costs may not be claimed when driving a personal vehicle, as this is compensated in the mileage rate.

Employees are advised to notify their insurance provider that they are driving their personal vehicle for work purposes, as their insurance company is the first payer for coverage in case of a motor vehicle accident. [Appendix B]

- v) Mileage cannot be claimed for distance not actually driven.
- vi) All mileage claimed must be charged to the departments 'Travel' account.
- vii) Express Toll Route (ETR) charges are not an eligible expense. Special consideration may be given in some cases with a written explanation; Director approval is required.
- viii) Employees cannot transport clients in their personal vehicles for work purposes.

b) Carpooling

Employees are encouraged to travel together and use a fleet or rental vehicle where feasible.

It is at the risk of the employee, and their personal vehicle insurance, if they transport co-workers in their personal vehicle.

In cases of carpooling in a personal vehicle ONLY the driver is able to claim mileage.

c) Rental Vehicle

If travel is expected to exceed more than 200km per day (the rental threshold) the employee should discuss renting a vehicle with their manager. If an alternative method of travel is selected the employee's expense claim must provide an explanation of that decision. All employees renting cars should refer to the "Car Rental Rates for Bruce County" available on the Intranet for a list of approved rental companies, rates, and guidance on insurance requirements. Car rental rates as well as the rental threshold will be reviewed and updated on an annual basis so employees should refer back to the Intranet regularly.

When renting a vehicle, staff should consider who else is traveling to the same location and consider whether carpooling is a reasonable option. The rental company should invoice the County directly for the vehicle rental. Receipts are required for gas reimbursement with rental vehicles and should be submitted as part of the employee expense claim.

d) Air Travel

Air travel is in economy class at the least expensive rate obtainable. Fees for advance seat selection and meal voucher may be claimed for all flights of two hours or greater in duration. Director approval is required for this type of claim and Council approval is required for air travel outside of Ontario.

e) Rail Travel

Rail travel must be purchased at the least expensive rate obtainable. Additional cost of Via1 or other business class may be claimed when trip exceeds four hours if total cost is still less than flying, including meals, transportation to airport, parking, etc. Director approval is required for this type of claim and Council approval is required for rail travel outside of Ontario.

Boarding passes must be submitted with claims for reimbursement.

f) Public Transit

Public transit (ex. Go-train, Go-bus, Subway, Ferry, Taxi cab). Receipts will be reimbursed when required to use public transit for work related travel.

1.4 If an employee is travelling on business and wishes to add on vacation time in the destination, travel costs may be fully reimbursed provided no additional costs have been incurred for the personal portion of the trip. Any additional costs related to the vacation time are a personal expense. Business related travel is only eligible if made during the same day as the business purpose.

1.5 No reimbursement can be made for traffic or parking fines and offences, regardless of the circumstances. In every case, the driver is personally responsible for all fines incurred when they are driving a vehicle.

2. MEALS

2.1 Meals will be reimbursed while employees are away from County facilities on County business, up to the following maximum amounts:

Breakfast	\$15.00
Lunch	\$20.00
Dinner	\$45.00

(HST and gratuities are included in these meal allotments)

If employees choose to claim the actual cost for meals that are less than the maximum, a receipt must be submitted. Receipts are not required when claiming the maximum. If an expense claim is for an amount higher than the meal allowance limits, the maximum allowance for the applicable meal will automatically be paid.

- a) Alcoholic beverages are ineligible for reimbursement.
- b) Employees are expected to provide their own lunches when working at any County facility, with the exception of facilitated group training events or manager driven initiatives.
- c) If the meeting is held during breakfast, lunch or dinner, the meal allowance will be paid based on the per diem rate listed in Section 2.1.
- d) If an employee is required to work 3 hours in addition to their regular work hours, the meal allowance may be claimed.
- e) All claims for reimbursement for more than one person must include documentation explaining the reason for the meal expense, provide the names of people included, and be submitted by the most senior County employee present. Expenses cannot be claimed by an employee that are incurred by their "approver" in order to prevent employees approving their own claims. Upon presentation of an appropriate receipt [Appendix C] employees will be reimbursed for the full cost of providing meals for other persons.
- f) The County does not generally reimburse employees for beverages and/or snacks except to the extent to which they have been consumed in place of breakfast, lunch or dinner, and subject to the meal and daily limits set out above. Expenses incurred to purchase coffee and other beverages are generally a personal responsibility.

2.2 Meals for guests or employees

Normally the cost of meals for guests or other employees is not reimbursable, except in unusual circumstances. Such circumstances would include time limitations (extended work day or need for a meeting, media tour, etc. when only the lunch hour is available), the nature and sensitivity of matters to be discussed, etc. A full explanation of the business purpose and names of all guests must be provided on the expense claim.

3. ACCOMMODATIONS

- 3.1 Reimbursement for accommodations at a hotel, motel, or bed and breakfast facility while travelling on County business may be made. Please ask for the government rate if it is an option. If a guest is accompanying an employee on business travel it is at their personal expense; any additional room charges for the second person are also a personal expense.

- 3.2 In choosing accommodations, judgment should be used to get a reasonable rate. If the room rate seems expensive, yet considerations have been made toward savings due to the ability to avoid the expense of a rental car, cab fare, or because breakfast is included in the nightly rate, such rationale should be documented on reimbursement claims.
- 3.3 If an employee stays with family or friends instead of incurring accommodation expenses, reimbursement may be made to the host of up to \$50 per day. The employee will have to fill out the "Private Accommodation Cheque Requisition" [Appendix A] and provide it to Finance.
- 3.4 Expenses must have been incurred by the employee; no person may request reimbursement for expenses that have been paid by another employee.

Receipts must support all expense reimbursements, except when allowances are paid on a per diem basis.

4. PARKING and VALET SERVICES

- 4.1 Parking expenses may be reimbursed. Valet parking may be used for oversized County vehicles (i.e. trucks and vans) or when no other option is available. Receipts must be attached to the approved expense claim form.

5. TELEPHONE/INTERNET

- 5.1 For employees required to stay away from home overnight on County business, the County may reimburse the cost of telephone/internet usage at the facility, to a maximum of \$20.00 per day. Receipts must be attached to an approved expense claim form.

4. Expense Claim Procedure

Please refer to Appendix C for guidance on the approval requirements, timelines, and supporting documents required for an employee expense claim.

Appendix A:



The Corporation of the County of Bruce

Private Accommodation Cheque Requisition

Date _____

Department _____

Requested by _____

Cheque Recipient Name (Host) _____

Cheque Recipient Address _____

General Ledger Account Number	Description	Amount \$50/night
		\$
		\$
		\$
		\$
		\$
	Total	\$

Date of Travel _____

Authorization _____

Appendix B:



The Corporation of the County of Bruce
Director of Human Resources
Marianne Nero, CMMIII, HR Professional

Personal Vehicle Use for County Business Purposes

Employees of the Corporation of the County of Bruce may be required to use their personal vehicle for business purposes or in their normal course of assigned duties. Employees are compensated for personal vehicle use during business travel as per policy E5 in the Corporation of the County of Bruce Policy and Procedures Manual.

Employees must endeavor to operate a vehicle under the strict guidelines of the Ontario Highway Traffic Act, and maintain a valid driver's license. Any change in licensing status must be reported to Human Resources.

Employees are advised to notify their insurance provider that they are driving their personal vehicle for work purposes, as their insurance company is the first payer for coverage in case of a motor vehicle accident.

Please complete information below to acknowledge you have read and understand the information provided above, and return this form to the Human Resources Department.

Name: _____

Date: _____

Department: _____

Employee Signature: _____

Marianne Nero
Director, Human Resources

Appendix C: Expense Claim Process

Roles and Responsibilities

1. Approval, Verification and Authorization Limits

- 1.1 Employees will obtain all appropriate approvals before incurring any expenses. Expense claims must be approved by a designated signing authority for the department at minimum one level higher in the organizational structure.
- 1.2 Approvers are expected to monitor compliance with this policy. If expenses are submitted to Finance for payment and are not compliant with the policy, the claim will be returned to the designated signing authority for correction. In addition, an email will be sent to the approver and employee. This may cause the payment of the claim to be delayed to the following month.
- 1.3 The County assumes no obligation to reimburse expenses which do not comply with this policy. It is each employee's responsibility to review and understand this policy and adhere to it. In the event of an overpayment of expense claims, such overpayment will be recovered promptly from the payee.

2. Responsibilities of Employees

In arranging travel, meal and hospitality, employees must:

- 2.1 Consider alternatives to travel such as teleconferencing and videoconferencing.
- 2.2 Obtain pre-approvals from designated department authorities for travel.
- 2.3 Consider the most cost efficient mode of travel based on thresholds set out by the County in this policy.
- 2.4 Ensure that all claims made are in line with the policy.
- 2.5 Use service providers designated by the County where appropriate.
- 2.6 Cancel hotel and other bookings in a timely manner to avoid cancellation and no-show penalties where possible.
- 2.7 Submit all expense claims on a monthly basis.
- 2.8 Provide detailed and itemized receipts for all expense claims.
- 2.9 Provide descriptions for all expenses claimed including the purpose of the trip, whether the event is an evening meeting, specific starting and ending points (i.e. a town name not just "Home" or "Conference"), the names of all participants for meals, details of taxes paid and the vendor's HST number.

3. Responsibilities of Approvers

Approvals under all sections of the policy are governed by the County's designated signing authority schedule. Approvers are required to:

- 3.1 Ensure the expenses are necessarily incurred in the performance of County business and are consistent with all County policies.
- 3.2 Ensure that appropriate documents and receipts are provided to support expense claims.
- 3.3 Ensure that the claim is coded to the appropriate account number and that there are funds available within the approved budget. If any expenses are incurred on behalf of another department, ensure that approval by a designated signing authority from that department is obtained.
- 3.4. Ensure the rationale for any exception is documented and accompanies the expense claim.
- 3.5. Ensure that all employees are aware of this policy and expense claims are in compliance.

4. Responsibilities of Finance Staff

Ensure that employee expense claims for travel, meals and accommodation follow this policy based on information available.

- 4.1 Complete audit sampling on a monthly basis to confirm the coding and validity of the claims.
- 4.2 Confirm the correct kilometric rate has been used based on mileage incurred to date.
- 4.3 Confirm that no claim exceeds the acceptable allowances set out in this policy.
- 4.4 Confirm that the appropriate documents and receipts are attached to the claim.
- 4.5 Return claims that are not consistent with this policy to the designated signing authority. In addition, an email will be sent to the designated signing authority and the employee.

5. Guidance on Exceptions

- 5.1 Where the CAO decides to exercise discretion in making an exception to this policy the rationale for the exception must be documented, taking into consideration confidentiality concerns, and accompany the expense claim for audit purposes.
- 5.2 Approvers are accountable for their decisions so they should take into account that:
 - They are using good judgement and have knowledge of the matter
 - Exceptions are granted under rare and appropriate circumstances and;
 - Comply with the principles and values of Bruce County



The Corporation of the County of Bruce

Policy: E23 - Alternate Work Location (AWL)

Section: E – Workplace Practices

Department: Human Resources

Effective: October 1, 2016

Revised: August 1, 2017

1. Coverage:

All Bruce County employees that qualify. Coverage should explicitly exclude those in direct delivery services (for example: Highways, Paramedics and Long Term Care) as well as employees performing modified work duties.

2. Policy Statement:

The Bruce County is a corporation which serves the public. It has been recognized that there may be occasions where it would be more beneficial to work at an alternate location. However, it is not possible to offer alternate work locations (AWL) to all staff as the requirements of some positions will not be suitable for such arrangements. The policy outlines the requirements and conditions associated with the use of AWL. The use of AWL outside of a County facility will never be mandatory and is at the request of the employee and the discretion of the manager.

3. General Conditions:

- Approval to work at an alternate location will be assessed based on its merits, taking into account both employee and County needs.
- AWL requests should be approved by the employee's Manager and Director, or the CAO when appropriate.
- Employees should communicate with their supervisor for each requested AWL day as AWL is a temporary solution with a defined timeframe. The supervisor still has the right to refuse an AWL request at any time even if the employee was approved for AWL in the past.
- The County will not assume any additional costs associated with an employee working at an alternate location.
- Any equipment provided by the County for the purposes of working at an alternate location may be inspected and maintained by the County.
- Any equipment and information must be stored safely and securely.
- An AWL cannot be outside the Province of Ontario or Canada.

- AWL cannot be used while an employee is on vacation.

4. Responsibility of Manager

When an employee requests to work from an alternate location, the Manager will consider on a case-by-case basis and:

- assess the operational feasibility, cost effectiveness of the arrangement, the employee's demonstrated work habits and performance, and the impact on the productivity of co-workers [refer to Appendix A: AWL Suitability and Appendix B: OH&S Checklists]
- undertake the analysis/assessment and provide recommendations to the Director for approval of request.
- discuss with the employee what work assignments will be completed
- clearly define performance requirements and standards that are measurable and result-oriented
- ensure the AWL frequency does not become excessive and/or interfere with the performance of the employee and department
Employees should contact their Supervisor via phone or e-mail for each occurrence (this should be clarified between the Supervisor and the employee prior to the occurrence)
- the use of the AWL policy should be approved for each occurrence

5. Responsibility of Employee

After Appendix A & B has been completed by the employee and approved by the Manager, employees must obtain preapproval from their Supervisor for each AWL occurrence. The employee will:

- not take client or employee files outside of their regular workplace without prior approval of their Supervisor. Employees working from an alternate location must ensure the security of any confidential information
- provide a contact number to the Supervisor and others as required, and will ensure availability by telephone or email during regularly scheduled hours
- Employees should contact their Supervisor via phone or e-mail for each occurrence (this should be clarified between the Supervisor and the employee prior to the occurrence)
- submit the number of hours that they spent on County business into Avanti as per normal practice
- inform their Supervisor of any external distractions likely to interfere with performance under the AWL arrangement
- follow the normal sick reporting process in the event that they are sick while at an alternate location
- obtain prior approval before working any overtime hours
- adhere to all County policies and procedures while working at an AWL

6. Occupational Health & Safety

To assist the employee in choosing a safe working environment, completion of the Suitability and OH&S Checklists of the AWL is recommended. Everyone is encouraged to confirm that the work site is safe, clean and free from

obstruction, hazardous materials, and conforms to acceptable OH&S standards.

Any work related incidents that occur at the AWL during work hours must be reported immediately to the employee's Supervisor. Failure to immediately report such work related incident or injury may result in delay or denial of benefits under the Workplace Safety and Insurance Act.

The attached Guidelines for a Safe Workspace (Appendix B) can be reviewed by employees working at an AWL to minimize any risk of injury.

7. Compliance

Failure to comply with this policy may result in the inability of an employee to work from an alternate location.

Appendix A: Alternate Work Location (AWL) - Suitability Checklist

Managers should use this checklist when considering an employee's request to work from an alternate location (AWL), to help assess whether:

- the role performed by the employee lends itself to being performed from an alternate location; and
- the employee's working style is well suited to AWL.

This checklist should be completed once but can be revoked by the Manager if necessary. Employees still need to have each occurrence preapproved by their Supervisor once this form is completed.

Staff Member Details:	
Staff Member Name:	
Position:	
Alternate Work Location Address:	
Alternate Work Location Phone:	
Email:	
Timeframe: Start: End:	
End Date (if known): No longer than 12 months	
Type of work to be performed at Alternate Work Location:	
Alternate Work Location Self-Assessment Checklist attached (AWL PART B):	Yes

Declaration:		
I have read and understood the conditions set out in this Alternate Work Location Agreement. I indicate my acceptance of the terms of this agreement by signing below.		
Staff Member:	Signature:	Date:
Manager:	Signature:	Date:
Director:	Signature:	Date:

Please return this signed form (AWL PART A) and the signed "AWL Self-Assessment Checklist" (AWL PART B) to your **Human Resources Department** for retention purposes

AWL PART B – ALTERNATE WORK LOCATION SELF-ASSESSMENT CHECKLIST

This checklist is to be completed by staff members intending to work from an alternate location in discussion with their Manager. This checklist should be completed prior to the staff member commencing the arrangement.

Staff Member Details:	
Staff Member Name:	
Department:	
Phone:	
Email:	

Manager Details:	
Manager Name:	
Department:	
Phone:	
Email:	

Checklist:

QUESTIONS THAT SHOULD BE ANSWERED BY BOTH THE MANAGER AND THE STAFF MEMBER			
Does the nature of the work and requirements of the job allow the staff member to work successfully from an AWL?	Yes	No	N/A
Does the staff member understand that they must properly secure and ensure the privacy of any records they remove from County facilities?	Yes	No	N/A
Is an AWL arrangement a practical and an efficient use of resources for the work to be completed?	Yes	No	N/A
Is the staff member going to be looking after other dependent family members while at home?	Yes	No	N/A
Can the work being performed be easily measured?	Yes	No	N/A
Are there going to be distractions at the location such as small children, etc.?	Yes	No	N/A
Will there be an impact on the work of others (e.g., department meetings, service desk schedules, availability to other members of the county during usual business hours, supervision of or collaboration with other members of the department)? If so, can the impact be accommodated by the staff member or the department?	Yes	No	N/A
Does the staff member understand that this relationship can be stopped at the request of either party?	Yes	No	N/A
The staff member understands that other staff members may use their dedicated office space in their absence.	Yes	No	N/A
DATE COMPLETED:			

Actions or equipment required:

<p><i>What additional resources are required (ex. print resources, computer equipment, or internet access)? If additional resources are required, does the staff member understand that provision of these resources is normally their responsibility</i></p>

Appendix B: Guidelines for a Safe Workspace

The checklist below is designed to help employees assess the suitability of a workspace.

Work Environment	Yes	No
Designated Work Area		
• The work floor is level and there is limited use of mats/or rugs	<input type="checkbox"/>	<input type="checkbox"/>
Environmental Conditions		
• Lighting is adequate for the tasks being performed. Easy to see and comfortable on the eyes	<input type="checkbox"/>	<input type="checkbox"/>
• Glare and reflection can be controlled	<input type="checkbox"/>	<input type="checkbox"/>
• Ventilation and room temperature can be controlled, regardless of season	<input type="checkbox"/>	<input type="checkbox"/>
• There is no excessive noise affecting the work area	<input type="checkbox"/>	<input type="checkbox"/>
• Walkways are clear of clutter and trip hazards	<input type="checkbox"/>	<input type="checkbox"/>
Emergency Exit		
• Path to the exit is reasonably direct	<input type="checkbox"/>	<input type="checkbox"/>
• Path to the exit is sufficiently wide and free of obstructions or trip hazards to allow unimpeded passage	<input type="checkbox"/>	<input type="checkbox"/>
Security		
• Security is sufficient to prevent unauthorized entry	<input type="checkbox"/>	<input type="checkbox"/>
• A communications procedure has been established to ensure regular contact between employee and Supervisor	<input type="checkbox"/>	<input type="checkbox"/>
• The work area can be secured independently	<input type="checkbox"/>	<input type="checkbox"/>
Electrical		
• Power outlets are not overloaded with double adapters and power boards	<input type="checkbox"/>	<input type="checkbox"/>
• Surge protection is in place for work related equipment	<input type="checkbox"/>	<input type="checkbox"/>
• Electrical cords are safely stowed	<input type="checkbox"/>	<input type="checkbox"/>
• Connectors, plugs and outlet sockets are in a safe condition	<input type="checkbox"/>	<input type="checkbox"/>
• Electrical equipment free from any obvious external damage	<input type="checkbox"/>	<input type="checkbox"/>

Workstation Set Up		Yes	No
Work Surface			
• The work surface is a single continuous surface	<input type="checkbox"/>	<input type="checkbox"/>	
• The most frequently used items are within easy reach from the seated position	<input type="checkbox"/>	<input type="checkbox"/>	
• Cables are stowed out of the way	<input type="checkbox"/>	<input type="checkbox"/>	
• There are no sharp contact points on the workstation or other equipment	<input type="checkbox"/>	<input type="checkbox"/>	
Chair			
• The chair height is adjusted so that feet are flat on the floor and knees are bent at right angles with thighs parallel to the floor	<input type="checkbox"/>	<input type="checkbox"/>	
• The seat back is adjusted to support the lumbar curve of the low back	<input type="checkbox"/>	<input type="checkbox"/>	
• The seat pan tilt is adjusted so that hips and tops of thighs are at right angles or slightly greater	<input type="checkbox"/>	<input type="checkbox"/>	
• The arm rests can be stowed whilst typing, but may provide support during other activities	<input type="checkbox"/>	<input type="checkbox"/>	
Keyboard and Mouse			
• Keyboard position allows user to relax shoulders with elbows close to the body	<input type="checkbox"/>	<input type="checkbox"/>	
• Keyboard position is flat	<input type="checkbox"/>	<input type="checkbox"/>	
• Mouse is placed directly next to the keyboard	<input type="checkbox"/>	<input type="checkbox"/>	
• Mouse is at same level as the keyboard	<input type="checkbox"/>	<input type="checkbox"/>	
Monitor			
• Monitor height is adjusted so top of the screen is at slightly lower height than eye level	<input type="checkbox"/>	<input type="checkbox"/>	
• Viewing distance is between 350mm - 750mm	<input type="checkbox"/>	<input type="checkbox"/>	
• Monitor and keyboard are placed directly and symmetrically in front of user	<input type="checkbox"/>	<input type="checkbox"/>	
• Monitor is positioned to avoid glare	<input type="checkbox"/>	<input type="checkbox"/>	

Nature of Tasks		Yes	No
Physical Demands of Tasks			
• Safe posture is adopted	<input type="checkbox"/>	<input type="checkbox"/>	
• Any lifting, pushing or carrying type task is well within physical capacity	<input type="checkbox"/>	<input type="checkbox"/>	
Work Practices			
• Wrists are kept straight and not supported on any surface while typing	<input type="checkbox"/>	<input type="checkbox"/>	
• Sitting posture is upright or slightly reclined, with lower back supported	<input type="checkbox"/>	<input type="checkbox"/>	
• The telephone is within easy reach from the seated position	<input type="checkbox"/>	<input type="checkbox"/>	
• Long periods of continuous activity are broken by performing other tasks, changing position, standing up and stretching	<input type="checkbox"/>	<input type="checkbox"/>	

Other Factors	Yes	No
Other		
• Telephone or other communication devices are readily available to allow effective communication in an emergency situation	<input type="checkbox"/>	<input type="checkbox"/>
• Emergency contact numbers and details are known	<input type="checkbox"/>	<input type="checkbox"/>
• A process in place for the prompt reporting of incidents	<input type="checkbox"/>	<input type="checkbox"/>
Individual factors		
• The employee's fitness and health is suitable to the tasks to be undertaken	<input type="checkbox"/>	<input type="checkbox"/>
• Any special needs to ensure health and safety have been advised to the Manager	<input type="checkbox"/>	<input type="checkbox"/>