



TOWN OF PELHAM POLICY MANUAL

PERS/01

Department	Name of Policy
Personnel	Code of Ethics

Page 1 of 6

APPROVAL DATE: November 21, 1994

=====

POLICY STATEMENT: Code of Ethics

Employees of the Corporation of the Town of Pelham are expected to adhere to the highest standards of professional competence, integrity and impartiality. Where members of staff are requested to perform functions which are outside of their area of specific competence, they are obliged to indicate the extent of their limitations.

This Code represents general standards and applies to all municipal staff, including Department Heads and the Chief Administrative Officer.

1. Confidential Information

Employees have access to confidential information by reason of their employment with the Town of Pelham. Employees shall safeguard and protect the information of the municipality. Information shall be released in accordance with the provisions of the Municipal Freedom of Information and Protection of Privacy Act.

When an employee is unaware of the status of information requested, he/she shall consult with the Department Head and/or the CAO/Clerk prior to release.

Particular care must be exercised before releasing information relating to the following matters:

- items under litigation
- personnel matters
- information which infringes on the right of privacy of others
- sources of complaints about a variety of matters where the identity of the complainant is given in confidence
- information supplied to obtain various municipal approvals where such information is not part of the public documentation
- schedule of prices in quotations or tenders for the supply of goods and/or services.



TOWN OF PELHAM POLICY MANUAL

PERS/01

Department	Name of Policy
Personnel	Code of Ethics

Page 3 of 6

No employee shall make financial gain from the use or sale of any computer programs, technological innovations or other patentable items either while in the employment of the Town or thereafter. All such property is and shall remain, the exclusive property of the Town of Pelham.

4. Political Activity

Town staff are discouraged from direct involvement in local municipal and regional election campaigns including posting election signs on their property. A Town employee may involve himself or herself in a non-municipal election campaign unless it will affect their judgement in performance of job duties. Employees may exercise their civic right to run for public office, as long as they can make appropriate arrangements to effectively discharge their duties during the course of their political involvement.

Pursuant to Section 37.(1) of the Municipal Act, where an employee wishes to be a candidate to hold office as a member of Council in Pelham, or to hold office as a member of the Council of a municipality in the Region of Niagara, he or she shall first seek a leave of absence without pay for a period

- (a) not longer than that commencing thirty days before the beginning of the period during which candidates may be nominated under the Municipal Elections Act and ending on polling day: and
- (b) no shorter than that commencing on the last day of the period during which candidates may be nominated under the Municipal Elections Act and ending on polling day, and every such application shall be granted.

Pursuant to Section 37 (6) of the Municipal Act, if the employee is elected, he or she shall immediately resign from his or her position with the Town.



TOWN OF PELHAM POLICY MANUAL

PERS/01

Department	Name of Policy
Personnel	Code of Ethics

Page 5 of 6

8. Conflicts of Interest

An employee will be considered to have a conflict of interest where he or she or a member of his or her family has a direct or indirect financial interest in a contract or proposed contract with the Town, and where the employee could influence the decision made by the Town with respect to the contract. A conflict exists where the employee could directly or indirectly influence the decision made in the course of performing his/her job duties, and also where he/she could influence the decision through existing personal influence over the decision-maker.

If a potential conflict exists because of an employee's personal or family interest in a property matter, a business dealing with the Town or similar circumstance, the employee must advise his or her supervisor of the situation, in writing, and the supervisor will then make appropriate alternative arrangements to handle the matter. A Department Head must notify the Chief Administrative Officer of any serious matters. The Department Head/CAO may, at his/her discretion, decide that the potential conflict is not substantial enough to prevent an employee's continued involvement in the matter.

Employees shall not sell goods, materials or services to the Town. An exception may be made, with the approval of the Chief Administrative Officer, to secure services from an employee outside of regular hours of employment on a fee for services basis, provided that the opportunity is made available on an equal basis to other persons and the amount of the payment for such services is in the best interests of the Town.

Employees should not engage in private employment or render services for any person or corporation which has or may have business dealings with the Town of Pelham. Where an employee is or becomes involved in such private employment, his or her Department Head must be informed and the Department Head can allow the employee to continue with the activities in questions, or prohibit any further involvement.

9. Staff/Council Relations

The members of Council and the staff have distinct roles to play within the municipal organization. Council is responsible for its implementation. Staff also play a role as advisors to Council.



TOWN OF PELHAM POLICY MANUAL

PERS/R08

Department	Name of Policy
Personnel	Hiring Policy

Page 1 of 5

APPROVAL DATE: November 15, 2004

AMENDED: April 18, 2006

POLICY STATEMENT

The Corporation of the Town of Pelham recognizes that its effectiveness as an organization is determined largely by the quality of its workforce.

The Council and management staff of the Town of Pelham are committed to ensuring that all recruitment and hiring related matters shall be undertaken in an objective and impartial manner. Department Directors are accountable for ensuring compliance with this policy with respect to Town employees.

The Town of Pelham is an equal opportunity employer.

PURPOSE

The purpose of this policy is to define the criteria and procedures for recruiting and hiring employees for the Town of Pelham.

This Hiring policy and the guidelines associated with them have been developed to ensure that:

- employment related decisions concerning existing and potential Town employees are free from any conflicts of interest (perceived or otherwise);
- the exercise of any improper influence (perceived or otherwise) including those based on familial relationship are prevented;
- public confidence in the integrity of the Town's recruiting, hiring and employment practices is maintained;
- a quality work force exists within the Town of Pelham;
- an objective recruitment and selection process resulting in the employment of the best qualified and experienced personnel exists;



TOWN OF PELHAM POLICY MANUAL

PERS/R08

Department	Name of Policy
Personnel	Hiring Policy

Page 3 of 5

APPROVAL DATE: November 15, 2004 **AMENDED:** April 18, 2006

The Chief Administrative Officer shall have the authority, and in consultation with the appropriate Department Director, to recruit, hire, appoint, transfer or promote an employee or required new employee of the Town below the rank of Department Director.

The Town will not favour nor inhibit the hiring of relatives of current employees or relatives of Council over others. All candidates will be given equal opportunity for employment based on qualifications, experience and skills regardless of relationship to either an employee or member of Council.

"Relative" is deemed to include first degree family relationships (including common law relationships) such as father, mother, sister, brother, son, daughter, and spouse; and second degree relationships (including common-law relationships) such as grandparent, aunt, uncle, niece, nephew, grandchild, and in-laws.

Notwithstanding the aforementioned, the Town prohibits employment situations where, in the opinion of the CAO, hiring of family members would:

- create a direct reporting relationship, one to another;
- be supervised by, either directly or indirectly or be subordinate to, one another;
- be given preferential treatment in being recruited and/or selected for vacancies and
- be appointed to positions where job responsibilities would be incompatible with position occupied by relative.

In situations where related employees may, for any reason, come into a direct reporting relationship the Town may consider alternatives to avoid the relationship.



TOWN OF PELHAM POLICY MANUAL

PERS/R08

Department	Name of Policy
Personnel	Hiring Policy

Page 5 of 5

APPROVAL DATE: November 15, 2004 **AMENDED:** April 18, 2006

Former employees of the Town who have left voluntarily or through no fault of their own and who make application for re-employment will be given consideration along with the other external applicants. A re-employed person must waive all rights accruing from prior service. It is Town policy not to re-employ those who are discharged for cause.

The Chief Administrative Officers Department will be the only department where applications for employment will be accepted and retained according to the Town's records retention policy.

All recruitment competitions will be considered complete only on the acceptance of a written offer of employment from the Chief Administrative Officer or designate.



TOWN OF PELHAM POLICY MANUAL

PERS/41

Department Personnel	Name of Policy Council/Employee Purchase Payment Plan For Personal Computers
---------------------------------	---

Page 1 of 4

APPROVAL DATE: November 19, 2007

POLICY:

A bi-weekly payroll deduction payment plan facilitates time payment for the purchase of personal computers for all interested eligible full-time Town employees and Members of Council.

DETAILS:

General

1. This plan will be available to all full-time Town employees and Members of Council.
"Full-time employee" is defined as an employee who holds a full-time position with the Corporation with a guaranteed scheduled minimum of 35 hours per week for a guaranteed scheduled 52 weeks of the year.
2. Participants are limited to the purchase of a single system.
3. Title to the equipment will be given to the participant upon delivery. Participants must complete the necessary payroll forms to secure repayment of the loan through payroll deductions.
4. Each P.C. system will be separately invoiced to the participant as the purchase transaction is between the supplier and the participant.



TOWN OF PELHAM POLICY MANUAL

PERS/41

Department Personnel	Name of Policy Council/Employee Purchase Payment Plan For Personal Computers
---------------------------------	---

Page 3 of 4

APPROVAL DATE: November 19, 2007

4. The Financial Services Department shall review the participant's record for the following:

- whether there is any outstanding loan balance on a previous computer purchase loan;
- whether there are any credit concerns which Payroll and/or Accounts Receivables are aware of, such as: garnishees, court order requirement to pay, etc; or difficulty in collection of previous loan payments or accounts receivable;
- employment status.

The participant must have paid off any previous Employee Computer Purchase loan before a new loan can be approved. The payroll history file is also checked to ensure that the participant has full time employment status or is a current member of Council.

5. Once approved the Treasurer requisitions the Accounts Payable for a Town cheque to be drawn. Any exceptional circumstances are addressed by the Treasurer before the voucher is approved.

Payment Options

- Participants may choose from one of the following payment options:
 - Full payment at time of delivery.