



## EMPLOYMENT POLICY MANUAL

<b>Subject:</b> Employee Benefits - Detailed	<b>Approval Date:</b> June 17, 2013	<b>By-Law No.</b> 1785-13 <i>Amended by By-Law No. 22-2015</i>
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### 3.7 EMPLOYMENT BENEFITS - DETAILED

Employees shall be eligible for the following benefits:

#### 1. GROUP INSURANCE PLAN

In accordance with existing policy as adopted by Council (100% employer paid).

#### 2. PENSION PLAN

Ontario Municipal Employees' Retirement System, Cost sharing in Basic Plan - normal retirement sixty-five (65) years, accordance with regulations, for other than fire department employees.

#### 3. SICK LEAVE

##### 3.1 Policy

The use of sick leave is designed to help safeguard employee health and morale, but such leave is a privilege and not a right which an employee may use as he/she pleases. The abuse of sick leave is grounds for dismissal.

##### 3.2 Rate of Earnings

Paid sick leave credits for regular employees shall be granted at the start of the year at the rate of seven (7) days. Regular employees hired during the year will be assigned sick leave credits based on one twelfth of the sick leave being earned per month multiplied by the number of months of employment for the year.

When the beginning date of employment is before the 15th of the month, the credit will be given that month, when after the 15th, credit will be given the following month.

##### 3.3 Use of Sick Leave

Sick leave may be used for employee's medical/dental appointments, personal illness, disability or serious illness in the immediate family.



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### 3.4 Injury on the Job

Absence due to injury received on the job. Sick leave pay, at the employee's discretion, may be used to compensate for the difference between WSIB payments and full pay.

### 3.5 Other Illness or Injury

Personal illness or physical incapacity resulting from causes beyond the control of the employee.

### 3.6 Medical and Dental Appointments

These should be scheduled at the beginning or end of the work day whenever possible to avoid disruption of work.

### 3.7 Counselling

In-patient or out-patient treatment or counseling for mental or emotional problems when the appointments conflict with regular work schedule.

### 3.8 Payment of Sick Leave

To qualify for payment of sick pay, an employee must:

- (i) have an established sick leave credit;
- (ii) notify their Supervisor within 30 minutes after the beginning of the work day;
- (iii) notify their Supervisor daily. For one or two days of sick leave, the employer reserves the right to demand a doctor's certificate. After two days, their Supervisor may request a doctor's certificate;
- (iv) when an employee uses sick leave, the employee will be granted the number of hours sick leave which they were normally scheduled to work for the applicable day.
- (v) sick leave is to be charged in units of whole hour or whole days.

### 3.9 Compensation for Unused Sick Days

An employee will be granted an annual compensation cheque in an amount calculated on the basis of the number of unused sick leave credit hours multiplied by the employee's regular straight-time hourly rate up to a maximum of four hundred twenty dollars (\$420.00). Such cheque shall be available with the employee's last pay each calendar year.



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An employee may elect to carry over up to a maximum of four hundred twenty dollars (\$420.00) of sick leave credit hours and such carry-over shall be non-rebateable. Employee would not be entitled to any future re-imbusement of these monies should the employee not utilize such hours in the subsequent year.

### 3.10 Other Accrued Time Allowed for Sick Leave

At such time as an employee exhausts all of their sick leave benefits, accrued overtime, holiday and vacation credits may be used to continue pay during the remainder of the sick leave. Medical progress reports may be required prior to approval of such payments. Sick leave credits, however, cannot be used for holidays or any other purpose.

### 3.11 Workplace Safety & Insurance Board (WSIB) Benefits

All employees who miss time from work because of a work-related injury or illness are covered under WSIB insurance payments. These should be reported to the Municipal Office as soon as possible. The Department Head will be held responsible for the filing of the necessary reports.

The Municipality will maintain employees on the active payroll when they are absent from work due to on the job injuries for the first twenty-one (21) calendar days of lost time. The Municipality will pay during the twenty-one (21) calendar day period all or a portion of the employee's salary depending upon what WSIB pays so that the employee will draw a full pay cheque during the period.

If unable to return to work after twenty-one (21) calendar days, WSIB will pay a portion of the employee's salary for a number of weeks as they determine by law. Accrued vacation and sick leave may be used if the employee chooses to make up the difference in full salary until it is exhausted. Once all accrued sick leave and vacation are exhausted, the employee will be carried as an inactive employee until such time as he/she is determined to be disabled or return to work.

A first aid report is required for all injuries which occur while the employee is at work. Should the injury become a WSIB compensable case, the Department Head shall submit the First Report of Injury to the Payroll Department. The Department Head shall monitor the status of all WSIB cases in their respective Department and complete all required forms in a timely fashion for handling by the Payroll Department. The time sheet will be marked "WSIB" each day the employee is out when the employer is paying the employee. When the



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employee is moved to inactive status, he/she is to be removed from the active payroll.

When the employee is absent due to a qualified lost time accident, he or she will continue to accrue sick leave and vacation leave. The employer will pay for all hospitalization premiums under the group insurance policy.

#### 4. ANNUAL VACATION

##### 4.1 Computation of Vacation Time/Leave

- (i) ten (10) working days up to the employee's second anniversary date;
- (ii) fifteen (15) working days after the employee's second anniversary date;
- (iii) twenty (20) working days after the employee's seventh anniversary date;
- (iii) twenty-five (25) working days after the employee's fourteenth anniversary date;
- (iv) thirty (30) working days after the employee's twentieth anniversary date.

##### 4.2 Pay for Outstanding Entitlements

In the event an employee is terminated or laid-off prior to having used their vacation entitlement then they shall receive pay for all outstanding vacation entitlement.

##### 4.3 Use of Vacation

Vacation time will be charged in units of half working days;

All students, temporary, irregular part-time, and call-in/casual employees shall receive 4% vacation pay on their regular pay cheques. Seasonal employees shall receive vacation pay on their regular pay cheques at the appropriate percentage as per the Collective Bargaining Agreement.

Regular full-time/part-time employees, shall be compensated in the following manner:

- (i) Vacation time shall be taken on the basis of computation for vacation time (Section 4.1), prorated in the case where an employee starts employment prior to 31 December of each year.



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- (ii) Vacation earned the first year shall be taken prior to 31 December of that year. Thereafter, the entitlement shall be taken between 01 January and 31 December of each year, based on computed entitlement. If their entitlement is not taken within this period, the Municipality reserves the right to schedule unused vacation time, or pay the employee for any unused vacation time.
- (iii) Employees will be allowed to carry over one week vacation time into the next subsequent year. Such carryover shall be used in that subsequent year and shall be used in the one week (block). Individual vacation days shall not be permitted.
- (iv) The employer reserves the right to allow vacation or part thereof to be taken in advance or before fully earned under the Employment Standards Act. If such advance vacation is approved and taken, the employee shall be required to sign a "consent for deductions form" should employment cease for any reason, permitting the Municipality to deduct any and all monies from the employee's final pay to reimburse the unearned portion of such vacation.
- (v) Employees are entitled to their projected vacation allowance for the year (prorated based upon their start date) immediately upon their hire.
- (vi) When an employee takes their vacation they will receive a regular pay cheque based on regular work hours.



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#### 4.4 Scheduling Vacation Time

The timing of all vacations is at the convenience of the Municipality. Department Heads shall provide the Chief Administrative Officer with vacation schedules for approval on or before 01 March of each year. Vacations are not to be considered when replacement help is required whenever possible. It is the Municipality's policy to arrange employee vacations whenever possible in the period requested by the employee. However, some employees will have to take part or all of their vacation in less desirable times of the year. Senior employees shall be given preference as to their choice of vacation period.

#### 5. PROCEDURE FOR APPLYING FOR SICK LEAVE

Department Heads will use the following procedure when requesting sick leave for themselves:

1. Obtain a leave request form from the Municipal Office.
2. Complete the form designating the type of leave and the dates.
3. Route the form to their Supervisor for approval.
4. A copy of the leave slip will be given to the Department Head and a copy placed in their personnel file.

All other personnel will use the following procedure:

1. Obtain a leave request form from their Department Head.
2. Complete the form and sign it as the employee, then obtain the Department Head's signature. The Department Head will certify that adequate leave has been accrued to cover the request.
3. A signed copy is given to the employee and a copy is placed in their personnel file.

All sick leave forms should be signed the day the employee returned to work and should be accompanied by a doctor's statement when requested.

#### 6. BEREAVEMENT LEAVE

In the event of the death:

- (i) of the employee's spouse, father, mother, son, daughter, step-child and grandchild up to seven (7) consecutive working days bereavement leave shall be granted to a probationary, regular or regular part-time employee;



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- (ii) of the employee's step-parent, brother, sister, guardian, father-in-law, mother-in-law, brother-in-law, sister-in-law, grandparents, spouses grandparents, ward up to five (5) consecutive working days bereavement leave shall be granted to a probationary, regular or regular part-time employee;
- (iii) An employee may be granted up to two (2) consecutive working days without pay to attend a funeral as a pallbearer or mourner.
- (iv) Employees are entitled to bereavement leave immediately upon their hire.

The above entitlements are subject to the following conditions:

- (i) notification for bereavement leave is made prior to the funeral;
- (ii) bereavement leave must be consecutive days off and employees will receive pay at straight time for the days employee would normally have worked.

### 7. PAID LEAVE OF ABSENCE NON-UNION EMPLOYEES

Non-Union may request a leave of absence with pay in the event of a serious illness or emergency in the immediate family providing that the employee has exhausted all sick leave credits, vacation entitlements and accumulated time in lieu hours. Approval of leave shall be at the total discretion of the Municipality and such leaves shall not be unreasonably withheld.

It is understood that at no time will a leave of absence be granted for a period exceeding twenty (20) working days, except in extenuating circumstances and at the discretion of the Municipality, such leave of absence shall not exceed a duration of six months.

### 8. MATERNITY/PARENTAL LEAVE

Pregnant employees, including managers and professionals, who are hired at least thirteen (13) weeks before their child is born qualify for maternity leave.

Pregnant employees have the right to take *Pregnancy Leave* of up to 17 weeks of unpaid time off work. In some cases the leave may be longer. New parents have the right to take *Parental Leave*--unpaid time off work when a baby or child is born or first comes into their care. Birth mothers who took pregnancy leave are entitled to up to 35 weeks' leave. Birth mothers who do not take pregnancy leave and all other new parents are entitled to up to 37 weeks' parental leave.



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Employees must provide at least two weeks' *written* notice before beginning pregnancy leave. Also, if the employer requests it, she must provide a certificate from a medical practitioner stating the baby's due date. The notice must advise the employer of the intended length of leave.

### 9. FETAL PROTECTION PROGRAM

The following procedures have been established in order to prevent any unnecessary exposure of a pregnant employee to hazardous materials or possible injury to a developing embryo/fetus.

At the earliest indication that an employee has knowledge that she is pregnant or she has reason to believe that she may be pregnant she is required to notify her manager. The employee will be counseled as to the importance of informing her physician of her job duties and the hazardous materials she may be exposed to while performing assigned job duties. Should the pregnant employee experience any difficulty at any time during her pregnancy she is required to notify her supervisor immediately in order that early intervention or suitable accommodation to an alternate job can be arranged where applicable.

### 10. PARENTAL LEAVE

Natural or adoptive parents, including managers and professionals, who have been employed for more than 13 weeks by the time their leave begins qualify for parental leave.

A "parent" includes:

- a birth parent;
- an adoptive parent (whether or not the adoption has been legally finalized); or
- a person who is in a relationship of some permanence with a parent of the child and who plans on treating the child as his or her own. This includes same-sex couples.

Birth mothers who take pregnancy leave are entitled to take up to 35 weeks of parental leave. All other new parents are entitled to take up to 37 weeks of parental leave. Employees may decide to take a shorter leave if they wish. However, once an employee has started parental leave, he or she must take it all at one time. The employee *cannot* use up part of the leave, return to work for the employer and then go back on parental leave for the unused portion.





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All other parents must *begin* their parental leave no later than 52 weeks after:

- The date their baby is born;  
**or**
- The date their child *first* came into their care, custody and control.

The parental leave does not have to be *completed* within this 52-week period. It just has to be started

An employee must give his or her employer at least two weeks' *written notice* before beginning a parental leave. If an employee is also taking a pregnancy leave, she may, but is not required to, give her employer notice of both leaves at the same time.

### 10.1 Maternity Related Reassignment and Job Modification

- a) An employee who is pregnant or nursing may request that the employer modify her job functions or reassign her to another job if continuing any of her current job functions may pose a risk to her health or that of the fetus or child.
- b) The request must be accompanied by a certificate from a qualified medical practitioner indicating how long the risk is likely to last and what activities or conditions should be avoided in order to eliminate the risk.

## 11. BENEFITS ACCRUED OR PAID DURING LEAVE OF ABSENCE AND MATERNITY RELATED LEAVES

### Union

As per provisions in the Collective Bargaining Agreement.

### Non-Union

Maternity and Parental Leave will be granted in accordance with the laws of Ontario and any applicable Federal legislation.

Any employee while on leave of absence shall not become entitled to or have accrued any benefits which may otherwise rise under this Manual, unless so provided for herein.



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### 12. LEAVE OF ABSENCE WITHOUT PAY

An employee desiring a leave of absence without pay, may be granted such leave on reasonable notice to the employer insofar as the regular operation of the Department in which he/she is employed will permit. An employee taking employment for wages or salaries during the employee's leave of absence will be grounds for the termination of employment for cause.

It is understood that at no time will a leave of absence be granted for a period exceeding twenty (20) working days, except in extenuating circumstances at the discretion of the employer, such leave of absence shall not exceed a six (6) month duration.

The employer will confirm or deny the request in writing within fourteen (14) days after the receipt of the request. Any employee while on leave of absence shall not become entitled to or have accrued any benefits which may otherwise rise under this Manual, unless so provided for herein. Vacation and/or banked overtime, where applicable, should be used before a leave is granted.

### 13. SUBPOENAED AS A WITNESS OR SUMMONED FOR JURY DUTY

An employee who is selected for service as a juror or subpoenaed as a witness will be compensated for loss of pay from his/her regularly scheduled shift due to such jury or subpoenaed witness service. Such compensation will be based on his/her regularly scheduled hours at his/her straight-time hourly rate less the fee received for his/her services as a juror or subpoenaed witness. Furthermore any employee who is selected for service as a juror or subpoenaed as a witness will be entitled to his or her full benefits as would normally be accrued.

In order for an employee to qualify for payment under this Article, he/she must:

1. Inform the Municipality as soon as possible of his/her selection for service as a juror or subpoenaed witness; and
2. Provide a written schedule to the Municipality indicating the date of his/her service as a juror or subpoenaed witness, the time so spent and the fee received for his/her service as a juror or subpoenaed witness.

### 14. ALLOWANCE PERSONAL PROTECTIVE EQUIPMENT (PPE)

All regular full-time and regular part-time employees required by the Corporation to wear prescription safety glasses and frames will be entitled to receive a refund for the



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cost of prescription once per twenty-four (24) month period provided he/she provides a proof of purchase.

All regular full-time and regular part-time employees shall be entitled to receive a cleaning allowance of two hundred and twenty dollars (\$230.00) effective January 1, 2015; two hundred forty (\$240.00) effective January 1, 2016; and two hundred fifty dollars (\$250.00) effective January 1, 2017. Such payments will be made in the first pay period of each December.

Employees with less than one year continuous service shall be paid a cleaning allowance on a pro rata monthly basis.

All regular full-time and regular part-time employees who are required by the Corporation to wear safety toed boots shall be entitled to receive two hundred and fifty dollars (\$250.00) per calendar year. Such payments will be made in the first pay period of each December.

## 15. RECOGNIZED HOLIDAYS

15.1 The following days shall be recognized as holidays and an eligible employee will receive his/her equivalent hours of pay for such day(s) provided he/she has met the requirements of Section 15 of this Policy:

- |                   |                                                                                                                                |
|-------------------|--------------------------------------------------------------------------------------------------------------------------------|
| (1) New Years Day | (7) Civic Holiday (August)                                                                                                     |
| (2) Family Day    | (8) Labour Day                                                                                                                 |
| (3) Good Friday   | (9) Thanksgiving Day                                                                                                           |
| (4) Easter Monday | (10) Christmas Day                                                                                                             |
| (5) Victoria Day  | (11) Boxing Day                                                                                                                |
| (6) Canada Day    | (12) One-half (1/2) day Christmas Eve and one-half (1/2) day New Year's Eve will be recognized as holidays under this Article. |

15.2 In addition to the recognized holidays in Section 15 of this Policy an eligible employee will be entitled to receive their regular hours of pay for two (2) floater days. The floaters will be taken as full days only and at a time to be mutually agreed upon by the employee and his/her Supervisor.

- (i) An employee must have completed his/her probationary period to be eligible for a floater day.
- (ii) To be eligible for a paid floater day the employee must have worked his/her scheduled shift prior to and immediately after the floater days.



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15.3 To be eligible for a paid holiday an employee must:

- (i) Have worked his/her scheduled shift prior to the holiday, or day observed as such, and his/her scheduled shift immediately after the holiday, or day observed as such.
- (ii) An employee on paid leave shall be deemed to be eligible for this provision.

An employee required to work on a recognized holiday shall be given another day off with public holiday pay, which will be mutually agreed upon by both parties.

### 16. RETIRED EMPLOYEES – BENEFIT PLAN

#### 16.1 Eligibility

Retired employees are eligible to continue in the Municipality’s Group Insurance Benefits Plan. The Group Insurance Benefits Plan shall include extended health care, dental care and vision care.

To qualify, retired employees shall meet the following requirements:

- 1. Must have been covered as an active employee immediately prior to retirement; and
- 2. Be eligible for retirement under the OMERS plan.

#### 16.2 Premium Payment

The Municipality will provide coverage (single or family) for retired non-union employees as enrolled on the date immediately prior to retirement. The Municipality will contribute a monthly premium based on the following:

Years of Service	Municipality Contribution	Retired Non-Union Employee Contribution
Less than 20 years	0%	100%
20 years or more	60%	40%
25 years or more	80%	20%
30 years or more	100%	0%

Retired employees shall contribute a monthly premium based on the above. The cost of the premiums will be initially paid for by the Municipality and then invoiced on a monthly basis to the retired employee. The Municipality reserves the right to cancel the benefits if the retired employee does not pay the invoice forwarded by the Municipality within the time limits stated on the invoice. If the benefits are cancelled by the Municipality, the retired employee shall be ineligible to receive any further benefits.



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### 16.3 Discontinuance of Benefit Coverage

Benefit coverage will cease for retired employee as follows:

1. At the end of the month in which he or she reaches the age of sixty-five (65); or
2. If he or she dies prior to age sixty-five (65), benefits will cease in the month in which he or she dies.

## 17. MAYOR & COUNCILLORS (NO LONGER ELECTED OFFICIALS) – BENEFIT PLAN

### 17.1 Eligibility

Mayor and Councillors, who are no longer an elected official, are eligible to continue to participate in the Municipality's Group Insurance Benefits Plan. The Group Insurance Benefits Plan shall include extended health care, dental care and vision care.

To qualify, Mayor and Councillors must advise the Municipality of their intent, prior to no longer being an elected official.

### 17.2 Premium Payment

Mayor and Councillors, who are no longer an elected official, shall contribute 100% of the monthly premium.

The cost of the premiums will be initially paid for by the Municipality and then invoiced on a monthly basis to the Mayor and Councillors. The Municipality reserves the right to cancel the benefits if the Mayor or Councillors do not pay the invoice forwarded by the Municipality within the time limits stated on the invoice. If the benefits are cancelled by the Municipality, Mayor and Councillors shall be ineligible to receive any further benefits.

### 17.3 Discontinuance of Benefit Coverage

Benefit coverage ceases for Mayor and Councillors, who are no longer an elected official, as follows:

1. At the end of the month in which he or she reaches the age of sixty-five (65); or
2. If he or she dies prior to age sixty-five (65), benefits will cease in the month in which he or she dies.