



RURAL COMMUNITY OF FUNDY SHORES

EMPLOYEE HANDBOOK

Updated February 2026



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SECTION 1: INTRODUCTION

Welcome to the Rural Community of Fundy Shores!

It is my pleasure to welcome you to the Rural Community of Fundy Shores. We wish you every success here.

We are excited to have you as part of the team and believe you will be a strong contributor to the overall success of our Municipality. We hope you will find this to be a place for both professional and personal growth.

The Rural Community of Fundy Shores thrives on its people – both its residents and Employees. Our Employees pride themselves on supporting the Municipality to continue to grow and develop and to bring vibrancy to the region.

This handbook was developed for Administrative Employees (“**Employees**” or “**Employee**”) to help you perform your job duties to the best of your ability. Employees are responsible for reading and understanding this handbook. In addition to clarifying responsibilities, we hope this handbook gives you some insight as to what you can expect in the upcoming days.

We hope that your experience here will be enjoyable and rewarding!

Sincerely,

Linda Sullivan Brown
Chief Administrative Officer, Rural Community of Fundy Shores



About Us

The Rural Community of Fundy Shores (the “**Municipality**” or “**Fundy Shores**”), New Brunswick, was established on January 1, 2023, as part of the province-wide Local Governance Reform. Fundy Shores covers the communities of Chance Harbour, Dipper Harbour, Lepreau, Little Lepreau, Maces Bay, Musquash, New River, Pocologan and Prince of Wales. Each Community brings its own qualities to our region. Well known for our friendly helping neighbours, our strong fishing community and our nuclear generating station. Fundy Shores is a small, strong community where people love to call home.

Purpose of Handbook

This handbook was developed to introduce you to Fundy Shores and provide general information about the Municipality. Here you will find an overview of our expectations, commitments, and responsibilities as well as a summary of pertinent Municipality policies.

We pride ourselves on being a fair and productive work environment. If you have questions or concerns about the information presented here, please contact your supervisor.

SECTION 2: DEFINITIONS

Contract Employee:	Hired on a temporary basis to work a fixed-term or for short-term assignments.
Employee:	For the purpose of this handbook, this includes, full-time, part-time, temporary, permanent and contract administrative (non-union) Employees only.
Employer:	The Rural Community of Fundy Shores, a body corporate, incorporated under the laws of New Brunswick.
Permanent Employee:	Employed on a full-time basis to fill a permanent position and who has successfully completed the probationary period.
Permanent Position:	The work to be performed is ongoing, regular, and recurring.
Service:	Continuous employment from date of hire in a permanent position with the Rural Community of Fundy Shores.

SECTION 3: PAYROLL PRACTICES

Hours of Work, Breaks and Overtime

Hours of Work

The normal work week for municipality staff is outlined in their offer of employment or otherwise arranged with their supervisor.

Breaks

All staff full-time are entitled to a one (1) hour unpaid lunch break. All Employees are entitled to one twenty (20) minute paid break each workday. This break may be taken in total, at one time or, divided into two ten (10) minute breaks.

Overtime

Employees must receive approval from their supervisor prior to working overtime, those hours will be provided as lieu time to be used as soon as reasonably possible.

Pay Schedule

Employees will be paid on a bi-weekly basis via cheque on Wednesdays. Pay will include hours worked up to 11:59 p.m. on the Saturday preceding pay day. Should there be a holiday on the regular pay day, deposits will be made on the previous business day.

Pay statements are made available as determined by the payroll administrator.



Emergency Closure

Fundy Shores makes every effort to maintain normal operations. However, there may be occasions (e.g. severe inclement weather) where normal operations would pose a danger to our employees and the public. In the event of severe inclement weather, utilities failure or other emergencies that place employees and the public at risk, the CAO may decide whether all or some of our facilities should be closed.

Mileage Claims

Mileage reimbursement shall be provided to employees using their own vehicles, as approved by the CAO, traveling in the execution of their duties. The compensation amount will be established by Council.

Travel for Employees must be authorized in advance by the respective Manager. Employees should verify that planned travel is eligible for reimbursement before making travel arrangements. Mileage claims shall be completed, in detail, to reimburse any Employee required to use their own vehicle for Municipality use as authorized by their Manager or CAO.

SECTION 4: ORIENTATION, PROBATION PERIOD AND EMPLOYEE DEVELOPMENT

Orientation

The purpose of our onboarding program is to orientate you to the Municipality. We strive to go above and beyond to ensure that the new Employees stay engaged after three, six, twelve months and beyond. If the new position does not turn out to be everything you expected, checkpoints can identify concerns and allow changes to be implemented, if possible. You can expect the onboarding process to cover such topics as the Municipality's mission and values. It will also detail your job description, performance expectations, and various working conditions, benefits and policies related to your position.

Probationary Period

The probationary period is a mutually beneficial period during which both the Employee and the Municipality can assess the suitability of the employment relationship. It allows the Employee to familiarize themselves with the role and the working environment, while the Municipality evaluates the Employee's performance and fit for the position.

The probation period for all new Employees will be six (6) months (182 days) from the date of hire.

During the probation period, Employees will be evaluated based on their job performance, teamwork, attendance, and overall conduct. Regular feedback will be provided to help Employees understand their progress and areas for improvement.

Performance Evaluation

Performance evaluations are a shared commitment to high performance, growth, and development which involves collaborative goal setting between Employees and supervisors. At Fundy Shores we believe in having regular conversations with our Employees regarding their performance but also acknowledge the importance of having a formal annual review process.

Performance reviews are conducted on an annual basis and are intended for Employees and managers to reflect on your performance over the past year. During these reviews, Employees and managers will discuss accomplishments, identify areas of improvement, and set developmental goals for the year ahead.

Training and Development

Fundy Shores supports a culture of ongoing learning and professional growth. Our objective is to encourage the growth and learning of our Employees and provide timely and encouraging coaching and performance feedback.

Identification of professional development and training initiatives for Employees may be the result of any or all of the following:

- Requirement for enhanced skills and/or knowledge identified during the Employee's annual performance review session;
- Requirements for enhanced skills and/or knowledge that surface during the year, because of new challenges in an Employee's responsibilities; and
- Seminars, training, workshops, and conferences that come to the attention of an Employee or their supervisor and are considered directly beneficial to enhancing an Employee's job performance.



SECTION 5: STANDARDS OF CONDUCT

Respectful Workplace

Fundy Shores believes that all our Employees have the right to be treated with fairness, dignity, and respect. We are committed to building and preserving a safe, productive, and healthy working environment and do not tolerate or condone any degree of disrespectful behavior. Disrespectful behavior undermines an individual's self-respect and adversely affects work performance and well-being. It also reduces productivity and effectiveness in the workplace.

Please see the Respectful Workplace Policy.

Code of Ethics

Fundy Shores is committed to conducting business in an open and ethical manner. We accomplish this by creating a workplace built on the strength of trust, accountability, and integrity in all our business practices. It is the responsibility of every Employee to build and maintain this code of ethics by supporting and actively participating in the process.

Progressive Discipline

It is expected that all Employees are aware of and abide by existing Municipality policies and guidelines. Employees' performance and conduct should contribute to the achievement of Fundy Shores' goals and objectives. When Employees' conduct or performance is unsatisfactory or fails to meet the Employer's expectations, corrective action may be taken using progressive discipline.

Progressive discipline is the process of using increasingly serious measures to correct behaviours and to improve an Employee's performance and/or conduct. The goal of progressive discipline is to communicate the Employer's expectations for performance or conduct; to provide appropriate support when possible; and to afford the Employee with the opportunity to improve their performance or conduct.

Punctuality and Reliability

Absenteeism and tardiness place a burden on the Municipality and other Employees of the Municipality. The Municipality has established reasonable and necessary controls to ensure adequate attendance while meeting the ongoing needs of the business.

Reliability means that Employees maintain consistent attendance at work and report to work as scheduled.

It is the responsibility of Employees to ensure punctuality both in reporting to work and adhering to designated meal and break times. Employees must be ready to start their work on time and remain at work until the designated end of their shift.

Vacation and holidays must be scheduled in advance with the Employee's immediate supervisor. Sick leave may be used in the case of emergency or sudden illness without prior scheduling. Patterns of absenteeism or tardiness may result in discipline. Medical documentation may be requested at the discretion of management.

No-Call No-Show

Fundy Shores places a high value on attendance and punctuality and expects all Employees to arrive at work at their scheduled shift times. Regular attendance and consistent punctuality are critical to the goals, objectives, effectiveness, and standards of Fundy Shores and its business operation. Employees who are chronically absent or tardy adversely affect the Municipality's productivity and staff morale, thus diminishing the quality and level of normal business operations.

Disciplinary action for excessive absenteeism, poor attendance, or other violations of this policy shall be administered, in progression.

Please see further information on time off and leaves of absence in Section 8.

Dress Code

Fundy Shores requires all Employees to present themselves in a professional manner, with regard to attire, personal hygiene and appearance. These standards are commensurate with our municipal practices of appropriate business conduct, professionalism and dress code.

It is expected that Employees will use their best judgment regarding attire and appearance. Management reserves the right to determine appropriateness within reason. Any Employee who is improperly dressed and/or groomed will be counseled or in severe cases may be sent home to change. Continued disregard of this policy may be cause for disciplinary action.

Scent-Free Environment

Scented products contain chemicals which may be harmful to many people, especially those with asthma, allergies, or environmental illnesses. Due to this, the Municipality is a scent-reduced environment and expects all Employees to do their best to refrain from using scented products such as perfume, aftershave, and hairspray.

Please see the Scent Free Policy.

Drugs, Alcohol and Medication

Impairment through the misuse of alcohol or other drugs limits an Employee's ability to properly do their job. At the Municipality, impairment leading to an accident can cause serious injury and damage to Employees, other persons, the environment and property. Therefore, a priority of Fundy Shores is the provision of the safest possible working conditions for all Employees - which is an environment that is free of the negative effects of alcohol and other drug use. Employees found to be in violation of this policy will be subject to Progressive Discipline up to and including termination.

Visitors in the Workplace

To ensure the safety and security of Employees and the facilities of the Municipality, only authorized visitors are allowed beyond the visitor reception area. Restricting unauthorized visitors helps maintain safety standards, which is of the utmost importance.

All visitors should enter Municipality buildings through the main entrances and will be required to sign in at the reception desk. If an unauthorized individual is observed, Employees should immediately notify their supervisor.

SECTION 6: ORGANIZATION EQUIPMENT AND INTERNET POLICIES

Acceptable Use of Fundy Shores Provided Computer Resources

Fundy Shores is dedicated to ensuring our Employees have the means to use the Municipality's technology to maximize their efficiency and improve work processes. We wish to protect Employees, the Employer and the information in the Municipality's care. It is the belief of the Municipality that Employee productivity can be greatly enhanced through the use of computer resources and that these resources shall be provided to full-time, part-time, and contract staff as required.

Computer, Internet, and Email Use

Computers, computer files, email systems, software and internet provided to the Employees of Fundy Shores are intended for business purposes only. Brief and occasional personal use of the electronic mail system or the internet is acceptable as long as it is not excessive or inappropriate, occurs during personal time, and does not result in an expense to the Municipality.

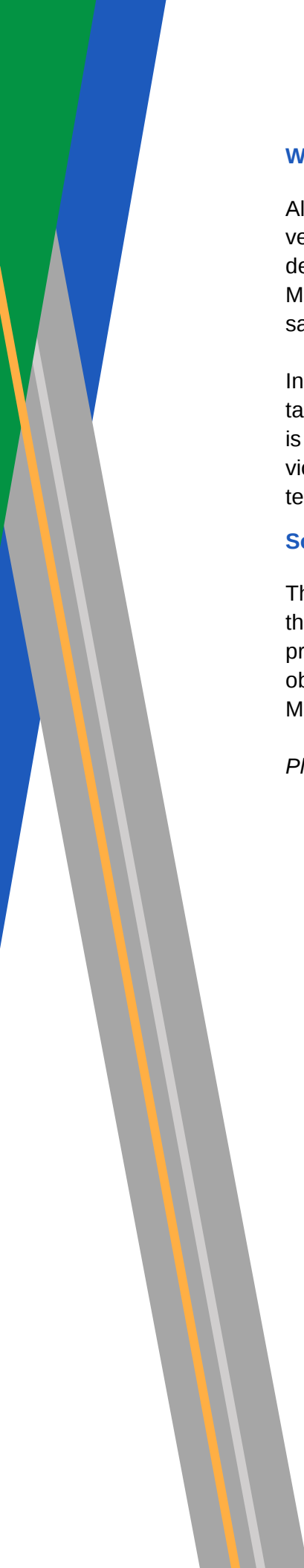
All Fundy Shores supplied technology and Municipality related work records belong to the Municipality and not to the Employee. Fundy Shores may monitor use of Municipality supplied technology without notice. Inappropriate or illegal use or communications may be subject to disciplinary action up to and including termination of employment.

Please see the Internet Use, Electronic Mail Use Policies.

Cell Phone/Mobile Device Use

Employees are permitted to use their personal cell phones in the workplace; however, they are expected to minimize disruption throughout the day. Employees should restrict personal calls during work time and should use personal cell phones only during scheduled break or lunch periods in non-working areas.





Wireless Communication Device Use

All Municipality Employees operating town vehicles and equipment and personal vehicles for municipal business are prohibited from using hand-held or hands-free devices. In the event an Employee receives a call while operating the Municipality's vehicles and/or equipment, they must pull over to the side of the road safely and securely stop before taking the call.

In the event the call is on a hand-held device, the vehicle should be shut off before taking or returning the call. If the call is on a hands-free device, ensure the vehicle is securely parked before taking or returning the call. Employees found to be in violation of this policy will be subject to Progressive Discipline up to and including termination.

Social Media

The Municipality is committed to maintaining a positive reputation and public profile through social media. Employees may not post confidential, sensitive, or proprietary information about the Municipality. Employees must not post obscenities, slurs, or personal attacks that can damage the reputation of the Municipality, citizens, Council or Employees.

Please see the Social Media Policy.

SECTION 7: EMPLOYEE BENEFITS

Group Insurance Benefits

Fundy Shores offers permanent Employees a comprehensive mandatory life, health and dental insurance program with Assumption Life. Premiums are paid 50% by the Employer and 50% by Employee.

Pension Plan

Fundy Shores cares about Employees' financial security during retirement. All permanent Employees of the Municipality will be required to contribute to the pension plan offered by the New Brunswick Municipal Employees Pension Plan (NBMEPP). Employees and Employers invest a percentage of their regular salary in the plan.

Workers' Compensation

The Municipality strives to maintain a safe workplace, but accidents may happen on occasion. Employees who are injured at work are covered under New Brunswick's Workers Compensation program through WorkSafeNB. Employees who sustain work-related injuries must immediately notify their direct supervisor.

Continuing Benefits While on Leave

During an approved leave (as outlined in Section 8), should the Employee choose to continue with their health insurance, or any other benefits made available by the Municipality, the Employee may continue to receive such benefits by continuing to pay any Employee portion of the monthly premiums.

SECTION 8: TIME OFF AND LEAVES OF ABSENCE

Observed Holidays

Fundy Shores observes the following paid holidays:

New Year's Day	Labour Day
Family Day	National Day for Truth and Reconciliation
Good Friday	Thanksgiving Day
Easter Monday	Remembrance Day
Victoria Day	Christmas Day
Canada Day	Boxing Day
New Brunswick Day	

All eligible Employees will receive paid time off from work with the exception of those Employees who are required to perform services on such days as part of their role.

All Employees shall be granted to have the afternoon off with pay on Christmas Eve and New Year's Eve. If Christmas Eve or New Year's Eve falls on a Saturday or a Sunday Employees will have the Friday afternoon, prior to said holidays, off with pay.

Vacation Leave

Fundy Shores is committed to the health and wellness of Employees and recognizes the importance of pre-planned time away from work to support refreshment and rejuvenation for Employees. Fundy Shores is committed to granting fair and consistent vacation leave to Employees in accordance with employment legislation and policy provisions.

All vacation leave requests must be submitted in advance to the supervisor.

Students, part-time or temporary Employees shall receive vacation pay as per New Brunswick Employment Standards.

Period of employment	Vacation time (whichever is less)	Vacation Pay
Less than 8 years	1 day for each month worked, or 2 weeks of vacation per vacation year	4% of gross wages
8 years or more	1.25 day for each month worked, or 3 weeks of vacation per vacation year	6% of gross wages

Staff may also negotiate additional vacation time in their letter of offer or throughout their employment with Fundy Shores.

Sick Leave

Fundy Shores understands that unplanned absences may occur that prevent you from fulfilling the requirements of your position. Sick leave means the period an Employee is permitted to be absent from work with full pay by virtue of being sick or disabled.

Each Employee accrues sick leave on the basis of one and one-quarter (1 1/4) days for every month of service to a maximum of 120 days accumulation. Sick leave credits have no cash value at the end of employment with the municipality.

Proof of Illness

If an Employee will be absent, they must notify their supervisor of their absence as soon as possible prior to the beginning of the workday so that other arrangements can be made to cover the shift (***e.g., sick***) or when they leave (***e.g., Employee who feels sick***).

The Municipality reserves the right to require an Employee's medical certificate from a physician for any sick leave of four (4) or more consecutive days from work.

Employees are obligated to adhere to treatment plans to support the earliest return to work and the Employer may make reasonable inquiries to confirm that the Employee is sick and that they are complying with reasonable treatment plans to support their earliest possible return to work.

The Employer may require an Employee to submit to an independent medical examination and the Employer shall be responsible for paying the associated cost.

If sick leave documentation is not completed and produced in accordance with this policy, the time absent from work shall be without pay and the Employee's sick leave balance will be credited accordingly.

Maternity, Parental and/or Adoption Leave

Fundy Shores, in accordance with Federal and Provincial legislation, provides Employees with up to 18 months of unpaid absence for the purpose of caring for their newborn infant or newly adopted child. It is recommended Employees consult Service Canada for potential leave entitlements.

A pregnant Employee who wishes to take maternity leave must advise Human Resources four (4) months prior to their expected delivery date or start date of the leave.

An Employee who is or will be a natural or adoptive parent intending to take parental leave must notify Human Resources two (2) months before the expected date of delivery or the date on which the leave is to begin.

Maternity or Adoption Leave

An Employee is eligible for maternity or adoption leave without pay for a period of up to seventeen (17) consecutive weeks.

Child Care Leave

An Employee is eligible for childcare leave without pay for a period of up to sixty-two (62) consecutive weeks. This leave applies to all parents, natural or adoptive. Where an Employee intends to take child care leave, in addition to maternity leave, the Employee must commence the leave immediately.

- A leave granted under this policy shall not constitute a break in service for the purpose of calculating full-time service.
- An Employee on maternity, adoption and parental leave as outlined in this policy will continue to receive health and dental benefits during the maternity or parental leave, as long as they continue to pay the employee portion of plan. If the Employee wants to continue receiving the long-term disability insurance, they will have to prepare checks for each month of their leave.
- Employees who take maternity and parental leaves may qualify for benefits under the federal government's Employment Insurance Program. For more information, please visit: <https://www.canada.ca/en/services/benefits/ei/ei-maternity-parental.html>.



Adoption Leave

An Employee is eligible for adoption leave without pay for a period of up to sixty-two (62) consecutive weeks.

Bereavement Leave

Fundy Shores understands the importance of taking time off to grieve the loss of a loved one.

In the event of the death of a person in a close family relationship with an Employee, Fundy Shores will provide the following paid leave:

Close Family Relationship	Amount of Leave
Spouse, common-law spouse, child or stepchild, anyone living in the home you reside	Five (5) working days
Parent, grandparent, grandchild, brother, sister, mother-in-law, father-in-law, brother-in-law, sister-in-law, daughter-in-law, son-in-law	Three (3) working days
Aunt, uncle, niece or nephew, close personal friend,	The day of the funeral

Where the burial occurs outside the province, the leave above shall include, as well reasonable traveling time, so that the total leave shall not exceed five (5) working days. There shall be no pay granted for such leave that falls on non-working days. Leave shall encompass the day of the funeral.

Additional unpaid bereavement leave may be granted at the discretion of the CAO.

Family Responsibility Leave

Fundy Shores will provide Employees with an unpaid leave of absence to attend to the health, care or educational needs of a person in a close family relationship with the Employee. The leave cannot exceed three (3) days per year.

Compassionate Leave

An Employee can take up to twenty-eight (28) weeks of unpaid leave to provide care and support to a member of the Employee's family who has been diagnosed with a serious medical condition carrying with it a significant risk of death within that time period. The Employee may also be eligible for Employment Insurance benefits during this time and should consult with Service Canada for this entitlement.

Military Leave

Employees who are members of Canada's Reserves and who are required to be absent on military leave to participate in active duty or training for a period of up to twelve (12) months may take unpaid leave from work, without penalty, and subject to applicable laws and operational requirements.

Court Leave

Fundy Shores will provide an Employee with a leave of absence when the Employee has received a summons to court or has been selected to serve on a jury or to act as a witness in a court of proceeding. The length of the leave will be for the period of time the Employee is required to fulfill the obligations of the summons or jury duty.

Such Employee shall be paid the difference between their regular pay and the amount received for Court Duty excluding travelling, meals and other expenses, upon presentation of a certificate of attendance for Court Duty. If an Employee is required for Court Duty but is not required to serve for the entire day, the Employee shall then report for work.

Leave to Vote

The leave to vote allows the Employee to be absent from work with pay to exercise their right to vote in a municipal, provincial, or federal election.

Under the *Canada Elections Act*, an Employee must have three (3) consecutive hours to vote before the polling station closes on election day.

Professional Development Leave

Leave of absence with pay may be granted to allow for professional development within the Municipality. The leave must be approved by the CAO.

General Leave

Fundy Shores may grant a leave of absence without pay to an Employee requesting such leave for good and sufficient cause. Such request must be approved by the CAO.

SECTION 10 – EMPLOYEE COMPENSATION

Employee compensation shall be based on the letter of offer and increase in accordance with the Consumer Price Index, any increase beyond the consumer price index shall be at the discretion of Council.

(Negative growth in the index will not result in a reduction in base wage allocation.)

SECTION 10: SEPARATION OF EMPLOYMENT

Separation of Employment

Fundy Shores recognizes that there may be several reasons for which an Employee leaves the Municipality, either voluntary or involuntary.

Resignation

Should you decide to voluntarily leave the Municipality, you must provide the department head or the CAO with a written resignation letter which includes your last day of work. Fundy Shores requests that those Employees voluntarily resigning their positions give at least two (2) weeks' written notice. Failure to give adequate notice may result in an unable to rehire status.

Termination

Terminating an Employee is always unpleasant, however sometimes necessary. In the event the Municipality decides to terminate your employment, we will ensure it is done so lawfully and respectfully.

Termination may happen either with cause or without. With cause is justified when an Employee breaches their employment contract, performs below acceptable standards, or causes damage or financial loss to our Municipality. Without cause may occur in situations where there is no significant workplace misconduct, but may be due to restructuring, cost-cutting measures, etc.

Retirement

Any Employee who is considering retirement must discuss it with the CAO or delegated person at least six (6) months before the retirement date to ensure sufficient time for succession planning and for the preparation of necessary documents. When the retirement date is defined by the Employee, they must submit a duly signed letter on this subject to the CAO or delegate with at least two (2) weeks' notice.

SECTION 11: HEALTH AND SAFETY

Occupational Health and Safety

It is Fundy Shores' policy to provide a safe and healthy environment for all Employees. It is the Municipality's belief that health hazards and personal injuries in the workplace are preventable.

Fundy Shores' Occupational Health and Safety Program is aimed at prevention through promotion of individual Employee wellness, awareness, training, and the enforcement of safe work procedures.

The object of our Municipality's program is to implement measures to reduce or eliminate health hazards and personal injury in the workplace. The active involvement, cooperation and support of all Employees is essential to us achieving this objective.

In order for our work environment to be safe, we must all do our part. Any unsafe act or condition must be reported to your immediate supervisor or another member of management. The Municipality will help to create a safe environment by providing training and encouraging safety awareness; however, each individual Employee must think and work safely at all times.



Working Alone

Fundy Shores recognizes the importance of providing a safe and secure work environment for its Employees.

Employees who work alone in conditions that are considered hazardous are to have their status checked by another Employee during their workday to verify that they have not encountered any health, safety or security incidents.

The frequency and method of checking on the individual will depend on the degree of work hazard and work environment.

The risk assessment process will be conducted by managers and/or supervisors to determine the hazard level. Specific directives are provided for each department.

Emergency Procedures

Employees are expected to use the appropriate course of action in the event of an emergency.

Immediately contact 911 if the situation warrants the use of emergency services. If you are unsure whether the situation requires emergency personnel, contact 911 to avoid being under-prepared for the situation.

If the situation does not require emergency personnel, Employees may contact the following authorities:

- Local Police/RCMP Detachment.

Evacuation Plan

In the event an evacuation is required, please adhere to the following instructions:

- Remain calm;
- Exit building using closest/safest route;
- Proceed to the muster point;
- Take attendance to ensure all Employees are accounted for; and
- Wait for emergency personnel to arrive and clear the scene prior to re-entering the building.

Employees that require accommodation are encouraged to speak to their immediate supervisor to establish a safety plan.

SECTION 12: CONTACTS

Name	Title	Phone	Email
Linda Sullivan Brown	CAO/Clerk – Treasurer	506-693-0207 or 506-754-1685	linda.sullivanbrown@fundyshores.ca
Jillian Holland	Administrative Assistant	506-693-0207	Jillian.holland@fundyshores.ca
Mayor			
Deputy Mayor			
Wayne Pollock	Fire Chief		

SECTION 13: EMPLOYEE ACKNOWLEDGEMENT

I acknowledge that I have been provided a copy of the Employee Handbook, which contains important information on the Municipality's policies, procedures, and benefits. I understand that I am responsible for reading and understanding the contents of the handbook and agree to comply with all areas applicable to my role.

Employee Name: _____

Signature: _____

Date: _____