

## APPENDIX B

### PPM RECOMMENDED CHANGES

Topic	Recommendation	Rationale	Revision/ New/ Deletion
Various Housekeeping Changes	- Update position titles as necessary		Revision
<b>Section 1 Scope and Purpose</b>			
1 (b)	3. Overtime 5. Pregnancy and Parental Leave Clarify provisions for part time staff	Clarity in the administration of provisions for part time staff in regards to these two topics	Revision
<b>Section 4 Conditions of Employment</b>			
1 (g)	Include vaping language	Revised to reflect current provincial regulations and regional by-law	Revision
6	Include reference to work from home provisions	Work from Home will continue into the foreseeable future for those that are able	Addition
<b>Section 5 Wage and Salary Administration</b>			
1 (e)	Expands upon circumstances for holding step increase	Reflects past and current practice	Revision
<b>Section 6 Hours of Work, Overtime Hours and Standby</b>			
2 (e), (f), (g)	Clarifies intent of Overtime provisions	Clarifying language	Revision
<b>Section 7 Employee Benefits</b>			
1 (b)	Post-retirement benefits for employees with a start date January 1, 2020 or later no longer includes a life insurance policy	Eligibility criteria changed with benefits review done in 2019	Revision
<b>Section 8 Designated Holidays and Vacation</b>			
1 (a)	Clarifies eligibility for statutory holiday time off vs pay for full and part time staff	Clarifying language	Revision
1 (c)	Allows different Town facilities to designate	Provide flexibility for scheduling purposes	Revision

	observed holidays on different days		
2 (a), (f), (g)	Defines vacation leave vs vacation pay	Clarifying language tied in to ESA language and intent	Revision
<b>Section 9 Absence from Work</b>			
2 (b)	Clarifies regular part time staff sick entitlement	Clarified to reflect current practice and policy intent	Revision
4 (a)	Clarification of maximum salary entitlement with regards to LTD benefits	Clarified to reflect benefit carrier contract language	Revision
7 (a)	Increases number of compassionate days in event of death of parent	Increase to entitlement	Increase
11 (d)	Clean up of language not necessary to be included	Language not necessary as captured within ESA language	Deletion
<b>Section 13 Employee Health and Safety</b>			
2 (c)	Increase safety footwear entitlement to \$200.00 annually	Increase to reflect current costs of safety footwear	Increase
<b>Schedule H Computer Use Policy</b>			
	Additional language to capture instant messaging and reflective of MFIPPA/Records Management implications	Language reflects updated technological capabilities of Town systems	Revision
<b>Schedule J Guidelines for Use of Social Media &amp; Digital Communications</b>			
	Updated oversight responsibilities; Recommendation for wording for Elected Officials to include in their social media biography	Reflective of current divisional responsibilities; Expanded guideline for Elected Officials	Revision