

APPENDIX B

PPM RECOMMENDED CHANGES

Topic	Recommendation	Rationale	Revision/ New/ Deletion
Various Housekeeping Changes	<ul style="list-style-type: none"> - Formatting, spelling, grammar - Minor word changes to clarify language 		Revision
Section 1 Scope and Purpose			
1 (b) and (c)	15. Include Schedule K Disconnecting from Work <ul style="list-style-type: none"> - Clarifies that <i>Schedule K Disconnecting from Work</i> does not apply to PT Firefighters 	<ul style="list-style-type: none"> - Compliance with Bill 27, <i>Working for Workers Act, 2021</i> 	New
Section 6 Hours of Work, Overtime Hours and Standby			
1	j. Include reference to Disconnecting from Work Policy (Schedule K)	<ul style="list-style-type: none"> - Referring employees to Schedule K Disconnecting from Work with respect to hours of work, overtime hours and standby for additional requirements. 	New
Section 8 Designated Holidays and Vacation			
d.	Add language to stop vacation accrual for employees on an approved LTD or WSIB leave and enable pay-out of remaining vacation	<ul style="list-style-type: none"> - Minimize Town's liability 	New
Section 10 Convention, Conference, Employment Expenses and Professional Fees			
5.	Increase mileage rate from \$0.51/km to \$0.56/km. Add <i>Infrastructure Engineering Technologist, Junior Infrastructure Technologist, and Infrastructure Technician</i> to list of positions eligible for additional \$0.05/km.	<ul style="list-style-type: none"> - Adjustment to Town's mileage rate necessary to remain competitive with surrounding municipalities and account for the rising cost of gas - Additional positions require regular use of employee's personal vehicle for normal course of job duties 	Revision

SCHEDULE C Workplace Violence and Harassment Prevention			
	<p>Strengthen language on domestic violence by including the following examples: sexual, emotional, and psychological intimidation, verbal abuse, stalking, and/or use of electronic devices to harass and control.</p> <p>Add <i>friend</i> to list of an employee's social/personal contacts who may exercise violence against the employee in the workplace.</p> <p>Specifies that complaints against the Chief Administrative Officer are to be reported to the Mayor and the Director of Human Resources</p>	<ul style="list-style-type: none"> - Expands and clarifies existing language under the sections, Purpose, and Definitions. - Adds a reporting avenue if the complaint is against the Chief Administrative Officer 	Revision
SCHEDULE H Computer Use			
	Add language about mandatory cyber-security training for staff as administered by the Town's Information and Technology Services division.	<ul style="list-style-type: none"> - Clarifying/strengthening language regarding importance of securing Town's IT Systems, staff's responsibility and requirement to participate in cyber-security training. 	Addition
SCHEDULE J Use of Social Media & Digital Communications			
	Add <i>Public Engagement Charter</i> to the policy's list of references and related documents.	<ul style="list-style-type: none"> - Additional information related to the policy. 	Addition
SCHEDULE K Disconnecting From Work			
	Add policy explaining what it means to disconnect from work, and associated employee and employer obligations.	<ul style="list-style-type: none"> - Policy required for compliance with Bill 27, Working for Workers Act, 2021. 	New