

CORPORATION OF THE TOWNSHIP OF SOUTH ALGONQUIN

BY-LAW NO. 08-325

Being a by-law adopt the Human Resources Policy HR-006-00 and the Health and Safety Policy HS-006-00

WHEREAS *Section 224b of the Municipal Act, 2001* as amended (the Act) requires all municipalities to develop and evaluate the policies and programs of the municipality;

AND WHEREAS the Council for the Corporation of the Township of South Algonquin is interested in fostering a respectful work environment that is free from discrimination and biases.

NOW THEREFORE the Council for the Corporation of the Township of South Algonquin hereby approves and adopts the following policies:

Dispute Resolution Policy HR-006-00 (attached as Appendix A)

Purpose: The Township of South Algonquin (“Township”) is committed to preserving a harmonious work environment whereby every employee can freely communicate his/her concerns. This policy is supplementary to the Respect in the Workplace Policy (HR-002-00) and provides detailed procedures and timelines to be followed in the complaint process by employees to resolve issues as quickly and as fairly as possible. This policy is designed to encourage communication between the employee and his/her immediate supervisor..

Return to Work Policy HS-006-00 (attached as Appendix B)

Purpose: Under the Ontario Human Rights Code (OHRC) all employers have a duty to accommodate the work or workplace in order to meet the needs of the disabled persons to the extent of undue hardship.

The Corporation of the Township of South Algonquin makes every effort to assist an injured/ill employee to stay at work or to return to work (RTW). The RTW program will ensure that, as a Township, we are committed and able to supply modified/accommodated duties to all employees, where possible, without undue hardship.

The Township encourages co-operation in the worker’s early and safe return to suitable and available work that, when possible, restores the worker’s pre-injury/pre-illness earnings. The focus of the return to work program is to work with each other to identify and return the worker to suitable work that is more comparable in nature and in earnings to the pre-injury/pre-illness job.

REPEAL OF BY-LAWS

Any other by-law inconsistent with or antedating this By-law is hereby repealed.

DATE BY-LAW COMES INTO EFFECT

This by-law shall come into force and take effect upon final passing.

READ A FIRST, SECOND AND THIRD TIME AND PASSED AND ENACTED this 18th day of September 2008.

Percy Bresnahan, Mayor

Harold Luckasavitch, Clerk-Treasurer

(Schedules are available at the Township Office for review)