



POLICY No. POOL – 001 – HARTNEY SWIMMING POOL EMPLOYEE POLICY

EFFECTIVE DATE: June 9, 2010

RESOLUTION# 201006-08

Issue

Employees as well as the Employer consider issues related to employees as very important. It is beneficial to ensure that these issues are outlined in writing in order that all parties have a clear understanding of them.

Objective

To adequately outline all issues relating to employment at Hartney Swimming Pool, Splash Park and campground.

Policy

The entire policy is outlined in the following pages.

Definitions

Employer means Grassland Recreation Committee

Municipality means all those municipalities that make up the Grassland Recreation Committee (Municipality of Grassland)

Employee means any person employed by the municipality, and includes the Chief Administrative Officer, designated officers, full time, part time, contract or casual employees, including volunteers.

FOREWORD

All employees are important to the functioning of the Hartney Swimming Pool, Splash Park and Campground.

The service that you render is of a very special nature. The ratepayers of the Municipality are very important individuals and every effort should be made to give them the service they require. You have a roll to fill and every task deserves your individual attention.

Courtesy, service, thoughtfulness, honesty, respect and dignity must always be foremost in the minds of all personnel. The presence or absence of these qualities will be on public display, and our citizens will judge the Employer by your conduct.

Council is interested in your well-being and hopes that your employment with the Hartney Swimming Pool, Splash Park and Campground will prove to be a pleasant experience and that you will always be conscious of your relationship with the public.

GRASSLAND RECREATION COMMITTEE:

Claude Martin	Municipality of Grassland
Terry Campbell	Municipality of Grassland
Stephanie Robertson	Member
Leeza Hainsworth	Member
Jazmin Koroscil	Member

HOURS OF WORK

- (a) The normal hours of work for all permanent full-time non-management employees shall be as follows:

(i) Lifeguards

The Lifeguards working at the Hartney Swimming Pool and Splash Park shall be guaranteed a minimum of thirty (30) hours and a maximum of forty (40) hours of work per week. Hours of work for the Lifeguards are more flexible due to the nature of the services required to meet the ratio of lifeguards to swimmers.

OVERTIME

- (a) Employees may be required to work in excess of the normal requirements of their job to perform services, which are essential at the time. Employees shall be paid a premium rate of pay for such work performed based upon one and one-half times (1 1/2x) their regular hourly rate of pay for overtime work performed on a regular work day. **NO OVERTIME HOURS WILL BE PAID UNTIL PRE-APPROVED BY A MEMBER OF THE COMMITTEE.**
- (b) Employees may be required to work hours in excess of the normal requirements of their job to perform services that are essential at the time. Employees shall be paid a premium rate of pay for such work performed based upon two and one-half times (2 1/2x) their regular hourly rate of pay for overtime work performed on holidays.

GENERAL HOLIDAYS

Subject to Clause 9.03 below the following general holidays shall be granted with pay, to all permanent full-time employees:

Canada Day
August Civic Holiday

Provided that where any said days fall on a Saturday or Sunday, the following working day shall be observed as the holiday, or another working day if mutually agreed to by supervisor before the holiday.

Each full-time employee is entitled to his regular pay for a general holiday on which he does not work provided the employee:

- a) did not fail to report for work after being scheduled to work on the day of the holiday; or
- b) did not absent himself from work without his supervisor's consent on the regular working day immediately preceding or following the general holiday unless the absence is by reason of Doctors Certificate

Each full-time employee required to work on a general holiday (as above) will be paid one and one-half times (1 1/2x) his regular hourly rate and Stat holiday pay for all time worked or receive an additional day off with regular pay at a time mutually agreeable to the employee and the Hartney Swimming Pool & Splash Park within thirty (30) calendar days following the general holiday.

When a holiday falls on an employee's regular day off, the employee shall be granted another day off, such time to be taken within thirty (30) days unless otherwise mutually agreed upon between the CAO and the employee.

Employees other than permanent full-time employees will be entitled to general holidays in accordance with the provisions of the provincial Employment Standards Code.

PAY PERIODS

- (a) Employer shall pay its employees on a bi-weekly basis based upon hours actually worked.
- (b) Advances on future earnings are not permitted.

TIME CARD REPORTING

- (a) Pool Manager, Lifeguards, Assistant Lifeguards and Instructors shall be required to use the time clock as provided. Employees are required to clock in prior to their assigned start time, and must clock out when they go off duty. Employees are required to clock out any time they leave the work site for any reason other than assigned work duties. Employees may not clock out prior to their end of work time. Clocking in within the time-frame will be calculated as an on-time report for duty.
- (b) Recreation Director will collect timecards on the following Monday after cut-off in order for payroll to be completed. Should the Employer not receive the time cards, pay cheques will not be completed until such time as the Employer receives the time cards.
- (c) Time that is not claimed as time worked by an employee shall not be paid until a form is submitted and authorized.
- (d) In the event that the Timeclock is not working, refer to Appendix B for timesheets that must be filled out.

DAILY CASH OUTS

Every day, at closing time, you are to cash out as directed. **There shall be absolutely NO money in excess of the \$50.00 float left at the Swimming Pool office during hours in which the pool is closed, nor shall any employee take any money home with them during hours in which the pool closed. Float money should be securely locked in the vault before leaving the building.**

During Pool Hours – Make sure money is at all times out of sight from the public eye. Keep a small float that is easily accessible for use and if larger amounts of cash come in, separate from float and put away in the vault.

After Pool Closes – DO NOT leave the money in the pool office. Please take all cash to the Recreation Office.

Should the Employer receive evidence that money was left in the pool office during hours in which the pool was closed, disciplinary action will be taken.

IF SOMEONE NEEDS TO MAKE A PHONE CALL, THEY SHOULD NOT BE LEFT ALONE WITHOUT A STAFF MEMBER PRESENT. NO ONE OTHER THAN STAFF, SHALL BE ALLOWED BEHIND DECK OR EMPLOYEE AREAS ONLY.

CELL PHONE USE

Employees of Hartney Swimming Pool & Splash Park are prohibited from using their cell phone during hours of work. If an employee is caught using a cell phone during hours of work, disciplinary action will be taken.

DRESS CODE

Lifeguards and Instructors are only permitted to wear one-piece swimsuits. Lifeguards are also required to wear red-colored shirt with "Lifeguard" printed on it while on deck.

PATRONAGE USAGE LOG

A daily log, such as Appendix 'F' must be kept. Indicating the time a patron signs into the pool and the time the patron signs out of the pool. This will help to ensure we are aware of how many patrons are in the pool should there be an emergency. As well the log will help to ensure that we have the required staff on duty to cover the ratio of lifeguard to swimmer.

LIFEGUARD/INSTRUCTOR JOB RESPONSIBILITIES

- ❖ Under supervision of the supervisor, instructors plan and prepare swimming lessons, as required
- ❖ Instructs students at their appropriate level in accordance with guidelines
- ❖ Performs lifeguard duties, provides emergency care and treatment as required until the arrival of emergency medical services.
- ❖ Participates in meeting and training, as required
- ❖ Opens and closes the pool & Splash Park facility, as required
- ❖ Ensures the safety of all participants while the pool facility is open
- ❖ Assists in maintaining the pool office, splash park, pool deck and storage areas in a neat and tidy manner.
- ❖ Assist in maintaining pool records, chemical records. Appendix 'C' & 'E'
- ❖ Performs miscellaneous job-related duties as assigned by supervisor
- ❖ Maintain daily records, including incident and accident reports, water quality, maintenance and patron usage.
- ❖ Complete and turn in daily time card
- ❖ Assists instructors with planning and preparing for swimming lessons, as required
- ❖ Provides assistance in emergency care and treatment as required until the arrival of emergency medical services.
- ❖ Oversees all necessary cashiering duties as follows: receiving, counting and paying out cash for daily and season pool fees; ensuring receipts are written for each monetary transaction; registration of students for all swimming pool classes; issuing and recording the sale of season passes and punch cards; counting and balancing daily revenue; providing copies of daily revenue forms to the supervisor for bookkeeping purposes; keeping first aid kit and office in order

SAFETY

The Employer is proud of the safe working conditions it provides for its employees. Employees are urged to follow common sense safety practices and to report any unsafe conditions, defective working tools, or equipment to your Supervisor.

For the safety of the patrons that use the pool & splash park, at no time shall the Pool administrator or Lifeguard allow any patron to perform pool chemical tests. The pool chemical tests are to be performed only by the pool administrator or lifeguards.

For liability reasons, no person other than the lifeguards or instructors be allowed to sit on the lifeguard chairs.

At no time shall any person that is not a lifeguard wear any clothing that is labeled lifeguard. Having a person labeled lifeguard that is not qualified could possibly cause confusion for the patrons in the event of an emergency.

The Employer will provide personal protective equipment. If an employee is uncertain of the need for protective equipment or procedures in any given situation, they are to contact their supervisor.

Report any unsafe acts to your supervisor.

The procedure for infractions to this policy will be as follows:

First infraction: verbal warning

Second infraction: one-day suspension (without pay)

Third infraction: one-week suspension (without pay)

Fourth infraction: dismissal

All injuries, no matter how minor, must be immediately reported to the supervisor. This reporting is necessary to ensure that an employee will be eligible to receive Workers' Compensation benefits for which the Municipality pays premiums each year.

The Municipality shall annually provide Workplace Hazardous Materials Information (WHMIS) training to all employees. Employees who work with controlled products or in proximity to a controlled product shall be required to obtain this training as a condition of employment.

BEREAVEMENT LEAVE

Employees shall be entitled to Bereavement Leave as provided in the Employment Standards Code.

COMPASSIONATE CARE LEAVE

Employees shall be entitled to Compassionate Care Leave as provided in the Employment Standards Code.

GENERAL LEAVE OF ABSENCE WITHOUT PAY

Employees may upon approval of the Chief Administrative Officer, be entitled to receive a leave of absence without pay, that is no greater than two (2) days in duration. All other leaves of

absence, without pay, must have the prior approval of the Chief Administrative Officer. Such leaves will not be granted unless the Chief Administrative Officer is satisfied that the special circumstances related to a request warrant their approval of the request.

DEATH IN IMMEDIATE FAMILY

In the event of the death in an employee's immediate family; i.e. spouse, child, parent, brother, sister or any other relative permanently residing with the employee, the employee will be granted five (5) working days leave without loss of regular pay to attend and/or arrange the funeral.

The Council of the Municipality may grant additional paid or unpaid leave on compassionate grounds when deemed necessary.

Necessary time off work without loss of regular pay may be granted to an employee to attend funeral as a pallbearer.

WORKERS' COMPENSATION BENEFITS

In the event an employee is injured on the job and is unable to work for the balance of his workday, the Employer shall pay the employee's wages for the balance of the day. Where the employee is unable to return to work, all further wage losses must be claimed directly from the Workers' Compensation Board. Both the employee and the Employer are required to complete accident forms and forward them to the Board Offices in Winnipeg.

While in receipt of Compensation, employees are required to contact their supervisor every two (2) weeks to advise on their ability to return to work.

IN THE EVENT OF AN INJURY, GET THE REQUIRED MEDICAL CARE. REPORT THE INJURY TO THE RECREATION OFFICE AS SOON AS POSSIBLE. AN ACCIDENT REPORT WILL THEN BE COMPLETED AND FILED WITH THE WORKERS COMPENSATION BOARD TO ENSURE COVERAGE.

ATTENTION TO BUSINESS

During the term of employment, all employees shall devote their entire working time and attention to such duties as are and may be assigned or directed by the Chief Administrative Officer or supervisor and shall faithfully and diligently serve the interests of the recreation department.

REQUEST FOR SPECIAL CONSIDERATIONS AND EMPLOYEE COMPLAINTS AND CONCERNS

All requests for special considerations and all employee concerns or complaints shall follow along the line of authority indicated in PER-01: Human Resources Policy & Procedure.

Where the employee is not satisfied with the response of his/her direct supervisor, he/she may, within one (1) week, refer the matter to the next supervisor in the Organization Chart. The decision of this next level supervisor, which shall not extend beyond the Chief Administrative Officer, shall be final.

It is important to note that employee concerns are important to both Management and Council. Issues of concern should be addressed as soon as is practical. Unresolved issues have a

tendency to escalate into more significant conflict, hence the need to address concerns sooner rather than later.

CONFIDENTIAL INFORMATION

You must never use confidential information for the personal profit of yourself or others, or for the purpose of gaining promotion, or misusing public time in the pursuit of such objectives.

STANDARDS OF CONDUCT

Whenever people gather together to achieve goals, some rules of conduct are needed to help everyone work together efficiently, effectively, and harmoniously. As the Employer, we hold ourselves to a high standard of quality and feel that rules help to assure that quality is maintained.

By accepting employment with us, you have a responsibility to the Employer and to your fellow employees to adhere to certain rules of behavior and conduct. The purpose of these rules is not to restrict your rights, but rather to be certain that you understand what conduct is expected and necessary. When each person is aware that he or she can fully depend on fellow workers to follow the rules of conduct, then our organization will be a better place to work for everyone.

Generally speaking, we expect each person to act in a mature and responsible way at all times. However, to avoid any possible confusion, some of the more obvious unacceptable activities are noted in Appendix A. Your avoidance of these activities will be to your benefit as well as the benefit of the EMPLOYER. If you have any questions concerning any work or safety rule or any of the unacceptable activities listed, please see the Chief Administrative Officer for an explanation.

LEVELS OF CORRECTIVE ACTION

There are four levels of corrective action. In general, the application of these levels will reflect the number of times an offense has occurred. As well, at times the circumstances may dictate the type of corrective action taken. The Municipality reserves the right to skip any and all of the levels set out below where it deems in its discretion it is appropriate to do so.

a) Level One

First Offense: If not in itself serious enough to warrant suspension or discharge, an employee will be given an oral reprimand and advised that another offense will result in a written warning.

- (i) The oral reprimand follows discussion of the problem with the employee. The oral reprimand is an important step in the disciplinary process because it is at this point that cause for further action can be prevented or, if cause persists, it provides the foundation for further action. The oral reprimand normally takes the form of a verbal warning to caution the employees that further action may be taken if the matter is not resolved.
- (ii) Verbal warnings shall be recorded in the employee's personnel file.

b) **Level Two**

Second Offense: If not in itself serious enough to warrant suspension or discharge, an employee will be given a written warning and advised that another offense will result in suspension.

- (i) The written warning is normally applied in circumstances where the employee has failed to respond to an oral reprimand. However, where a first offense is sufficiently serious, a written reprimand may be applied in the first instance. The written reprimand may contain a warning in regard to future repetition of similar incidents.
- (ii) One copy of the written warning will be hand delivered or forwarded by registered mail to the employee, and one copy will be placed on the employee's personnel file. The hand delivery of the written reprimand shall be witnessed and documented.

c) **Level Three**

Third offense: If not in itself serious enough to warrant discharge, an employee will be given a suspension without pay and warned that another offense will result in dismissal. (Normally, suspensions will be for a period of three days. However, depending upon the offense, this period may vary.) Where suspension without pay is not deemed to be an appropriate form of corrective action, other appropriate action shall be considered.

- (i) Written notice of suspension or other corrective action requires authorization and/or investigation by the Chief Administrative Officer. The written notice of corrective action will include the reasons for such action being taken and the measures already taken by the supervisor. These factors, as well as other relevant matters, will be included in the notification report to the employee. The affected and offending employee will be interviewed and the report will include documentation of the interview.
- (ii) A report on the suspension of an employee shall be placed in the employee's personnel file. In addition to verbally informing the employee of a suspension, the employee should also be informed in writing with specific reference made to any previous corrective action taken against the employee; this should be hand delivered or sent by registered mail.

d) **Level Four**

Fourth offense: An employee will be dismissed. It will be conveyed that the employee brought the action on him/herself and left the Chief Administrative Officer with no other alternative.

- (i) Factors which may result in dismissal include but is not limited to:
 - A lack of response by an employee to corrective measures such as those listed above.
 - An initial offense, if such offense is of a serious nature.

- A “culminating incident” which, in itself, would not normally result in dismissal, but in consideration of other documented problems with the employee, justifies dismissal.
- (ii) When it becomes necessary to dismiss an employee, the employee shall be given a termination notice indicating the reason for the dismissal. The termination notice shall make reference to previous corrective action and shall specify when the dismissal will take effect.

Appeal Process

An employee may appeal disciplinary action involving written reprimand, suspension, or dismissal that has been taken against him/her. The employee will forward a letter to the Chief Administrative Officer within three working days of the disciplinary action. The Chief Administrative Officer shall respond to the employee within five working days. The Chief Administrative Officer's decision will be final.

CORRECTIVE ACTION RECORDS MAINTENANCE

The following should be considered with respect to records detailing corrective action:

- a) The records describing the incident should be as complete and as detailed as possible.
- b) The records shall be dated and signed by the Chief Administrative Officer.
- c) The records shall state the action taken by the supervisor to address the situation.
- d) Any verbal discussion or reprimands given previously must be indicated, as well as specific dates and other relevant material.
- e) All written reprimands will remain in the employees personnel file and employees will sign acknowledgement that they have read the document in question.

TERMINATION OF EMPLOYMENT

If your performance is unsatisfactory due to lack of ability, failure to abide by the EMPLOYER rules, or failure to fulfill the requirements of your job, you will be notified of the problem. If satisfactory change does not occur, you may be dismissed. Some incidents may result in immediate dismissal. Immediate dismissal, for cause, is not subject to advance notice.

Upon termination for any reason, all employees will immediately return to their supervisor all Municipal property in their possession including but not limited to all records, documents, computers, computer equipment, keys, and so forth.

Where there is any conflict between the policies adopted by the Employer and the policies set forth in a statute of the provincial or federal government, the provincial or federal statute shall supersede such other policies.

APPENDIX A

Group One Offenses

First offense:	Oral warning
Second offense:	Written warning
Third and Fourth offenses:	Reprimand and Suspension
Fifth offense:	Long-term Suspension or Dismissal

1. Absence from duty without prior permission from the supervisor. The employee should notify the Supervisor (prior to the start of their shift if possible) of the reasons for their absence and the expected time or date of return, except in case of sickness or other cause beyond the control of the employee which prevents obtaining prior approval
2. Unauthorized leaving of the working area at any time without permission from the supervisor
3. Neglecting job duties (i.e. reading for pleasure during working hours)
4. Arriving late for work
5. Failure to commence work at the beginning of the work period, and/or leaving prior to the end of the work period without permission
6. Creating or contributing to unsanitary or unsafe conditions in the workplace
7. Use or possession of the municipality's property/equipment without authorization
8. Willful failure to respond to legitimate requests for work to be undertaken
9. Unauthorized stopping of work or making preparations to leave work prematurely
10. Distracting the attention of others, or causing confusion by unnecessary shouting or demonstration on the job
11. Where the operations are continuous, an employee leaving his/her post at the end of a scheduled shift before being relieved by his/her supervisor or relieving employee on the incoming shift
12. Failure to immediately report any personal injury or equipment damage to the supervisor
13. Unsatisfactory work and/or failure to maintain required standards of performance
14. Any violation of the municipality's smoking policy
15. Drugs and Alcohol are prohibited on the premises at all times.

Group Two Offenses

First Offense: Written warning
Second and Third Offense: Reprimand and Suspension
Fourth offense: Long-term Suspension or Dismissal

1. Neglect or carelessness in observance of official or departmental rules of safety or disregard of common safety practices
2. Unauthorized leaving of the job during regular working hours.
3. Sleeping during working hours
4. Using abusive or threatening language towards subordinates, co-workers, or other individuals
5. Failure to report an accident in which the employee was involved
6. Refusing to give testimony during investigation of an accident
7. Unauthorized use of municipal property for private work or performing private work during regular working hours
8. Threatening, intimidating, coercing, or interfering with employees or supervisors at any time
9. Making or publishing false or malicious statements concerning any employee, supervisor, the municipality, or its operation
10. Refusal to perform work assigned or failure to comply with written or verbal instructions which the employee may be reasonably expected to perform according to their job duties or responsibilities.

Group Three Offenses

First offense: Long-term suspension or Dismissal

1. Wanton or willful neglect in the performance of assigned duties or in the care, use or custody of any of the municipality's property; abuse, or deliberate destruction in any manner of municipal property, tools equipment, or the property of other employees
2. Altering another employee's timesheet or unauthorized altering of own timesheet
3. Falsifying testimony when accidents are being investigated; falsifying or assisting in falsifying staff or other records; giving false information or withholding pertinent information in making an application for employment
4. Drinking alcoholic beverages or using intoxicants on the job/off the job while at the facility
5. Making false claims or misrepresentations in an attempt to obtain sick leave, accident benefits or Workers' Compensation benefits
6. Theft, damage or destruction of property belonging to the municipality or to other employees
7. The sale or use of narcotics during working hours
8. Fighting or attempts to injure another employee or threats to do so
9. Possession of firearms, explosives or weapons on municipal property at any time
10. Conviction of an indictable offense
11. Any proven violation of the Municipality's Workplace Harassment Policy (PER-02)
12. Dishonesty or any dishonest action.

APPENDIX C

Week of: _____

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
OPENING							
Pool Test							
Empty Skimmers							
Put Out Life Jacket & Rings							
Rope							
Check Filter Pressure							
Unlock Change Room Doors							
Check temperature							
CLOSING							
Tidy Deck Area							
Lifejackets/rings/rope away							
Clean Change rooms							
Toilets							
sinks							
showers							
Floors							
Check soap, TP & PT							
Garbage (office and change rooms)							
Cash							
Pool Test							
Change room doors locked							
Divider/Office Door locked							
Empty Skimmers							
Entrance lights left ON							

*Once task is complete, initial in the appropriate spot. ALL tasks should be completed **daily***
 (Every spot must be INITIALED. **NO** drawing lines down)

NOTES:

APPENDIX D

Daily Chemical Log

(To be retained for inspection purposes)

Date: _____

Time	# of Swimmers	Chlorine			Ph	Temperature		CNA (Once per day)	Initials
		Total	Free	= Combined		Water	Air		
7:00 Am									
1:00 Pm									
5:00 PM									
9:00 Pm									

Comments: (Water quality, chemicals added, fouling, etc.)

Include **time** and your **initials**:

REGULATIONS:

Free Available Chlorine (FAC) between 1.0 to 5.0

Combined Chlorine (CC) less than 1.5

pH between 7.2 to 7.8

Combined Chlorine = Total - Free

