

**APPENDIX B
SUMMARY OF CHANGES TO 2023 PPM**

Topic	Recommendation and rationale	Revision/ New/ Deletion
Section 6 - Hours of Work, Overtime Hours, and Standby		
1. Hours of Work	<p>Add flexible work hours from Schedule E (i.e., 7:30 a.m. – 5:30 p.m. Mon – * Fri)</p> <p>Remove reference to Adjusted Work Arrangement Policy (no longer in effect as Town is a Hybrid work environment).</p>	Revision
Section 7 - Employee Benefits		
	Add Retirement and Service Recognition, change “Employee Recognition” to, <i>Our Thanks To You Committee</i> .	Revision
	Add verbiage to indicate that retirement and employee recognition gifts, and gift cards are no longer taxable as per the CRA January 1, 2023.	Revision
Section 9 – Absence from Work		
Subsections 1 – 4:	<ul style="list-style-type: none"> • Update to Section to reflect new Short-term Disability policy, program, and process including use of third-party claims adjudication and disability management services. • Tweak language on Incidental Illness and Long-term Disability. • Add subsection (5.) on (Early and Safe) Return to Work provisions. 	Revision
Section 10 – Convention, Conference, Employment Expenses and Professional Fees, (5.)		
	<ul style="list-style-type: none"> • Increase mileage rate from \$0.56/km to \$0.63/km to better align with municipal comparators and CRA. 	Revision
Subsection 5.b	<ul style="list-style-type: none"> • Update job titles as needed 	Revision
SCHEDULE A - Code of Conduct		
	<p>Add to list of <i>References and Related Documents</i>:</p> <ul style="list-style-type: none"> • Computer Use Policy • Electronic Mail Policy 	Revision
SCHEDULE D - Job Evaluation Policy		
	<ul style="list-style-type: none"> • Remove and place on The Hills under Employee Information 	Deletion and Revision
SCHEDULE E - Adjusted Work Arrangements (AWA)		
	<ul style="list-style-type: none"> • Remove completely from PPM as a Schedule • Add language to hours of work under Section 6, 1. Removed option to work compressed work week (no longer an option due to Hybrid environment). 	Deletion

SCHEDULE F - Retirement and Service Recognition		
	<ul style="list-style-type: none"> Remove completely from PPM as a Schedule Add verbiage about retirement and service recognition to Section 7 (Employee Benefits). 	Deletion
SCHEDULE I - Employee Purchase Program		
	<ul style="list-style-type: none"> Remove completely from PPM as a Schedule and add language to Employee Benefits, Section 7 (Employee Benefits). 	Deletion and Revision
SCHEDULE J - Guidelines for Use of Social Media & Digital Communications		
	<ul style="list-style-type: none"> Remove and place on the HILLS under Employee Information 	Deletion